

Education and Examination Regulations 2022-2023

For the Departments of Business and Law; Health and Life Science; Industry and Environment; Media, Design and IT; People and Society; and Education and Training

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1 Definitions

Art. 1.1 Definitions

Academic year

The period starting on Monday the 19th of September 2022 and ending on Sunday the 17th of September 2023.

Acquired credits

Credits related to courses you have enrolled in and received a credit certificate for.

Bridging programme

A programme that is imposed if you wish to enrol in a master programme on the basis of a professional bachelor.

Catch-up examination

Any examination that may be taken at a later time if you could not take part in one or more examinations, subject to exceptional permission and under certain conditions.

Certificate of aptitude

Proof, by way of a document or other proof of registration, that, based on previously acquired competencies or qualifications, you have gained the competencies unique to:

- a) an associate level in higher vocational education, or
- b) a bachelor level in higher professional education or academic education, or
- c) a master level, or
- d) a well-defined programme, course or cluster of courses.

Competency

Combination of knowledge, insights, skills, attitudes and values that enable you to successfully complete a task or cluster of tasks.

Competency assessment

An assessment of a person's competencies, prior to issuing a certificate of aptitude. AP University College Antwerp conducts these assessments in accordance with the procedures and regulations of the Antwerp University Association. (<https://www.auha.be/evc/>)

Concordance table

Table indicating which courses from consecutive programme curricula in one single programme correspond to each other across multiple academic years.

Council for Disputes Concerning Study Progress Decisions

The Council for Disputes Concerning Study Progress Decisions is an administrative court for higher education. The Council rules on disputes about study progress decisions and on requests from students to adjust their study credit because they were in a situation of force majeure and the university college was unable to offer adjusted examination arrangements. More information at <https://onderwijs.vlaanderen.be/nl/raad>.

Course

A distinctive part of any teaching or learning activities and examinations, directed towards achieving well-described competencies in terms of knowledge, insight, skills and attitudes. The number of credits tied to a course is at least three and is given in whole numbers.

Course component

A structured part of a course designated as such in the programme curriculum.

Credit

An international unit, accepted by Belgium's Flemish Community, corresponding to between 25 and 30 hours' prescribed teaching, learning and evaluation activities. It is used to express the study load of each programme and each course.

Credit certificate

Registered recognition of the fact that you have acquired the competencies related to a course, as shown by an examination. The certificate indicates the number of credits acquired for the course.

Credit contract

A contract entered into by the University College Board and a student who enrolls with a view to obtaining a credit certificate for one or more courses.

Degree

Title of Associate degree, Bachelor, Master or Doctor granted at the end of a programme c.q. after promotion upon formal graduation.

Degree of merit

Denominations of 'satisfactory', 'with distinction', 'with great distinction' and 'with the greatest distinction' upon graduation.

Degree specification

Any addition of the words 'of science' or 'of arts' to a degree.

Degree type

Any part of a programme's name indicating the specific orientation of a programme: professional or academic.

Deliberation

Process of consultation in the examination committee resulting in a decision, if necessary after a vote.

Digital examination

An examination in which you answer the examination questions on laptop, computer or tablet.

Diploma contract

A contract entered into by the University College Board and a student who enrolls with a view to obtaining a degree or diploma for a programme or who enrolls for a bridging programme, a preparatory programme or a postgraduate programme.

ECTS sheet

Sheet with essential information about a course or course component. ECTS stands for European Credit Transfer System.

Enrolled student

Any student fulfilling the requirements specified in [art. 10.1](#).

Enrolment agreement (or 'contract educational programme' on the iBaMaFlex platform)

An agreement entered into between you and the University College Board whereby you enrol and accept the general terms and conditions within the meaning of art. II.237 of the Flemish Higher Education Code of the 11th of October 2013.

Examination

Any evaluation of the extent to which you have achieved the competencies related to a course or course component based on your study.

An examination may consist of several partial examinations in different formats (written examinations, digital examinations, oral examinations, tests, assignments, continuous assessment, tasks, papers, presentations, etc.).

Examination contract

A contract entered into by the University College Board and a student who enrolls exclusively for taking examinations with a view to obtaining a degree or diploma for a programme or with a view to obtaining a credit certificate for one or more courses.

Examination decision

Any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety.

Examination disciplinary decision

Any disciplinary measure imposed by the examination disciplinary committee following examination irregularities.

Examination period

Every academic year has two examination periods. The second examination period is the period when you may make use of your second examination opportunity per course (a so-called 'resit'). Any examination series preceding the second make up the first examination period.

Examination series

A series of examinations closes the teaching period. During the first examination period, the university college organises several examination series. The number of examination series as well as their start and end dates are indicated on the departmental academic calendar applicable to you.

Exemption

Relieving you of the obligation to take an examination for a course or component of it. If you have obtained an exemption you do not get an examination grade. Exemptions may be granted based on one or more study certificates or a certificate of aptitude obtained elsewhere.

External student

You are an external student if you are not enrolled at AP University College Antwerp but you can take part in teaching activities and examinations, based on a written agreement between AP University College Antwerp and the institution where you have enrolled, or in accordance with any exchange project stipulations.

Final examination grades

Examination grades definitively established by the person responsible for the course.

Flemish educational leave

Flemish educational leave is a framework for individual educational leave. It is defined as the right granted to employees in the private sector who follow certain programmes, to be absent from work while keeping their usual wages. The system of Flemish educational leave replaces the framework for paid educational leave from the 1st of September 2019.

Force majeure

A force majeure event is an unforeseeable and unavoidable situation beyond the control of the person concerned which makes them unable to honour their obligations.

Functional limitation

A long-term physical, mental or sensory limitation that may hinder you in the context of various impediments from partaking in higher education completely, effectively and on an equal footing with other students; this includes learning and developmental disorders.

Generation student

You are a generation student if you enrol for a higher vocational education programme or a professional or academic bachelor programme with a diploma contract for the first time in a particular academic year in Flemish higher education. A generation student's legal status applies for the entire academic year.

Individual adjustments

Any supporting, compensating and dispensatory measures that may be related to teaching or examinations which you can make use of when the circumstances require you to do so.

Individual path

Any study path deviating from the model path, i.e. a tailored study path.

Latest date

The latest date you may drop a course with refunded study credit.

Main subject

Differentiation in a programme curriculum with a study load of:

- a) for associate degrees: at least one sixth and at most one half of the total study load of the programme;
- b) for professional bachelor programmes: at least 60 credits and at most 150 credits;
- c) for advanced bachelor programmes: at least 30 credits.

Medical certificate

A medical certificate is the result of a medical examination of the student concerned, dated and signed by the physician on the day of the medical examination in question. The university college does not accept medical certificates with a later date or patient declarations signed by the physician to authorise absences.

Model path

Any study path consisting of a pre-set programme curriculum for a programme clarifying how you can obtain the diploma connected to the programme. Model paths distinguish in particular different programme sections.

Near-scholarship student

You are a near-scholarship student if you are a citizen of a member state of the European Economic Area or fulfil the conditions set out in article 9 of the Flemish Decree of the 8th of June 2007 concerning study financing by the Flemish Community and do not receive a scholarship from the Flemish Community, but your reference income exceeds the financial maximum determined in the rules and regulations concerning scholarships by a maximum of 3000 euros.

The amount of 3000 euros is indexed pursuant to article II.218 of the Flemish Higher Education Code of the 11th of October 2013.

Ombudsperson

Any person appointed by the University College Board acting as a mediator between a student and one or more members of staff in disputes related to the application of the Education and Examination Regulations and/or a student's legal status or any acts or circumstances deemed unfair.

Oral examination

An examination in which you answer the examination questions orally.

Partial examination

Any evaluation activity additional to other evaluation activities for a course or course component, which after weighting contributes to the final grade for a course or course component. The examination grade for a partial examination is called a partial grade.

Person responsible for a course

The person who is responsible for the pedagogical and organisational content and teaching activities of a course.

Preparatory programme

A programme that may be imposed if you do not have a diploma granting direct admission to the programme you wish to enrol in.

Previously acquired competency (EVC: eerder verworven competentie)

The conglomerate of knowledge, insight, skills and attitudes acquired through learning processes not certified with a study certificate.

Previously acquired qualification (EVK: eerder verworven kwalificatie)

Any Belgian or foreign study certificate indicating that a formal learning path was completed successfully, whether or not within the regular education system, other than a credit certificate that was achieved with the institution and programme where the student wishes to have the qualification recognised.

Programme

The structural unit of all education on offer at the university college. Successful completion entitles students to a diploma or certificate.

Programme characteristics

The profile identification elements of a programme, namely:

- a) type of the degree granted at the end of the programme;
- b) a specific main subject within a programme;
- c) the study load.

Programme curriculum

A consistent set of teaching and learning activities directed at achieving well-described goals. These are competencies or competency components in terms of knowledge, insight, skills and attitudes which graduates of a particular programme and, where applicable, main subject and study path must master.

Programme section

A described and fixed part of a programme according to the model path, consisting of a predetermined number of credits.

Scholarship rate student

You are a scholarship rate student if you:

- a) receive a scholarship from the Flemish Community, in accordance with the rules and regulations contained in the Flemish Decree of the 8th of June 2007 concerning study financing, or
- b) fulfil the conditions set out in article 9 of the Flemish Decree of the 8th of June 2007 concerning study financing by the Flemish Community, and fulfil the financial criteria for study financing in the Flemish Community, or
- c) are a citizen of a member state of the European Economic Area and fulfil the financial criteria for study financing in the Flemish Community, or
- d) are a scholarship student of the Belgian Directorate-General for Development Cooperation, a scholarship student of Belgian Technical Cooperation (BTC) or a scholarship student in one of the Flemish Interuniversity Council's development cooperation programmes.

Scholarship student

You are a scholarship student if you receive a scholarship from the Flemish Community, in accordance with the rules and regulations contained in the Flemish Decree of the 8th of June 2007 concerning study financing.

Sequencing of a course

The rules set by the University College Board about having followed, having passed or having used tolerance credits for a course before you can take an examination for another course.

Student Center

The Student Center brings together the various support services for students at AP. These include: student counselling, ombud services, language support, student services (STUVO), the student administration and the international office. The Student Center is based on the Spoor Noord-Lichttoren campus, but also provides services on the other AP campuses and digitally. You can find the contact details of the Student Center on the intranet for students at <https://student.ap.be/en/studentcenter>.

Student counsellor

The staff member who is responsible for counselling students within one or more of the following domains: study coaching, study advice, study choice guidance in case of (re)orienting, individual adjustments and psychosocial support. You can find the contact details on the intranet for students at <https://student.ap.be/en/study-skills-planning>.

Study credit

The total amount of credits you can use during your study career to enrol in an initial bachelor or master programme under a diploma contract or in a course under a credit contract as specified in art. [8.1](#). Your study credit evolves based on the number of credits you enrol for and the credits you acquire later.

Study efficiency

The ratio between the number of credits acquired at AP University College Antwerp and the number of credits actually taken up in one academic year within one and the same programme, expressed in percentages. A student's cumulative study efficiency is the same ratio, but calculated across all previous academic years within one and the same programme up to and including the most recent examination period. The university college does not include exemptions when calculating study efficiency.

Study load

The number of credits allocated to a course or programme.

Study path

The path taken by students through a programme. This can either be a model path or an individual path.

Study path advisor

The staff member who supports students with compiling their study path and with applications for exemptions.

Study progress decision

The following are considered study progress decisions:

- a) examination decisions: any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety;
- b) examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;
- c) granting certificates of aptitude, indicating that you have achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
- d) granting exemptions: absolving you from your obligation to take an examination for a course or component of it;
- e) decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
- f) imposing study progress monitoring measures, within the meaning of article II.246 of the Flemish Higher Education Code;
- g) refusing to include a particular course in the contract in which the student who is following an individual path, has not previously enrolled;
- h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant to article II.256 of the Flemish Higher Education Code;
- i) an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit less than or equal to 0, if not the result of a general regulation.
- j) an individual decision concerning the refusal to enrol based on not fulfilling a previously imposed measure for study progress monitoring, pursuant to article II.246 of the Flemish Higher Education Code.

Study time

The estimated time in hours an average student needs for the teaching, learning and evaluation activities of a programme and course in order to achieve the envisaged competencies.

Teaching period

Any period during which a programme offers and completes a number of courses or course components. An examination series always follows a teaching period.

Tolerance

Your choice to accept a tolerable fail mark.

Tolerance file

The student's file containing the tolerable fail marks for which the student wishes to use tolerance credits in accordance with the rules specified in [art. 18.2](#) and [art. 18.3](#).

University college

Any institution offering higher education outside the university.

University College Board

AP University College Antwerp's governing bodies.

Working day

Every day except for Saturdays, Sundays, public holidays, the 11th of July, the 2nd of November and days on which the whole university college is closed, as specified in the departmental academic calendar(s).

Working student

You are a working student if you fulfil the conditions below in accordance with the Flemish Decree concerning financing the functioning of the universities and university colleges in Flanders:

- a) you hold proof of employment under contract for at least 80 hours per month, or you hold proof of insured unemployment and the programme is part of a job trajectory proposed by a regional job placement service;
- b) you do not yet hold a diploma for the second cycle in higher education or a master's diploma.
- c) you are enrolled in a study path with specific teaching and learning forms and particular modalities in terms of support and range on offer, recorded as such in the Flemish Higher Education Register.

Written examination

An examination in which you answer the examination questions on paper.

2 Introductory provisions

Art. 2.1 The Education and Examination Regulations

How should you read the Education and Examination Regulations?

- Wherever reference is made to 'you' or 'your', we mean you as a student, candidate-student or graduate of AP University College Antwerp.
- Wherever reference is made to 'he', 'his' or 'him', we mean 'she/he/they', 'her/his/their' and 'her/him/them'.

These Education and Examination Regulations contain the education, examination and legal position regulations for the students of the departments of the AP University College Antwerp (Artesis Plantijn University College Antwerp) for the academic year 2022-2023. The Education and Examination Regulations include the departmental academic calendars as appendices, which constitute an integral part of these regulations. The programme curricula and ECTS sheets of the programmes that are available at <https://ects.ap.be/en/> also form an integral part of these regulations.

The University College Board publishes the Education and Examination Regulations on the public website of AP University College Antwerp, from the opening of the registration period for a new academic year. You can request a printed version at the reception on campus.

Art. 2.2 Legislation

The Education and Examination Regulations are drawn up in application of the stipulations in the Flemish Higher Education Code of the 11th of October 2013.

Art. 2.3 Area of application

These Education and Examination Regulations apply to all associate degrees, bachelor programmes, advanced bachelor programmes, and postgraduate programmes organised by the departments of the AP University College Antwerp during the 2022-2023 academic year.

The organisation of the associate degree of Education: Secondary Education: Teacher of Dance, the shortened path of the bachelor of Education: Secondary Education for holders of a bachelor's diploma in Music and Performing Arts, and the postgraduate Mantle of the Expert is done in collaboration with the Royal Conservatoire Antwerp. This means, among other things, that these paths and this postgraduate programme are followed at the Royal Conservatoire Antwerp. For this reason, the Education and Examination Regulations of the Schools of Arts of AP University College Antwerp apply to these paths and this postgraduate programme, not these Education and Examination Regulations of the departments.

Art. 2.4 Entry into force

The present regulations will take effect on the day following their approval by the Supervisory Board for enrolments in the programmes offered in the 2022-2023 academic year.

3 Programme curriculum and study load

Art. 3.1 Programme curriculum

§1 Before the 1st of May, the University College Board must determine the programme curriculum for each associate degree, professional bachelor programme, postgraduate programme and advanced bachelor programme and decide which unit of teaching and learning activities is coupled with an examination or a partial examination.

§2 The programme curriculum is part of the Education and Examination Regulations and can be consulted at <https://ects.ap.be/en/>.

Art. 3.2 Provisions relating to programmes and courses

The University College Board will determine for each programme:

- the degree it leads to, the degree type and, if applicable, the degree specification;
- its contents and aims, the programme curriculum and its division into model paths and courses;
- if applicable, its main subjects and choice or differentiation packages;
- the sequencing of its various courses;
- if applicable, specific prior education requirements and additional conditions for admission, including conditions for candidate-students to enrol if they do not fulfil general prior education requirements;
- its study load in whole-number credits;
- its teaching language;
- the conditions under which you can follow courses and take examinations for them in other institutions for higher education in Belgium or abroad;
- regulations regarding the organisation of information sessions for first-time students.

The University College Board will determine for each course (or course component):

- if applicable, the starting competencies;
- the end competencies of the course (nature, content, profile);
- the way it will be evaluated;
- the time of evaluation;
- its study load in whole-number credits;
- its teaching language.

The University College Board will make the ECTS sheets for the associate degrees, professional bachelor programmes, postgraduate programmes and advanced bachelor programmes available to students at the latest on the 1st of September 2022.

All ECTS sheets are an integral part of the Education and Examination Regulations and are published at <https://ects.ap.be/en/>.

Art. 3.3 Determining the number of credits

Each programme achieves its competencies through its courses. The number of credits a programme allocates to one of its courses is always at least 3 and indicated in whole numbers, reflecting the estimated study time needed for obtaining the course's envisaged competencies.

One credit stands for 25 to 30 hours of study time. A course's ECTS sheet includes the number of credits.

Art. 3.4 Changes to the programme curriculum

If an associate degree, a professional bachelor programme, postgraduate programme or an advanced bachelor programme changes its programme curriculum, the University College Board must put together a concordance table for each programme curriculum before the 1st of May.

Art. 3.5 Replacing a course from your own programme curriculum with a course from another programme of AP University College Antwerp or of another higher education institution within the Flemish Community

§1 How can you replace courses from your own programme curriculum with courses from another programme of AP or another higher education institution within the Flemish Community?

You can replace one or more courses from your own programme curriculum with courses from another programme of AP University College Antwerp or another higher education institution within the Flemish Community. You then take the course at the other programme and/or institution and take the examination there too. You must submit a **motivated application** to the Student Center to do this. The admissions committee will decide on your application.

The admissions committee will take a decision on the basis of the following criteria:

- the objectives of the course that you wish to take elsewhere are sufficiently consistent with the objectives of your programme;
- the study load of the course/courses that you wish to take elsewhere corresponds sufficiently closely with the study load of the course/courses from your study path that you wish to replace;
- the sequencing between the course that you wish to replace and other courses from the programme curriculum allows this.

Your department may set **extra conditions**. If so, these are laid down by the University College Board and will be listed at <https://student.ap.be/en/following-courses-elsewhere>.

Note: If you want to take a course at another educational institution of the Antwerp University Association, the course may not appear in your own programme curriculum, unless this is allowed by a cooperation agreement with that institution.

Unless the admissions committee decides otherwise, the number of credits of the course that you take in the other programme and/or institution corresponds to the number of credits of the course that you are replacing.

After the admissions committee has decided on your application, the enrolment agreement that the Dean of department and you sign will specify which courses you will replace from your own programme curriculum.

§2 How do you find out about the examination grades you obtain in the other programme and/or institution?

You will receive the examination grades that you obtain in the other programme and/or institution when the final examination grades are announced via the individual report in iBaMaFlex ([art. 17.2](#)).

If you have not passed and there is no second examination opportunity for the course taken elsewhere, you must take the course that you replaced in your own programme the following academic year and take the examination for it. This will then be recorded in the diploma supplement. This also applies if you did not pass the second examination opportunity for the course that you took elsewhere.

Art. 3.6 Replacing courses from your own programme curriculum with courses from a programme at a higher education institution outside the Flemish Community and attending education there for at least one month

§1 How can you replace courses from your own programme curriculum with courses from a programme of another higher education institution outside the Flemish Community?

You can replace one or more courses from your own programme curriculum with courses from another programme of a higher education institution outside the Flemish Community. You then take

the course at the other institution and take the examination there too. This means that you must participate for at least one month in the teaching and examination activities in the context of the relevant courses. You must submit a **motivated application** to the Student Center to do this. The admissions committee will decide on your application.

The admissions committee makes a decision based on the following **criteria**:

- the objectives of the course that you wish to follow elsewhere are sufficiently consistent with the objectives of your programme;
- the study load of the course/courses that you wish to take elsewhere corresponds sufficiently closely with the study load of the course/courses from your study track that you wish to replace;
- the sequencing between the course that you wish to replace and other courses from the programme curriculum allows this;
- during your programme, you have already accumulated credits, used tolerance credits or been granted exemptions for at least 60 credits in total;
- you include courses from the programme of the institution outside the Flemish Community in the enrolment agreement for the minimum number of credits determined by the University College Board for your programme and indicated <https://student.ap.be/en/following-courses-elsewhere>.

Your department may set **extra conditions**. If so, these are laid down by the University College Board and will be listed at <https://student.ap.be/en/following-courses-elsewhere>.

Unless the admissions committee decides otherwise, the number of credits of the course that you take in the other programme and/or institution corresponds to the number of credits of the course that you are replacing. The admissions committee must indicate how the examination results for the substitute courses will be included in the diploma (academic recognition).

After the admissions committee has decided on your application, the Learning Agreement will specify which courses you will replace from your own programme. The Learning Agreement is an agreement between you, AP University College Antwerp and the host institution. It determines which courses from the programme curriculum of the host institution you include in your study path to replace the courses from your own programme curriculum and how many ECTS credits you will acquire after passing the courses at the host institution.

The Learning Agreement must be in order and signed by the three parties before the start of your study period at the host institution and added to your file via Mobility Online.

If a change to the Learning Agreement proves necessary after your arrival, this must be completed and approved by the three parties no later than five weeks after the start of the study period abroad.

In addition, the enrolment agreement will specify which courses you will replace from your own programme curriculum. You and the Dean of department will sign this before you depart for the host institution.

Before departing for the host institution, you must also arrange the matters listed on the intranet for students at <https://student.ap.be/en/what-do-i-arrange-departure>.

§2 How do you find out about the examination grades you obtain in the other programme and/or institution?

You will receive the examination grades that you obtain in the other programme and/or institution when the final examination grades are announced via the individual report in iBaMaFlex ([art. 17.2](#)).

If you have not passed and there is no second examination opportunity for the course taken elsewhere, you must take the course that you replaced in your own programme the following academic year and take the examination for it. This will then be recorded in the diploma supplement. This also applies if you did not pass the second examination opportunity for the course that you took elsewhere.

4 Language regulations

Art. 4.1 Teaching language

§1 Initial associate degrees, bachelor and master programmes in Dutch

Classes of the initial associate degrees, bachelor and master programmes at the AP University College Antwerp are taught in Dutch.

The Dean of department may decide to deviate from this rule and offer students the chance or allow them to follow courses in a different language, within Dutch-language programmes. This may be the case for:

- a) foreign language courses which are taught in the language concerned;
- b) courses taught by foreign guest lecturers;
- c) courses taught in a foreign language that students attend at a different institution for higher education;
- d) courses for which the Dean of department has demonstrated in detail that teaching them in a different language makes the programme more useful and will provide you and the associated professional field with added value; in this case, the university college must ensure that lecturers have mastered the teaching language to an adequate level;

The Dean of department provides the Principal at the latest on the 1st of September with a detailed overview of the courses above-mentioned in b) and d) that will be taught in a language other than Dutch the next academic year.

You will find the teaching language indicated in the course's ECTS sheet.

Within a Dutch-language programme, you have the right to take the examination for a course with a different teaching language than Dutch in Dutch, provided that no equivalent course in Dutch is offered in the study programme concerned. However, this does not apply to examinations of foreign language courses and to courses you attend at a different institution for higher education. You can make use of this right by submitting a request to the head of programme, at least 10 working days before the first day of the examination series concerned. For examinations organised outside of an examination series, you must file an application with the head of programme at least 10 working days before the examination day.

§2 Initial bachelor or master programmes in a foreign language

P University College Antwerp can offer initial bachelor and master programmes in a foreign language when these programmes are specifically prepared for foreign students or when the added value for the

students and the professional field and the functionality for the programme can be properly proved. The university college can only offer an initial bachelor or master programme in a foreign language if an equivalent programme in Dutch is offered in the Flemish Community, unless the university college is granted an exemption from this equivalence condition.

You will find the teaching language indicated in the course's ECTS sheet.

§3 Continuation courses

The AP University College Antwerp is free to determine the teaching language for the advanced bachelor programmes, the advanced master programmes, postgraduate programmes, and the educational and other study activities organised as part of permanent education for extra training.

You will find the teaching language indicated in the course's ECTS sheet.

Art. 4.2 Language support measures

The university college provides the opportunity for students who follow an initial associate degree, bachelor or master programme with courses in a foreign language or an initial bachelor or master programme in a foreign language, to test their skills in the language concerned.

The university college provides language support measures in the programme curriculum of initial associate degree, bachelor or master programmes with courses in a foreign language and in the programme curriculum of initial bachelor or master programmes in a foreign language. Such measures may include:

- Foreign language courses as part of a package of mandatory courses or as a mandatory optional subject;
- Language support measures integrated in courses taught in a foreign language. These measures involve active support for students and are therefore easily recognisable within the course. To avoid a heavier study load, courses may for example be provided with further explanations in Dutch, professional vocabulary lists may be provided, students may make use of a dictionary or literature in a foreign language, etc.

Art. 4.3 Language requirements for enrolment

AP University College Antwerp can determine language requirements for enrolment in a programme in Dutch or in English. You can find the language requirements for enrolment set by AP University College Antwerp in [art. 7.6](#) of the Education and Examination Regulations.

5 Structure of the academic year

Art. 5.1 Division into teaching periods

The University College Board determines the teaching periods for each programme on the recommendation of the department, opting for a system by year, semesters or modules. The University College Board must make changes to the existing structure before the 1st of March prior to the start of the academic year concerned.

Art. 5.2 Academic calendar

The academic year begins on Monday the 19th of September 2022.

Every year, the University College Board fixes the students' departmental academic calendar with the following periods:

1. days for teaching activities;
2. the autumn, Christmas, spring, Easter and summer holidays;
3. other statutory holidays;
4. periods reserved for examination series and examination periods;
5. periods reserved for study leave, if applicable;
6. the latest dates for you to withdraw with refunded study credit for one of more courses or for the entire programme;
7. the latest dates for you to enrol;
8. the latest date for you to drop courses with reimbursement of tuition fees and study-related cost contributions.

Every year, the University College Board attaches a departmental academic calendar per department as an appendix to the Education and Examination Regulations.

The University College Board may change the beginning and end dates of the academic year on motivated grounds and with a well-described scope.

Art. 5.3 Information sessions

If you are enrolling at the university college for the first time, your department will offer information sessions during the month of September. The department will provide you as a new student with information about the programme you have chosen and all its facets.

6 The admissions committee

Art. 6.1 Formation

The Dean of department forms an admissions committee for each programme or cluster of programmes.

Art. 6.2 Composition and deliberation

Each admissions committee consists of the following voting members:

- the Dean of department, or the person appointed as such by the Dean of department, is chairperson of the admissions committee;
- at least two members of the teaching staff, one of whom belongs to the programme candidates are applying for.

The admissions committee(s) may only validly deliberate if a simple majority of voting members is present. All decisions are preferably taken by consensus. If no consensus can be reached amongst the voting members, the chairperson must proceed to a vote. Decisions are taken by simple majority. The chairperson has a casting vote in case of a tie.

The student counsellor, the study path advisor and/or ombudsperson may attend the deliberations of the admissions committee as non-voting members upon their own request, upon the chairperson's request or upon your request.

The secretary of the admissions committee, appointed by the Dean of department, is also a non-voting member.

You can check the composition of the admissions committee(s) on the intranet for students at <https://student.ap.be/en/admissions-committee>. If you are a candidate-student, you may request this composition from the Student Center.

Art. 6.3 Authorisations

The admissions committees are authorised to make the following decisions:

- a) grant permission to enrol to candidate-students holding a diploma or certificate from a country outside the European Union that gives access to university education in that country, but for which a Belgian act, a Flemish Decree, a European guideline or international agreement are lacking concerning the equivalence of the diploma or certificate to a Flemish one;
- b) grant permission to enrol in a specific associate degree to candidate-students who do not meet the language requirements as described in [art. 7.6](#);
- c) grant permission to enrol to a candidate-student who has not yet met the additional departmental requirements imposed for admission to an advanced bachelor programme;
- d) process applications for enrolment after the deadlines for enrolment ([art. 10.1](#));
- e) process applications for changes to the content of enrolment agreements ([art. 11.6](#));
- f) process applications for changes to contract types ([art. 11.5](#));
- g) process applications to follow courses at another institution for higher education in Belgium or abroad ([art. 3.5](#) and [art 3.6](#));
- h) process applications for individual study paths from newly enrolling students and process applications for individual study paths in case of enrolment under a diploma contract deviating from the rules specified in [art. 11.3](#);
- i) process applications for exemptions ([art. 10.4](#) to [10.6](#));
- j) impose measures for study progress monitoring, as described in [art. 13.1](#);
- k) process applications for individual adjustments ([art. 10.7](#)).

7 Admission requirements

Art. 7.1 Admission requirements for associate degrees

7.1.1 General admission requirements for associate degrees

§1 To be admitted to a higher vocational education level 5 programme, as a candidate-student you must have completed compulsory education.

In addition, you must have one of the following study certificates:

- a study certificate of the second year of the third stage of secondary education, that has been held for at least three years;
- a secondary education diploma;
- a certificate of a social promotion secondary education programme with a minimum of 900 teaching periods;
- a certificate of a secondary adult education programme with a minimum of 900 teaching periods;
- a certificate of higher vocational education level 5;
- a diploma of higher social promotion education;
- a diploma of higher vocational education level 5;
- a higher education diploma short cycle with complete curriculum;
- a bachelor's or master's diploma;

- any study certificate recognised as equivalent to one of the above-mentioned diplomas, pursuant to any legal norm, European guideline or any other international agreement. You can consult a non-exhaustive list of such study certificates at www.ap.be/toelatingsvoorwaarden. If there is no such recognition, the admissions committee may give candidate-students permission to enrol for a higher vocational education level 5 programme if they have obtained a diploma or certificate in a country outside the European Union that gives access to higher education in that country.

You must submit a written application for this permission with the Student Center no later than 1 September prior to the academic year for which you wish to enrol, or no later than 1 December for an enrolment limited to courses organised in the second semester.

Your application must contain the following documents:

- a certified copy of the diploma or certificate concerned;
- a declaration from the embassy or consulate of your country stating that with this diploma or certificate, you are admitted to higher education in the country where you obtained it;
- a certified Dutch translation issued by a sworn translator of the diploma or certificate, unless it is originally written in English, French, or German.

The submitted file will be examined by the admissions committee. The chairperson of the admissions committee will notify you in writing of its decision.

§2 In addition, in order to be admitted to the associate degree of Education: Secondary Education, you must be able to prove sufficient useful experience in the technical or practical educational subject of the associate degree of Education: Secondary Education for which you want to acquire a teaching qualification, in particular:

- a) 5 years of professional experience in the educational subject concerned, or
- b) 3 years of professional experience in the educational subject concerned if you have a study certificate as mentioned in [7.1.1](#) or a professional certificate from the public employment service of Flanders (VDAB) in the domain of the educational subject.

You must provide such proof according to the procedure described at www.ap.be/graduaat/secundair-onderwijs.

Pursuant to the decision of the Flemish Government concerning the admission to and organisation of the associate degree of Education: Secondary Education made on the 17th of May 2019, you may appeal any decision constituting a refusal to grant admission to the associate degree of Education: Secondary Education on grounds of insufficient useful professional experience.

You must initiate the internal appeal procedure by submitting a registered letter to the Principal within a period of 7 calendar days, starting on the day after the written notification of the decision to the candidate-student. You may add any supporting evidence you consider necessary.

The request is only admissible if it fulfils the formal requirements below:

- a) it has been sent by registered letter to the Principal within the aforementioned period;
- b) you have signed the request or had it signed by your counsellor;
- c) it contains at least your name and address, the date, the disputed decision and an actual description and justification of the objections invoke

The Principal will take a decision within 14 calendar days, starting on the day after the one on which the appeal is received. The Principal will notify you of the decision by registered letter.

7.1.2 Deviant admission requirements for associate degrees

§1 Deviant admission requirements for associate degrees

Pursuant to art. II.177 of the Flemish Higher Education Code of the 11th of October 2013, AP University College Antwerp applies the procedure and regulations for deviant admission requirements of the Antwerp University Association (<https://www.auha.be/afwijkende-toelating-hoger-onderwijs/>) for admission to an associate degree on the basis of deviant admission requirements.

§2 Additional admission requirement for the associate degree of Education: Secondary Education

In addition, in order to be admitted to the associate degree of Education: Secondary Education, you must be able to prove sufficient useful experience in the technical or practical educational subject of the associate degree of Education: Secondary Education for which you want to acquire a teaching qualification, in particular:

- a) 5 years of professional experience in the educational subject concerned, or
- b) 3 years of professional experience in the educational subject concerned if you have a study certificate as mentioned in [7.1.1](#) or a professional certificate from the public employment service of Flanders (VDAB) in the domain of the educational subject.

You must provide such proof according to the procedure described at www.ap.be/graduaat/secundair-onderwijs.

Pursuant to the decision of the Flemish Government concerning the admission to and organisation of the associate degree of Education: Secondary Education made on the 17th of May 2019, you may appeal any decision constituting a refusal to grant admission to the associate degree of Education: Secondary Education on grounds of insufficient useful professional experience. The manner in which you must initiate the internal appeal procedure is described in §2 of [7.1.1](#) General admission requirements for associate degrees.

Art. 7.2 Admission requirements for bachelor programmes

7.2.1 General admission requirements for bachelor programmes

§1 The general admission requirement to enrol in a bachelor programme is that you must hold one of the following:

- a) a secondary education diploma from the Flemish Community;
- b) a higher education diploma short cycle with complete curriculum;
- c) a diploma from social promotion higher education from the Flemish Community, except certificates of Pedagogical Aptitude;
- d) a Higher Vocational Education diploma or certificate from the Flemish Community;
- e) any study certificate recognised as equivalent to one of the above-mentioned diplomas, pursuant to any legal norm, European guideline or any other international agreement. You can consult a non-exhaustive list of eligible Belgian and foreign study certificates at www.ap.be/toelatingsvoorwaarden.

If there is no recognition as described in item e), the admissions committee may give candidate-students permission to enrol for a bachelor programme if they have obtained a diploma or certificate in a country outside the European Union that gives access to a bachelor's programme in that country, comparable to a Flemish bachelor programme and on the condition that the diploma or certificate in question passes the authenticity check. You must submit a written application for this permission with

the Student Center no later than 1 September prior to the academic year for which you wish to enrol, or no later than 1 December for an enrolment limited to courses organised in the second semester.

Your application must contain the following documents:

- a) a certified copy of the diploma concerned;
- b) a certified Dutch translation of the diploma issued by a sworn translator, unless originally in English, French, or German;
- c) a declaration from the embassy or consulate of your country stating that with this diploma, you are admitted to a bachelor programme in the country where you obtained the diploma, unless the diploma itself contains such declaration.

The submitted file will be examined by the admissions committee. The chairperson of the admissions committee will notify you in writing of its decision.

§2 In case of first enrolment for the bachelor programmes of Education: Pre-primary Education, Primary Education, and Secondary Education, you must present a proof of participation to the mandatory, non-binding entrance examination. You may take the entrance examination free of charge via <https://www.vlaamsehogescholelenraad.be/instaptoets-lerarenopleiding-overview>. The mandatory, non-binding entrance examination is imposed by the Flemish Government and is organised by the Flemish Council of Universities of Applied Sciences and Arts (VLHORA). You may take the entrance examination digitally via <https://www.vlaamsehogescholelenraad.be/instaptoets-lerarenopleiding-overview>.

You do not need to take a new non-binding entrance examination to obtain a valid proof of participation if you have already taken the entrance examination concerned in the past and:

- after being enrolled in a bachelor programme of Education at another institution, transfer to the same programme at AP University College; or
- after being enrolled in the bachelor programme of Education: Primary Education at AP University College or at another institution, register for a different bachelor programme of Education at AP University College.

After taking the non-binding entrance examination that has been made available for registration in the academic year for which you want to register, you will receive proof of participation. The proof of participation is valid for one academic year. You should provide this proof of participation to the Student Center. This should be done at the time of enrolment or no later than 14 days after enrolment. If you have not submitted proof of participation 14 days after enrolment at the latest, your enrolment for the bachelor programme of Education will be withdrawn.

7.2.2 Deviant admission requirements for bachelor programmes

Pursuant to art.II.179 of the Flemish Higher Education Code of the 11th of October 2013, AP University College Antwerp applies the procedure and regulations for deviant admission requirements of the Antwerp University Association (www.auha.be/afwijkende-toelating-hoger-onderwijs/) for admission to a bachelor programme on the basis of deviant admission requirements.

7.2.3 Admission requirements for shortened bachelor programme curricula

The admission requirements for the shortened programmes set up within the bachelor programmes are laid down by the by the University College Board and listed at www.ap.be/toelatingsvoorwaarden.

Art. 7.3 Admission requirements for advanced bachelor programmes

The following admission requirements apply for the Advanced Bachelor of Autism Spectrum Disorders: An Orthopedagogical Perspective:

- You must have sufficient and current practical experience within a professional work context that involves working with people with autism spectrum disorders; and
- You must hold a bachelor's or master's diploma in one of the following study areas: Health Care, Medicine, Education, Applied Social Studies, Physical Education and Rehabilitation Sciences, Psychology and Educational Sciences or Social Health Sciences; or
- Candidate-students who hold a bachelor's or master's diploma in a different study area, must address a motivated request for enrolment to the chairperson of the admissions committee before the 1st of October 2022. The admissions committee takes a motivated decision within 14 calendar days after receipt of the written request; or
- Candidate-students who do not yet hold a bachelor's diploma and wish to enrol for the Advanced Bachelor of Autism Spectrum Disorders: An Orthopedagogical Perspective, must:
 - be enrolled in one of the following professional bachelor programmes at AP University College Antwerp: Social Educational Care Work, Social Work, Occupational Therapy or Applied Psychology; and
 - have obtained a credit certificate, used tolerance credits and/or been granted exemptions for all courses belonging to programme section 1 and 2 of the respective bachelor programme at AP University College Antwerp; and
 - have obtained a credit certificate, used tolerance credits and/or been granted exemptions for at least 150 of the 180 credits of the initial bachelor programme at AP University College Antwerp;

For this, you must submit a motivated written request to the admissions committee by the 1st of October 2022. This motivated request is added to the application for an individual path and must comply with the departmental conditions and criteria.

The admissions committee takes a motivated decision within 14 calendar days after receipt of the written request.

However, you can only obtain the diploma of the advanced bachelor programme after you have obtained the initial bachelor's diploma.

Art. 7.4 Admission requirements for master programmes

The departments of the AP University College Antwerp do not offer master programmes.

Art. 7.5 Admission requirements for postgraduate programmes

The admission requirements for each postgraduate programme are laid down by the University College Board and listed at www.ap.be/toelatingsvoorwaarden.

Art. 7.6 Language requirements

In case of first enrolment, under any contract type, as a candidate-student you must prove for all programmes that you have sufficient knowledge of the Dutch language:

- by submitting a certificate of at least one successfully completed year in Dutch-language secondary education;

- by submitting a pass certificate in a programme or in one or more courses in Dutch-language higher education, with a total study load of at least 60 credits, or
- by submitting a pass certificate for the Interuniversity Dutch Language Test for Foreign Language Speakers ('Interuniversitaire Taaltest Nederlands voor Anderstaligen – ITNA') or for the Dutch state examination NT2 II, or a different certificate from a centre for adult education or a recognised language centre.

The Interuniversity Dutch Language Test for Foreign Language Speakers was developed by the language centres of four Flemish universities. The language test is conducted by Linguapolis, among others: <https://www.uantwerpen.be/en/centres/linguapolis/>.

The Dutch language level required is determined in accordance with the Common European Framework of Reference (CEFR) and is level B2 for all programmes. In exceptional cases the admissions committee can decide in a motivated manner, on the basis of a written motivated request from a candidate-student who does not meet this required level B2, to admit this candidate-student to a specific associate degree. You should submit this written motivated request to the Student Center. The chairperson of the admissions committee will notify you in writing of its decision.

Art. 7.7 External students

As an external student you may take part in teaching activities and examinations without having enrolled at AP University College Antwerp, provided there is a written agreement between AP University College Antwerp and the institution where you have enrolled, or in accordance with any exchange project stipulations. You have the same rights and duties as any student enrolled at AP University College Antwerp.

Art. 7.8 Students from the last year of secondary education

During the year they can get their upper secondary diploma, secondary school students may enrol with a credit contract for courses with an overall study load of ten credits. However, for this type of enrolment a written permission from the admissions committee, from the secondary educational School Board and, if the student is a minor, from his parents is necessary.

8 Study credit

Art. 8.1 Study credit

§1 Since the 2008-2009 academic year, you have received a one-off individual study credit of 140 credits when you enrol. Study credit can be used:

- in initial bachelor and master programmes included in the Flemish Higher Education Register, for enrolments under a diploma contract;
- for enrolments for one or more courses under a credit contract.

Study credit cannot be used in case of:

- an enrolment under an examination contract;
- an enrolment under a diploma contract for:
 - an associate degree;
 - a bachelor programme of Education if you have already obtained a bachelor's diploma;
 - an advanced bachelor programme;
 - a bridging or preparatory programme;

- a postgraduate programme;
- an Educational master programme if you have already obtained a master's diploma;
- for obtaining a certificate of aptitude or exemptions.

§2 Each academic year you enrol, the number of credits you enrol for (number of credits taken up) is deducted from the total balance of your individual study credit. The number of credits you acquire in that academic year is then added to your individual study credit.

§3 The number of acquired credits is determined based on the number of credits for which you have obtained a credit certificate. If you have enrolled with a diploma contract, the first 60 credits acquired are doubled on a one-off basis.

§4 The number of credits you take up and acquire are calculated over one academic year. To do this, AP University College Antwerp applies a latest date for each course.

Per teaching period the following latest date applies:

	Teaching period 1	Teaching period 2	Teaching period 3	Teaching period 4
Year	15.10.2022			
Semester	15.10.2022	15.03.2023		
Module in case of three programmes using module system	03.10.2022	05.12.2022	27.02.2023	08.05.2023

These dates are included in the ECTS sheet for each course.

§5 Without prejudice to the stipulations in [art. 11.5](#) and [art. 11.6](#), changes of or in diploma contracts resulting in consequences for the number of credits taken up, are only possible until the latest dates as indicated in §4.

§6 Without prejudice to the stipulations in [art. 12.1](#), you can only drop a number of credits taken up until the latest dates as indicated in §4 if you end your programme early. Study credit cannot be refunded if you drop credits after these dates.

§7 The number of credits taken up does not change for students under a credit contract who drop certain courses.

§8 In order to calculate your individual study credit at the start of the 2022-2023 academic year, the number of credits taken up and the numbers of credits acquired for the 2021-2022 academic year are taken into consideration. Changes to the number of credits taken up can be included in your individual study credit until the dates specified in §4.

§9 Without prejudice to the stipulations in §5, if you are a generation student and you change programmes in the course of the same academic year:

- the number of credits taken up is added to your individual study credit again if you change programmes before the 1st of December of that academic year;
- half of the number of credits taken up is rounded up to the first whole number and added to your individual study credit again if you change programmes between the 1st of December and 15th of March of that academic year; the number of credits taken up is deducted from your study credit if you change programmes after the 15th of March of that academic year.

§10 You may enrol for courses under a diploma or credit contract for a maximum of your total study credit. AP University College Antwerp will refuse to enrol you if your study credit is less than or equal to 0.

Your study credit is checked upon registration. If, after submission of the courses to the Higher Education Database (i.e. when you fall under the definition of 'enrolled student' in accordance with [art. 10.1](#)) and if your study credit turns out to be insufficient, the admissions committee will reduce the number of credits taken up to your available balance. If it emerges that your study credit is totally insufficient, AP University College Antwerp will immediately cancel the registration.

Notwithstanding §10 paragraphs 1 and 2, if you have been enrolled at the AP University College Antwerp for the past two academic years without interruption, and you need to take up a maximum of 45 credits to obtain the diploma of the programme within one academic year, you may be admitted to enrol for one more academic year for the courses for which you have insufficient study credit.

9 Tuition costs

Art. 9.1 Tuition costs

The University College Board establishes applicable tuition fees for the next academic year before the 1st of December and adjusts them to the evolution of the health index.

Each year before the 1st of June, the University College Board establishes for the next academic year the contribution for the study-related costs, the compensation for services provided, for participation in the fashion show, for participation in the artistic entrance exam and the contribution for aptitude assessment.

The content description and the nominal amount of the tuition fees, the fee for the study-related costs, the fees for services provided, for participation in the fashion show, for participation in the artistic entrance exam and the contribution for the aptitude assessment are included in the regulations concerning Tuition fees, study costs and various expenses, which you can consult on the AP University College Antwerp website, <https://www.ap.be/en/regulations>.

Other costs such as costs for course material, books, study trips, external seminars, external projects and study materials that need to be purchased individually are not included in the study-related costs and will be communicated to you in a timely manner and individually settled during the academic year.

10 Enrolment

Art. 10.1 Enrolment and deadline for enrolment

Enrolling for a programme in the academic year 2022-2023 can be done until the 15th of October 2022 at the latest. Enrolment limited to courses organised in the second semester can be done until the 15th of March 2023 at the latest, provided that the enrolment meets the rules for sequencing of courses. Notwithstanding this rule, for the bachelor programmes following a module system, notably Hotel Management, Organisation & Management, and Business Management - main subject Paralegal Studies, enrolment only for courses organised in module 3 and/or 4 can be done until the 27th of February 2023 at the latest, provided that the enrolment meets the rules for sequencing of courses.

Students wishing to enrol after the deadline for enrolment can only do so under exceptional circumstances and require permission from the admissions committee based on a motivated request from the candidate-student. You should submit a request for this permission to the Student Center. The admissions committee decides whether or not late enrolments are allowed based on their feasibility for you and for the programme in terms of organisation. The admissions committee may also decide that, upon your enrolment, one or more courses can no longer be included in your course package.

You can enrol on condition that you fulfil all admission and language requirements in accordance with applicable legislation and other rules and regulations. Registration is connected to one particular academic year.

Any registrations by students who do not fulfil applicable admission and language requirements are null and void.

You can enrol in:

- model paths;
- individual paths.

If you have obtained a credit certificate for a course in a particular programme and/or main subject or have accepted the tolerable fail mark in your tolerance file (cf. [art.18.1](#) to [art. 18.3](#) inclusive), you cannot enrol for the same course a second time.

You have enrolled definitively when you:

- a) fulfil admission and language requirements in accordance with legislation and other applicable rules and regulations;
- b) have opted for a diploma contract, credit contract or examination contract. You may only enrol for one and the same course with one contract type;
- c) have signed an enrolment agreement and paid your tuition fees within 14 calendar days after the aforementioned deadline for enrolment at the latest, or, for enrolment after the aforementioned deadline for enrolment, within 14 calendar days after the admissions committee's decision.

Art. 10.2 Enrolment files

Your enrolment file must at least contain:

- a) the enrolment agreement signed upon enrolment;
- b) your ID details;
- c) a copy of the diploma that grants you admission to the programmes you are enrolling in. If this is a diploma from a foreign country, the copy must be certified.

All documents relating to the application of special admission and language requirements and any regulations concerning foreign students must be added to this file.

You must immediately notify the Student Center if any of the information in your enrolment file changes in the course of the academic year.

Art. 10.3 Residence permits for foreign students

§1 Mandatory visa

Students requiring a visa must present a Belgian residence permit for at least the duration of the academic year. Students requiring a visa are enrolled on a provisional basis, in accordance with [article](#)

[10.1](#). If you are in this situation, you must submit a valid residence permit for at least the duration of the academic year to the Student Center before the 1st of May 2023. This is an essential condition, meaning that only in this case will you remain enrolled. In all other cases, your enrolment will be cancelled as of the 1st of May 2023.

§2 No mandatory visa, residence in Antwerp

All foreign students, i.e. incoming Erasmus students and other foreign students who must register and who wish to reside in the city of Antwerp, but have not yet registered with the city's service for Alien Affairs, must follow the procedure 'Loket buitenlandse studenten' (foreign students counter). If this is your situation, you must present yourself at the Student Center to start this procedure before the 31st of October 2022 for full academic year registrations and before the 1st of March 2023 for second semester only registrations.

§3 No mandatory visa, residence outside Antwerp

All foreign students, i.e. incoming Erasmus students and other foreign students who must register and who do not wish to reside in the city of Antwerp, must register with the service for Alien Affairs of the municipality or city where they will reside.

Art. 10.4 Bases for exemptions

The admissions committee may grant exemptions for certain courses or course components based on one or more qualifications obtained elsewhere or a certificate of aptitude from a Flemish association of institutions for higher education.

Art. 10.5 Procedure for exemption applications

As a student or candidate-student you can apply for an exemption for courses or course components of the entire programme curriculum.

You should submit this application digitally to the Student Center. The admissions committee will take a decision about the application.

You must submit your application for an exemption from a course as early as possible and at the latest on the 15th of October 2022.

If you enrol after the 15th of October 2022, you must submit your application at the latest fourteen calendar days after the day you enrolled for the programme.

The application must contain the following documents:

- for exemptions based on previously acquired qualifications:
 - a copy of the study certificate (diploma with diploma supplement, credit certificate, partial certificate or certificate) on the basis of which you are applying for the exemption;
 - a report with the examination grades obtained;
 - a brief outline of the content, the intended competencies, and the number of credit points and/or teaching periods of the followed course on the basis of which you are applying for the exemption;
 - study certificates in a language other than Dutch, French, English or German, must be accompanied by a Dutch translation by a translator certified in Belgium.
- for exemptions based on previously acquired competencies:
 - a copy of the certificate of aptitude issued by a Flemish association as recognition of previously acquired competencies, on the basis of which you are applying for the exemption; You can consult the procedure for the recognition of previously acquired

competencies of the Antwerp University Association on the website of the association <http://www.auha.be>.

Art. 10.6 Decision procedure for granting exemptions

The admissions committee makes its decision on the basis of a comparison of your previously obtained competencies with the competencies envisaged in the course concerned. If these coincide sufficiently, the committee decides to grant an exemption for the entire course. The exemption's study load is equal to the number of credits connected to the course the exemption was granted for.

If these competencies coincide only partially, the admissions committee may, in the case of a course with several course components, grant an exemption for a course component. The study load of this component will then be expressed in whole credits and the committee will specify which course component(s) it is granting an exemption for. In this case, the admissions committee may decide to give the student an assignment to substitute the course components that do not fall under the exemption.

Within certain programmes, the admissions committee can also grant exemptions for other parts of a course than course components. If this applies to a specific course of a programme, it is mentioned on the intranet for students at <https://student.ap.be/en/exemptions>.

If you obtain an exemption for a course component or another part of a course, you must still enrol for the entire course.

The admissions committee takes its decision at the latest on the 29th of October for applications submitted no later than the 15th of October. Applications submitted before the 15th of October concerning courses with examination in the examination series at the end of module 1, will be given priority if possible. For applications submitted after the 15th of October, the committee takes a decision at the latest 28 calendar days after receipt.

You will be informed of the exemption granted through its inclusion in the enrolment agreement. If you apply as a candidate-student or student for an exemption prior to enrolment and an enrolment agreement has not yet been drawn up, you will be notified in writing about the decision regarding the exemption granted. You will be notified in writing of the motivated decision to reject a requested exemption.

Art. 10.7 Individual adjustments

§1 What are individual adjustments?

Individual adjustments are support measures that you can request because of special social or personal needs. They are intended to support students with specific needs to participate in the educational learning process as fully as possible. You can apply for them because:

- a) you have a functional limitation;
- b) you are combining study and family;
- c) you are combining study and work;
- d) you have student-entrepreneur status;
- e) you are combining study and activities as a recognised top sportsperson or high-level artist.

If you want to request an individual adjustment for another reason, you can submit a motivated request to the student counsellor. The Student Center will decide whether this other reason qualifies for the granting of individual adjustments.

All individual adjustments are reasonable adjustments that do not place a disproportionate burden on the various parties involved, for example for the student, the university college, the department or the programme.

If you have enrolled with an examination contract, you may only request individual adjustments with regard to examinations.

The admissions committee will consider whether to grant any individual adjustments that are applied for.

In doing so, it will take account both of your particular social or personal needs and of specific factors in the organisation of the programme at the time of the application.

You can find more information about individual adjustments at <https://student.ap.be/en/individual-adjustments>.

§2 How do you request individual adjustments?

1. Make an appointment for an intake interview with the student counsellor. You can find the contact details at <https://student.ap.be/en/individual-adjustments>.
2. Submit your application to the student counsellor during or after the intake interview.
3. Support your application with the necessary evidence. Otherwise, the admissions committee will declare your application inadmissible. Examples of evidence are a medical certificate, a certificate of employment or proof of top sport status. You can find an overview of the required evidence at <https://www.ap.be/bijzondere-statuten#attesten>.

§3 When should you submit your application for individual adjustments and when will you receive the decision?

For the programmes following a module system, i.e. Hotel Management, Organisation & Management, and Business Management - main subject Paralegal Studies.

You enrolled by 15 October:

Submit your application as soon as possible, and no later than 15 October. You will receive the decision of the admissions committee by email by 19 November at the latest. If your application concerns individual adjustments for examinations in the examination series at the end of module 1, you will receive the decision no later than one week before the start of this examination series.

You enrolled after 15 October:

Submit your application no later than 14 calendar days after the day of your enrolment. You will receive the decision of the admissions committee by email no later than 28 calendar days after receipt of your application.

In exceptional cases, the admissions committee may decide to consider motivated applications which have been submitted late. You will receive the decision of the admissions committee by email no later than 28 calendar days after receipt of your application.

For programmes following a semester system

You enrolled by 31 October:

Submit your application as soon as possible, and no later than 31 October. You will receive the decision of the admissions committee by email by 30 November at the latest.

You enrolled after 31 October:

Submit your application no later than 14 calendar days after the day of your enrolment. You will receive the decision of the admissions committee by email no later than 28 calendar days after receipt of your application.

In exceptional cases, the admissions committee may decide to consider motivated applications which have been submitted late. You will receive the decision of the admissions committee by email no later than 28 calendar days after receipt of your application.

In making its **decision**, the admissions committee will take account both of your particular social or personal needs and of specific factors in the organisation of the programme at the time of your application.

The admissions committee may refuse the adjustments if it judges that you will not be able to achieve the domain-specific learning outcomes or other objectives of the programme curriculum as a result of the adjustments.

§4 Can you change the granted adjustments?

You can only change granted individual adjustments once every academic year ([art.11.6](#)). In exceptional circumstances, the admissions committee may deviate from this if it motivates its decision.

To change the content of your individual adjustments, submit an application to the student counsellor. You can find the contact details at <https://student.ap.be/en/individual-adjustments>. The admissions committee will then take a new decision on this ([art. 11.6](#)).

§5 Do you want to use the same individual adjustments in a new academic year that were granted to you in the previous academic year?

To make use of previously granted individual adjustments, you must submit a new application to the student counsellor. You can find the contact details at <https://student.ap.be/en/individual-adjustments>. The admissions committee will then make a new decision.

This is not necessary only if the admissions committee grants individual adjustments for a longer period, stating its reasons for doing so. In this case, the admissions committee will determine the precise duration of this period. This arrangement is only valid if you remain continuously enrolled for the same programme during this period.

§6 Are you changing programmes within AP University College Antwerp and do you want to make use of individual adjustments in the new programme?

If so, contact the student counsellor to discuss the possibilities within the new programme together. The initially granted individual adjustments will form the starting point. You should submit your application to the student counsellor, and the admissions committee will take a decision.

§7 Can you submit an internal appeal against a refusal of individual adjustments that you have applied for because of a functional limitation?

Under the Flemish Higher Education Code of the 11th of October 2013, **students with a functional limitation** as described in [art. 1.1](#) may submit an internal appeal against a **decision** to refuse the requested individual adjustments. This is not possible for students who have requested individual adjustments for other reasons.

How do you submit an internal appeal?

You may submit an internal appeal against this decision as follows:

1. You should write a letter to the Principal, who is the chairperson of the internal appeals committee. This letter should contain at least:
 - a) your name and address;
 - b) the date;
 - c) the decision against which you are submitting an internal appeal;
 - d) a factual description and motivation of your objections to the decision;
 - e) your signature or the signature of your counsellor.
2. You should add all the necessary pieces of evidence.
3. You should send the letter and evidence as attachments to an email to intern.beroep@ap.be. You will then receive a receipt by email.
4. You should do this within a period of seven calendar days, from the day after the notification of the decision taken. The day of notification is the day on which the decision email was sent to you.

Note: Your internal appeal is only admissible if it meets all the requirements stated in points 1, 3 and 4. If any of them are not met, your application will be inadmissible and the internal appeals committee will reject your internal appeal.

After receiving your internal appeal, the chairperson of the internal appeals committee will convene the committee.

Who sits on the internal appeals committee?

The internal appeals committee consists of:

1. The Principal (= chairperson of the internal appeals committee);
2. The Director of Academic Affairs
3. The head of Student Administration.
4. A secretary (non-voting member).

If a voting member is absent for reasons of force majeure, he will be replaced by AP University College Antwerp's general administrator. If several voting members or the general administrator are absent, they will be replaced by a Dean of department or Dean of the School of Arts who is not involved in the contested decision.

How does the internal appeals committee handle your internal appeal?

The internal appeals committee will first check whether your appeal is admissible. This means that it will check whether your appeal meets all the requirements. If your appeal does not meet the requirements listed above, the appeal procedure will lead to a reasoned rejection of your appeal on the grounds of inadmissibility. If your appeal is admissible, the committee will consider the content of your application and make a new decision in place of the admissions committee.

The admissions committee's chairperson will report to the appeals committee.

In applying the criteria for assessing disproportionality, the appeals committee will take account of the criteria set out in article 2, §2 and §3 of the protocol of the 19th of July 2007 concerning the concept of reasonable adjustments in Belgium in accordance with the Act of the 25th of February 2003 for the tackling of discrimination and in amendment of the Act of the 15th of February 1993 concerning the creation of a Centre for Equal Opportunities and Opposition to Racism.

The appeal procedure will then lead to a decision that either confirms or (wholly or partially) revises the original decision of the admissions committee in a reasoned manner.

How will you receive the decision of the internal appeals committee?

The chairperson of the appeals committee will inform you of the decision by registered letter. He will do this within a period of twenty calendar days, starting on the day after the day on which you submitted the internal appeal.

Art. 10.8 Flemish educational leave

If you are enrolled for certain programmes under a diploma or credit contract, you can make use of Flemish educational leave. The programmes concerned are labour market-oriented programmes included in the programme database of Flemish study incentives of the Flemish government, or career-oriented programmes laid down in a personal development plan.

11 Enrolment agreements and changes after enrolling

Art. 11.1 Enrolment agreements

Enrolment agreements include:

- a) the type of contract you have enrolled with (diploma, credit or examination contract);
- b) whether you have enrolled for a model path or an individual one;
- c) the courses you have enrolled in or are exempted for (the ECTS sheets for these courses are part of the enrolment agreement);
- d) the credits of the courses you have enrolled in or are exempted for;
- e) the reference to the general Education and Examination Regulations, including the departmental academic calendar, including latest dates, and to the Regulations tuition fees, study costs and various expenses on the website of the AP University College Antwerp;
- f) any imposed measures for study progress monitoring.

The enrolment agreement is dated and signed digitally by you and the Dean of department.

AP University College Antwerp offers the following contract types:

Diploma contract:

You can enrol in:

- one programme with a view to obtaining a diploma;
- a postgraduate programme with a view to obtaining a certificate;
- several programmes at once.

Credit contract:

Under this contract, you enrol in one or more courses organised at AP University College Antwerp and take examinations with a view to obtaining a credit certificate for each of these courses.

The programme may decide that certain internships or bachelor or master projects are not suitable for credit contracts due to their particular nature, for instance because the course concerned either tests the intended competencies encountered in other courses in an integrated manner or tests the end competencies of the programme concerned. Non-eligibility for credit contracts is indicated in the course's ECTS sheet.

Examination contract:

Under this contract, you may only enrol to take examinations with a view to obtaining:

- a diploma for a programme;
- a credit certificate for one or more courses.

The programme may decide that certain courses are not suitable for examination contracts due to their particular nature, for instance because the intended competencies can only be developed if you actively participate in the teaching activities, receive a specific type of coaching, and/or participate in international activities, or because the intended competencies can only be tested by means of group assignments, process assessment and/or continuous assessment during contact hours. Non-eligibility for examination contracts is indicated in the course's ECTS sheet.

If you are enrolled with an examination contract, you may not participate in the teaching activities of the courses involved or make use of supporting services, with the exception of the intranet for students, Digitap and E-campus. By enrolling, you only gain permission to take part in the examinations included in the ECTS sheet.

Art. 11.2 Conditions to enrol for courses in model paths

To enrol for a model path, you must have passed, been granted exemption for, or have used tolerance credits for all courses in any required previous programme sections.

Art. 11.3 Conditions to enrol for courses in individual paths

§1 Individual paths are study paths tailored to a particular student. Possibilities for individual paths are assessed by the admissions committee, taking into account course sequencing, feasibility in terms of students themselves and imposed measures for study progress monitoring and depending on study organisation.

§2 Lecture and examination schedules are not individually adjusted to the individual paths.

§3 You can automatically enrol for study paths within a professional bachelor programme, an advanced bachelor programme and postgraduate programme containing a maximum of 60 credit points and complying with the published rules of course sequencing if you have previously enrolled for the same programme at AP University College Antwerp or its legal predecessors, and if no binding conditions for enrolment were imposed the academic year before and a study efficiency of at least 60% was obtained in the previous academic year. In this case, you do not have to submit an application to the admissions committee.

For study paths within an associate degree, study paths of holders of an associate degree within the shortened programme of a bachelor programme, and study paths of holders of a bachelor's diploma (outside the study area Education) within the shortened programme of the bachelor of Education: Secondary Education, the same applies, with the exception of the condition that you must have previously been enrolled for the same programme at AP University College Antwerp.

All other individual paths must be put before the admissions committee for approval for all contract types. You should submit a request for this approval to the Student Center. You should do so as soon as possible, and no later than the 15th of October. If you have enrolled after the start of the academic year, you must submit your application at the latest fourteen calendar days after the day you enrolled.

If the admissions committee applies specific rules for these applications, the specific rules are laid down by the University College Board and listed on the intranet for students at <https://student.ap.be/en/my-study-path>.

§4 The admissions committee will notify you of its decision at the latest on the 27th of October for applications submitted no later than the 15th of October and will invite you to sign the enrolment agreement. For applications submitted after the 15th of October, the committee will notify you in writing of its decision and invite you to sign the agreement at the latest 28 calendar days after receipt of the application.

Art. 11.4 Conditions to enrol for courses and take examinations for students with examination and credit contracts

If you have enrolled with an examination contract or with a credit contract, in order to be able to enrol for a course and take the associated examination, you should take account of the course sequencing and whether or not this course is excluded from an examination contract or credit contract.

Art. 11.5 Changing the contract type

You may apply to the chairperson of the admissions committee to change the contract you are enrolled with once the teaching period has ended and at the latest on the 15th of March. You should submit a request for this approval to the Student Center.

The committee will take a decision at the latest 28 calendar days after the application is submitted.

You can enrol at the start of a new academic year with a different contract type from the one with which you were previously enrolled in the same programme. If at the start of a new academic year you enrol with a diploma contract when you were previously enrolled in the programme with a credit contract or examination contract, the credits you obtained under your credit or examination contract will be automatically validated for the diploma contract, in accordance with the credit certificate's validity period.

Art. 11.6 Changing the content of enrolment agreements

The content of enrolment agreements can only be changed once every academic year. In exceptional circumstances, the admissions committee may deviate from this rule if it motivates its decision.

1. If you are enrolled with a diploma contract, changes may relate to:
 - switching from a model path to an individual one;
 - switching from a full-time model path to a part-time one and vice versa;
 - an application for an (additional) exemption;
 - an application for individual adjustments or changes to them;
 - changes to the content of an individual path.

2. If you are enrolled with an examination contract with a view to obtaining a diploma, changes may relate to:

- an application for an (additional) exemption;
- an application for individual adjustments or changes to them;
- the courses you have included in the enrolment agreement.

3. If you are enrolled with a credit or examination contract with a view to obtaining credit certificates, changes may relate to:

- an application for individual adjustments or changes to them;
- the courses you have included in the enrolment agreement.

If you are enrolled in a bachelor programme, you must submit your application to change the content of the enrolment agreement at the latest on the specified latest date for the teaching period in which the course to which the change is related is scheduled.

If you are enrolled in an associate degree, an advanced bachelor programme or a postgraduate programme, you must submit an application that relates, at least in part, to courses organised in the first semester no later than the 15th of October, and an application that relates only to courses organised in the second semester no later than the 15th of March. Applications submitted at a later time will not be considered. If the 15th of March / the 15th of October is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day.

You should submit this application digitally to the Student Center.

The rules specified in [art. 10.5](#), [art. 10.6](#), [art. 10.7](#), [art.11.3](#) and [art. 11.4](#) apply to this application. Changes are only possible on condition of mutual agreement between you and the admissions committee.

The admissions committee will take a decision at the latest 28 calendar days after the application is received.

If the admissions committee gives permission to a change to the content of the enrolment agreement involving the removal of a course, you may drop the course and your study credit will be refunded.

12 Withdrawal and dropping courses

Art. 12.1 Withdrawal due to ending the programme early

If you wish to stop studying during the academic year, you must first request an exit interview with the study path advisor. You should then contact the Student Center and confirm that you are withdrawing from the programme, not participating in the examinations, and have taken cognizance of any potential consequences affecting your study credit by signing a certificate of withdrawal. Upon withdrawal, you should hand in your student badge and all access and ID badges, (locker) keys and borrowed materials, if applicable, at the reception on campus.

If you stop studying during the academic year, you may withdraw with a refund of your study credit up to the specified latest date for the teaching period in which the course the change is related to is scheduled. If you withdraw later, your study credit will not be refunded.

If you are a generation student and you change programmes in the course of the academic year:

- the number of credits taken up will be added to your individual study credit again if you change programmes before the 1st of December of that academic year;

- half of the number of credits taken up, rounded up to the nearest whole number, will be added to your individual study credit again if you change programmes between the 1st of December and the 15th of March of that academic year;
- the number of credits taken up will be deducted from their study credit if you change programmes after the 15th of March of that academic year.

If you have enrolled with a credit contract, dropping certain courses does not affect the number of credits taken up.

You cannot drop courses all of whose (partial) examinations have already taken place and for which you have consequently obtained or could have obtained an examination grade. The examination committee establishes the final examination grades for these courses at the end of each teaching period for students who have stopped their programme during that teaching period. If their grade is at least 10 out of 20, they will receive a credit certificate for the courses.

The regulations concerning Tuition fees, study costs and various expenses describe possible refunds in case students withdraw. You can consult these regulations at <https://www.ap.be/en/regulations>.

If you withdraw from an entire programme, you relinquish your right to any remaining resits.

13 Measures for study progress monitoring

Art. 13.1 Measures for study progress monitoring

The admissions committee may take the following measures for study progress monitoring within any programme, except in a postgraduate programme:

1° If you did not obtain at least 60% of the credits you took up at AP University College Antwerp in a previous academic year, the admissions committee will impose binding conditions for enrolling again for the same programme. The admissions committee may only deviate from this rule for explicit reasons.

If you did not obtain at least 60% of the credits you took up in a previous academic year within the same programme at another institution or within a programme other than that for which you wish to enrol, the admissions committee may impose binding conditions for enrolling.

You will be notified of the decision regarding the imposed binding conditions for enrolment by the inclusion of the binding conditions in the enrolment agreement.

Binding conditions do not include evaluation and/or deliberation criteria stricter than the rules generally applicable in the institution.

The student's study progress can, however, be made dependent on a decision by the admissions committee. If the admissions committee makes use of this possibility in the binding conditions it imposes, this will be explicitly included in the indication of the binding conditions in the enrolment agreement.

If the binding condition for enrolment was previously imposed but not fulfilled, the admissions committee will refuse your enrolment for the same programme at AP University College Antwerp in a subsequent academic year, unless the admissions committee decides to deviate from this rule, based on a written, motivated application for re-enrolment that it has received from you.

If these binding conditions for enrolment were not fulfilled, the admissions committee may refuse your enrolment in a subsequent academic year for a programme other than the one for which you enrolled in a previous academic year under these binding conditions at AP University College Antwerp.

If your enrolment will be refused because you do not comply with the binding conditions for enrolment that were imposed by AP University College Antwerp, but you still wish to re-enrol, you must submit a motivated application for re-enrolment to the admissions committee. You must submit this to the Student Center no later than the 1st of October, using the “study progress monitoring” application form.

In exceptional circumstances, the admissions committee may also decide to consider applications received after the 1st of October.

Should the admissions committee decide to refuse enrolment, the chairperson of the admissions committee will notify you of this decision by registered letter or with proof of receipt. You will be notified of the decision regarding the motivated application for re-enrolment at the latest on the 15th of October for applications submitted no later than the 1st of October. For applications submitted after the 1st of October, the committee will notify you at the latest within 28 calendar days after the application is submitted.

2° If information from the file manifestly shows that a subsequent registration in higher education will not yield a positive result, the admissions committee has the right to refuse the enrolment. You will be notified of the decision to refuse the enrolment by the chairman of the admissions committee by registered letter or with proof of receipt at the latest on the 1st of October.

14 Examination periods and opportunities

Art. 14.1 Examination periods

Every academic year, the University College Board organises two examination periods.

The first examination period may consist of several examination series. The dates on which these examination series take place are indicated on the academic calendar for each department. These examination series are an inherent part of the first examination period, which ends at the latest on the 15th of July of the academic year in course.

The second examination period consists of only one examination series and starts at the earliest on the 16th of August and ends at the latest on the calendar day before the start of the next academic year.

Art. 14.2 Examination opportunities

For each course you are enrolled for, you are entitled to one examination opportunity per examination period, except when the nature of the course does not allow a second examination. In that case this is explicitly specified on the ECTS sheet.

You must therefore make optimum use of these opportunities.

Your second chance to take examinations expires if you obtain credits in the first examination period.

Art. 14.3 Examination schedules

The Dean of department will put together an examination schedule in consultation with the students' representative(s).

The Dean of department will make the definitive examination schedule available to the students at the latest 14 calendar days before the start of the examination series, for programmes following a module system. For programmes following a semester system, the Dean of department will make the final version of the examination schedule available to the students at the latest 21 calendar days before the start of the examination series.

Examination schedules cannot be changed unilaterally by the Dean of department, other than for reasons of force majeure. You are expected to be available during the entire examination series. Examination schedules are not adjusted to individual paths.

The examination schedule will clearly indicate the time allotted and permitted to you to take the examination and contain instructions as to where and at what time you must register and/or be present.

15 Absence from and attendance at examinations

Art. 15.1 Taking part in examinations

Registration for the first examination period follows automatically from your enrolment for the academic year.

Registration for the second examination period occurs if you have failed one or more courses in the first. For organisational reasons, you are asked to confirm your participation in an examination organised in the second examination period.

Participation in an examination is only possible if your enrolment is completely in order in accordance with [art. 10.1](#). Furthermore, participation in an examination if you are enrolled with a diploma contract or credit contract may be subject to certain conditions related to participation in teaching activities organised by the course concerned. The ECTS sheet of the course specifies if this is the case.

Art. 15.2 Proof of participation in examinations

You and the supervising member of staff must sign an attendance list for each examination in an examination series or during the second examination period. You must show your student badge when doing so. This way, you can be certain that there is proof that you took the examination. As an exception to this, online tests and digital examinations are only validated if they have been saved correctly by you on the digital examination platform and/or, if so required according to the instructions for the assignment, submitted via email.

Art. 15.3 Examination documents

Without prejudice to the stipulations contained in [art.16.2](#) (relating to examination time and the tools you may use during the examination), only the examination copy and the note paper the supervisor provides may be used during written and digital examinations.

Once you have finished, you must return your examination copy and note paper to the supervisor. The examiner must not take the note paper into consideration when evaluating the competencies they are to assess, other than in application of [art. 21.1](#) (on examination fraud).

Art. 15.4 Attendance and late arrival at examinations

If you arrive more than half an hour after the time a written examination officially starts, you may not take part in the examination. For digital and oral examinations, you must be present strictly on time.

Anyone arriving after the starting time for a digital or oral examination will not be allowed to participate in that examination.

When taking part in an examination you must stay in the room where the examination is taking place until at least half an hour after it has begun.

Art. 15.5 Absence from examinations

If you are absent from an examination or partial examination organised in or outside of an examination series in the first or second examination period, you will receive an absence code, unless you are entitled to a catch-up examination in accordance with [art.15.6](#).

When only one examination is organised for a course and you receive an absence code for this examination, the absence code will be mentioned as the final result on the report with examination grades.

When more than one examination is organised for a course (whether or not spread over course components) and you receive an absence code for an examination of this course, the absence code will be considered as a zero when calculating the examination grade of the whole course.

An absence code as the final result for a course will be considered as a zero when calculating the percentage of the attempted credits in the whole course package.

For particular courses (in specific programmes) with more than one examination (whether or not spread over several course components), however, it has been determined that you receive a code 'F' to indicate that you have failed a partial examination if you are absent from this partial examination organised within or outside an examination series in the first or second examination period, unless you are entitled to a catch-up examination.

A code 'F' for a partial examination results in a code 'F' for the whole course, which means you cannot pass this course.

A code 'F' as final result for a course will be considered as a zero when calculating the percentage of the attempted credits in the whole course package.

If this regulation applies to a course and any associated course components, this is explicitly specified and motivated in the ECTS sheet of this course.

Art. 15.6 Catch-up examinations

If you have been absent from one or more examinations or partial examinations in one examination series because of:

- medical reasons, or
- another force majeure situation, or
- a religious holiday of a faith or denomination officially recognised in Belgium (Anglicanism, Islam, Judaism, Catholicism, Orthodox Christianity or Evangelical Protestantism) that is included in the list of 'Religieuze feestdagen' that is available on the intranet for students at <https://student.ap.be/en/notification-absence-due-religious-holiday> and which is based on the list of 'Religieuze feestdagen' of the 'Departement Onderwijs en Vorming' of the Flemish Community,

you may catch up under the conditions below. If possible from an organisational point of view, catch-up examinations will be organised at a time determined by the authorised person of the department. Catch-up examinations will in any case take place before the examination committee's deliberations, when the examination grades for the concerned examinations are definitively fixed.

Conditions for catching up with an examination in an examination series are that:

- a) you gave notice of your absence from the examination or partial examination by completing the 'My absences' web module in iBaMaFlex before the (partial) examination in question started.

In the event of an absence because of a religious holiday included in the list of 'Religieuze feestdagen' that is available on the intranet for students at <https://student.ap.be/en/notification-absence-due-religious-holiday>, you must also have indicated that if an examination or partial examination takes place on a specific religious holiday, you wish to submit an application for a catch-up examination. You must indicate this via the appropriate module on the intranet for students no later than the 15th of October (or in case of enrolment after the 15th of October, at the latest 14 calendar days after the day of enrolment);

- b) you prove the reason for your absence from the examination or partial examination for which you wish to request a catch-up examination, with:
 - a valid medical certificate, as described in [art. 1.1](#), in case of absence due to medical reasons, or
 - the necessary evidence in case of absence due to another force majeure situation.

If you wish to submit an application for a catch-up examination for an examination you failed to attend because of a religious holiday included in the list of 'Religieuze feestdagen' that is available on the intranet for students at <https://student.ap.be/en/notification-absence-due-religious-holiday>, you must indicate the name of the religious holiday in your application;

- c) the number of catch-up examinations for the entire first examination period and the second examination period is always limited to those of one examination day on which you were absent; Catch-up examinations only refer to examinations or partial examinations organised in the examination series or in the second examination period for which an examination schedule has been compiled. If your absence from a catch-up examination during the first examination period was unjustified, you lose the right to a catch-up examination during the second examination period;
- d) you must submit your application for a catch-up examination with the necessary proof, as described in b), via the 'My absences' web module in iBaMaFlex. You must do this within 2 calendar days after the examination day you missed and at the latest at twelve o'clock (noon) on the last working day before the catch-up day. If the 2nd calendar day is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day. If you do not comply with this condition, you cannot take any catch-up examinations. You must retain the original certificate so that it can still be retrieved in case of ambiguities;
- e) you cannot request to catch up with an examination or partial examination you have already taken;
- f) the application for a catch-up examination is final. You cannot change an application for a catch-up examination afterwards.

In exceptional circumstances, the chair of the examination committee may deviate from these rules if he motivates his decision to do so. If you believe that there are special reasons to deviate from these regulations, you may request this derogation by noting, when applying for a catch-up examination via the 'My absences' web module in iBaMaFlex, which derogation from these regulations you are requesting and what the particular reasons for doing so are, and add the necessary evidence.

For certain examinations organised **outside an examination series**, the department can also organise a catch-up examination due to an absence that is justified. The departmental conditions for participating in a catch-up examination for an examination organised outside the examination series are laid down by the University College Board; you can consult them on the intranet for students at <https://student.ap.be/en/absent-examination>.

If in a situation of force majeure no catch-up examination can be arranged for organisational reasons, you may appeal by registered and individually signed letter to the Council for Disputes Concerning Study Progress Decisions to have your study credit refunded.

This petition must contain:

1. all the following details: date of enrolment or date enrolment agreement was submitted, programme, contract type, number of requested credits to take up and number of credits acquired, history of examinations taken in the courses the force majeure event relates to;
2. a precise description of the situation or context constituting force majeure;
3. any medical or other evidence of the force majeure event;
4. the official results of prior internal appeal procedures.

If the Council for Disputes Concerning Study Progress Decisions judges that there is a question of force majeure that cannot be remedied and that no adjusted examination arrangements are possible due to organisational reasons, it will decide that the student's lost study credit should be returned.

16 Examination arrangements

Art. 16.1 Examination formats

The examination format(s) used (knowledge and understanding test, skills test, portfolio, etc.) and the method (oral examination, written examination, digital examination, etc.) can be found in the ECTS sheet for the course.

Digital examinations can be monitored to discourage any examination fraud. When monitoring occurs, you will be informed of this and must start up a monitoring application at the beginning of the examination. Not starting up the monitoring application or switching off the application during the examination is deemed to constitute examination fraud.

With a view to proper supervision, the university college reserves the right to make video and audio recordings during examinations. In order to prevent irregularities or fraud in remote online examination activities, you may also be asked to provide a 360° view of the room in which you are located, and use may be made of proctoring software. If this is used, you will be informed of this prior to the examination.

Video and audio recordings of an examination during which irregularities are detected will be consulted during the investigation by the examination disciplinary committee, as described in [art. 21.4](#), and will be attached to the examination disciplinary file.

Art. 16.2 Examination time and tools

You are entitled to use all the time allotted for the examination. However, if you arrive after the time the examination officially starts, the examination will also end at the specified time.

In case of oral examinations, you are entitled to a preparation time of at least ten minutes.

Only previously agreed tools explicitly indicated on the examination papers may be taken to the examination.

Individual adjustments relating to examination time and tools granted to you will be applied.

Art. 16.3 Mobile phones and other electronic data carriers

You must turn off your mobile phone and all other electronic data carriers and communication devices during all examination activities. Furthermore, keeping such devices within range during examinations is deemed to constitute examination fraud.

If you are allowed to use a laptop or computer for an examination, you may only open the programs and applications allowed by the instructions on the examination. Opening any other programs or applications during an examination activity will be assessed as examination fraud.

Art. 16.4 Right of consultation

You have the right to consult the documents (written examinations, digital examinations, tests, reports of oral examinations and other examination formats) that have led to your final examination grades. The department gives you the chance to consult these documents within three working days after the publication of the final examination grades.

The times for this will be published by the department on the intranet for students.

You may ask the ombudsperson to be present when you consult your examinations, if you think there is cause to do so.

Art. 16.5 Public nature of examinations

§1 For written and digital examinations the public nature of examinations determines that the you may consult the documents at the time previously fixed by the department, in accordance with [art. 16.4](#).

§2 For oral examinations the public nature of examinations determines the possibility of the presence of a third party.

- At your request, the Dean of department may grant permission for a third party to be present at an oral examination. To obtain this permission, you must address a written request to the Dean of department at the latest 7 calendar days before the day of the examination in question.

The third party must not be:

- a student in the same programme;
 - a student in a programme in which the course concerned is also included;
 - a student who will take an examination with the examiner concerned within the same academic year;
 - a blood or other relative up to the 4th degree.
- At the request of the examiner the Dean of department can grant permission for the presence of another member of the teaching staff at an oral examination. For this, the examiner must address a written request to the Dean of department at the latest 7 calendar days before the day of the examination in question.

The third person present at the request of you and/or the examiner will be selected in consultation with the requesters and the Dean of department. He may not in any way influence the course of the examination.

Art. 16.6 Potential conflict of interests or force majeure on the part of the examiner

In the event of consanguinity or affinity up to and including the fourth degree between a certain student and the examiner or if the examiner thinks there is a potential conflict of interests, the examiner will ask the chairman of the examination committee to appoint a substitute. If, due to force

majeure, the examiner is unable to examine the students, the chairman of the examination committee will appoint a substitute.

Art. 16.7 Keeping of digital examinations and copies of written examinations

The university college keeps digital examinations and copies of written examinations for a period of two years after the end of the examination period.

17 Examination grades

Art. 17.1 Examination grades

Other than in cases of non-numeric examination results, as stated in the ECTS sheet, you will receive an examination grade expressed as a whole number out of 20 for each course you have taken an examination in.

The examination grades for courses are always rounded to the nearest whole number. The number will be rounded down if the first decimal of the weighted average is 4 or less. The number will be rounded up if it is 5 or more.

For courses with several course components the examination grades for the course components are expressed in numbers up to one decimal.

When determining the examination grade for courses with several course components, the weighted average of the examination grades for each of the course components is taken, rounded to the nearest whole number out of 20 following the same rounding rules as described above.

Art. 17.2 Publication of examination grades

The final examination grades are expressed in whole numbers out of 20, with the exception of cases of non-numeric examination results, and are made available in an individual report on iBaMaFlex. This will take place on a date previously indicated on the departmental academic calendar(s) and in any case:

- a) after the last examination of the first examination period;
- b) after the last examination of the second examination period;
- c) after the teaching period concerned has ended, if certain students end their programme early during the teaching period concerned, but have obtained a complete examination grade for one or more courses.

For the programmes following a module system, i.e. Hotel Management, Organisation & Management, and Business Management - main subject Paralegal Studies, provisional examination grades are made available to students through the 'My provisional (part) results' module in iBaMaFlex after the examination series of module 1 and module 3.

Art. 17.3 Validity of examination grades

Without prejudice to the stipulations in [art.14.2](#), an examination grade for a course is only valid until the end of the academic year it was obtained in.

If you resit an examination for a course or course component, the highest examination grade achieved in the two examination periods will be established as the final grade for the course or course component after the second examination period.

If you do not take a resit, the examination grade for the course or course component concerned will be transferred from the first to the second examination period in that academic year.

If you do not obtain a credit for a course with several course components in the first examination period, the examination grades for a course component of this course can be transferred from the first to the second examination period, if the ECTS sheet of the course component concerned indicates that this is possible. When an examination grade for a course component is transferred in accordance with the ECTS sheet, students cannot waive this transfer.

When you do not obtain a credit for a course with several components in the second examination period, examination grades of at least 10 out of 20 for a course component of this course will be transferred from the second examination period to the next academic year, unless the ECTS sheet of the course component concerned indicates that this cannot be done. You may not waive the transfer of an examination grade to the next academic year.

When an examination for a course or course component consists of two or more partial examinations, partial grades for these partial examinations can be transferred from the first examination period to the second examination period, if the ECTS sheet of the course or course component concerned indicates that this is possible. When a partial grade for a partial examination is transferred in accordance with the ECTS sheet, you may not waive this transfer.

18 Passing a programme

Art. 18.1 Passing a programme as a whole

A student can be declared to have passed a programme in the following cases:

§1 If you are enrolled in **an associate degree or a bachelor programme** with a diploma contract or examination contract with a view to obtaining a diploma, you will be automatically declared to have passed your programme if you have obtained credit certificates for all courses of your programme and/or obtained exemptions and/or accepted tolerable fail marks in your tolerance file.

§2 If you are enrolled in **an advanced bachelor programme or postgraduate programme**, you will be automatically declared to have passed your programme as a whole if you have obtained credit certificates for all courses of your programme and/or obtained exemptions.

§3 Notwithstanding §1 and 2 above, the examination committee can declare you to have passed a programme as a whole if you have taken all examinations belonging to the programme curriculum and if the examination committee deems that the aims of the programme curriculum have generally been achieved. The committee must motivate its decision.

If you believe there are special circumstances on the basis of which you can be declared to have passed a programme as a whole and that could justify convening the examination committee, you must be able to prove the existence of these special circumstances and that you have generally achieved the aims of the programme curriculum. To this end, you must submit a written motivation to the chair of the examination committee as soon as possible and at the latest one working day before the final examination grades are made available.

The fact that you have been declared to have passed overall does not mean that you are eligible for a credit certificate for those courses you have failed.

If you have taken all examinations belonging to the programme curriculum and fulfil the conditions as described in §1 and 2 above, you can be declared to have passed your programme on a date indicated on the departmental academic calendar(s) and in any case:

- a) after the last examination of the first examination period;
- b) after the last examination of the second examination period.

Within the programmes Hotel Management, Organisation & Management, and Business Management - main subject Paralegal Studies, if you who fulfil the conditions to be declared to have passed the programme as a whole as described in §1 and §2, you can, after module 1 or module 3 has ended, ask the chairperson of the examination committee to declare that you have passed the programme as a whole. You must send your written request by email to the chairperson of the examination committee within 7 calendar days after the publication of the provisional examination grades. The chairperson of the examination committee will communicate the examination decision to you at the latest 14 calendar days after receipt of your request.

Art. 18.2 Tolerance credits for associate degrees and bachelor programmes

§1 Within an associate degree or a bachelor programme you have a tolerance credit of a maximum of 10% of the number of credits of the programme that you actually enrolled for, insofar as this is no more than the minimum number of credits you have to take up to obtain the diploma. Obtained exemptions will not be taken into account.

§2 The acceptance of tolerable fail marks in your tolerance file is only possible within the bounds of tolerance credit and in accordance with the conditions and regulations concerning the use of tolerance credits for tolerable fail marks, as specified in [art. 18.3](#).

Art. 18.3 Conditions and regulations concerning the use of tolerance credits for tolerable fail marks

§1 The use of tolerance credits for tolerable fail marks is subject to the following conditions:

- a) you must have obtained a cumulative study efficiency of at least 50% for the credits within the programme you enrolled for during the present and previous academic years;
- b) you may only use tolerance credits for fail marks of 8/20 and 9/20;
- c) tolerance credits may not be used for a 'fail' grade in case of a pass/fail assessment;
- d) if you are at least 2/3 of the total study load of the programme away from obtaining their diploma, you may use tolerance credits for a maximum of 10% of these 2/3 of the total study load of the programme;
- e) tolerance credits may not be used for the bachelor's thesis or internships;
- f) in addition, each department may decide that there are other specific courses for which no tolerance credit can be used and which you need to pass under all circumstances. If applicable, this condition is described in the ECTS sheet of the course concerned. For the associate degrees of the Department of People and Society, the bachelor programmes in Occupational Therapy, Applied Psychology, Nursing and Midwifery of the Department of Health and Life Science, and for the associate degree of Education: Secondary Education and the shortened programmes of 45 credits and of 60 credits of the Bachelor of education: secondary education of the Department of Education and Training, no tolerance credit can be used for all courses of the programme;
- g) the department may additionally decide that tolerance credits can be used in a certain group of courses for only a limited number of credits. If so, this is described on the intranet for students at <https://student.ap.be/en/tolerance-credits>.

§2 If you are not yet in the final stage of your programme and therefore cannot obtain the degree, you can decide to use tolerance credits for tolerable fail marks after the second examination period. You must report the tolerable fail marks for which you wish to use tolerance credits via iBaMaFlex, at the latest before re-enrolment for the next academic year. If you do not take part in the second examination opportunity in the second examination period for a course for which you received a tolerable fail mark and for which you want to use tolerance credits, you must follow the same rule. If you do not indicate a choice concerning the use of tolerance credits by the deadline, it is assumed that you do not wish to use tolerance credits.

§3 If you are in the final stage of the programme and are therefore able to obtain the degree during the following examination period, you should decide before the 15th of January for the first examination period and before the 1st of September for the second examination period whether you will use tolerance credits for courses enrolled for this academic year. You should indicate your decision by a declaration in iBaMaFlex.

If you do not indicate a choice concerning the use of tolerance credits by the set deadline, it is assumed that you do not wish to use tolerance credits.

If you decide not to use tolerance credits within the examination period and do not pass the programme after the examination period, you can no longer decide to accept tolerable fail marks for the examination period concerned.

If you have indicated that you will accept tolerable fail marks but have not passed the programme after the first and second examination period, you can decide after the second examination period for which tolerable fail marks you want to use tolerance credits.

You must report this via iBaMaFlex at the latest before re-enrolment for the next academic year.

§4 The decision to use tolerance credits for tolerable fail marks is irrevocable. Used tolerance credits cannot be reclaimed or exchanged. Re-enrolment for these courses in a subsequent academic year is therefore not possible.

Art. 18.4 Awarding a degree of merit for a programme

When you are declared to have passed a programme, a degree of merit is automatically awarded according to the rules below:

1. 'Satisfactory' if you have passed and achieved a weighted average of less than 65%;
2. 'With distinction' if you have achieved a weighted average of 65% or more;
3. 'With great distinction' if you have achieved a weighted average of 75% or more;
4. 'With the greatest distinction' if you have achieved a weighted average of 85% or more.

To be eligible for a degree of merit, the number of courses you have taken examinations for must represent at least half of the total number of credits in the programme.

These rules do not affect the examination committee's autonomous authorisation to deliberate, on condition that it motivates its decision on an individual basis.

The weighted average includes all examination grades in the entire programme, expressed in whole numbers out of 20, that have led to a credit certificate or a tolerated fail mark. Exemptions will not be taken into account. Neither will courses for which a non-numeric evaluation is used, according to the ECTS sheet.

19 The examination committee

Art. 19.1 Formation

Each academic year the Dean of department forms an examination committee for each programme or cluster of programmes. The Dean of department is chairperson, unless the Dean of department appoints another member of staff as chairperson.

Art. 19.2 Composition and functioning

The Dean of department forms the examination committee that is representative of the programme or cluster of programmes. In addition, the Dean of department appoints a substitute for each voting member.

The examination committee consists of a minimum of 5 voting members who are the people responsible for the courses in the programme or programmes concerned. If an examination committee is established for a group of programmes, each programme of this group is represented by at least one voting member.

The chairperson appoints the committee's secretary.

The chairperson, secretary and ombudsperson are non-voting members of the examination committee.

Moreover, the Dean of department may add advisory non-voting members to the examination committee.

Each voting member of the examination committee has only one vote, irrespective of the number of courses they are responsible for and the number of credits these courses represent.

The composition of the examination committee will be announced via the intranet for students at <https://student.ap.be/en/examination-committee> at the latest on the 15th of October.

The examination committee can only deliberate in a valid manner if more than half of its voting members are present, with a minimum of five.

For advanced bachelor programmes and postgraduate programmes the examination committee consists of a minimum of three voting members. The examination committee can only deliberate in a valid manner if more than half of its voting members are present, with a minimum of three.

The chairperson appoints the committee's secretary.

The chairperson, secretary and ombudsperson are non-voting members of the examination committee.

Art. 19.3 Authorisations of the examination committee

If you do not fulfil the conditions as described in [art. 18.1](#) §1 or §2, the examination committee may declare that you have passed a programme as a whole if you have taken all examinations belonging to the programme curriculum and if the examination committee deems that the aims of the programme curriculum have generally been achieved. The committee must motivate its decision.

The chairperson must convene the examination committee on his or her own initiative or on the request of the head of programme or the Dean of department, if the latter does not chair the committee.

If you believe there are special circumstances on the basis of which you can be declared to have passed a programme as a whole and that could justify convening the examination committee, you must be able to prove the existence of these special circumstances and that you have generally achieved the aims of the programme curriculum. To this end, you must submit a written motivated request to the chairperson of the examination committee in accordance with [art. 18.1](#) §3. You must do so as soon as possible and at the latest one working day before the final examination grades are made available.

Students are notified of the examination committee's motivated decision on the day the final examination grades are made available in their individual report.

The members of the examination committee and above all the chairperson must ensure that the deliberations of the committee take place in good order and that each student is treated fairly - even beyond the strict requirements of the regulations. It is the ombudsperson's task to help ensure this latter.

Art. 19.4 Decision-making

The members of the examination committee and all persons informed about the elements of assessment and deliberation in any way whatsoever must keep deliberations and voting absolutely and strictly confidential.

Before any decision is made, the chairperson of the examination committee must make sure that all of its members are given the opportunity to put forward all necessary points in relation to the student.

The examination committee preferably takes all decisions by consensus. If a consensus is reached, it must be recorded in the minutes of the meeting.

If no consensus can be reached amongst the voting members, the chairperson must proceed to a vote. Decisions are taken by simple majority. The chairperson has a casting vote in case of a tie. If a vote is taken, its result must be recorded in the minutes of the meeting.

Art. 19.5 Minutes of the examination committee's meetings

The minutes of the examination committee's deliberations contain all relevant information, decisions taken and their motivation.

The examination committee's chairperson and secretary must sign the committee's minutes.

20 Clerical errors

Art. 20.1 Clerical errors

Suspected clerical errors in relation to examinations must be reported in writing by the person concerned to the chairperson of the examination committee, at the latest five calendar days after the date on which the examination grades are made available.

If a clerical error is identified, it must be corrected by the chairperson of the examination committee, and if necessary a new examination decision must be taken in accordance with the applicable regulations. The chairperson of the examination committee will inform the student concerned of this correction and where applicable of the new decision within five calendar days after the clerical error was reported.

21 Examination fraud and examination disciplinary decisions

Art. 21.1 Examination fraud

The following are regarded as examination fraud:

Any behaviour of students within the context of an examination or the organisation of it that makes or attempts to make wholly or partially impossible a correct assessment about their own or other students' knowledge, insights and/or skills is deemed examination fraud.

Detected irregularities that must be considered as examination fraud lead to disciplinary measures, depending on their nature, severity and available evidence.

Plagiarism is also considered as examination fraud.

Art. 21.2 Establishing irregularities

a) A member of staff of the university college who detects a certain student committing irregularities during an examination must:

- notify the student of this;
- confiscate all aids the student wrongly has with him and all examination documents;
- provide the student with a new examination copy, so he can continue with his examination. The examiner will assess the two examination copies that were handed in later. In case of an examination on the digital examination platform, the time when the examination fraud is detected and the questions that have already been answered are noted. The student proceeds with the examination questions that are not yet answered;
- notify the chairperson of the examination committee with a written report containing all relevant information, as soon as possible and at the latest one day after they have detected the irregularity;
- send a copy of the report to the ombudsperson.

b) If the examiner notices irregularities during or after the evaluation of an examination or a practical assignment, he must inform the chairperson of the examination committee and the ombudsperson in writing, including all relevant evidence, as soon as possible and at the latest one day after the day on which he noticed the irregularities.

The chairperson of the examination committee will notify the student concerned in writing.

The student concerned has the right to consult the examination disciplinary file.

Art. 21.3 Right to be heard after an irregularity has been detected

Students alleged to have committed an irregularity at an examination (written examinations, digital examinations, oral examinations, tests, assignments, tasks and), are heard by the chairperson of the examination committee or their substitute, in the presence of the ombudsperson and the person who detected the irregularity.

The student concerned will be heard within a period of nine calendar days, commencing after the irregularity has been detected. If a holiday period starts within these nine days, the period is extended by the number of days of this holiday. A report is drawn up of this meeting, signed by the student and added to the file. If the hearing is organized digitally, it will be done through Microsoft Teams or through another freely available application that will be communicated by the chairperson of the examination committee or his delegate if Microsoft Teams is not available. The digital hearing of the

student will be recorded, and a report will be drawn up which is read out at the end of the hearing. The student concerned will be asked if he has any additional comments and to verbally confirm his agreement with this report. The report will then be sent to the student by email and added to the file together with the recording of the hearing.

Once the student has been heard, the chairperson will convene an examination disciplinary committee, unless he makes a motivated decision not to do so and to discontinue the examination disciplinary procedure.

Art. 21.4 Investigations by the examination disciplinary committee

The examination disciplinary committee will investigate the allegations and consider if the irregularity concerned can be considered examination fraud.

This committee consists of three voting members of the examination committee, not involved with the detected irregularity, or their substitutes, appointed by the chairperson.

The examination disciplinary committee also has the following non-voting members:

- a) the examination committee's chairperson who acts as chairperson of the examination disciplinary committee;
- b) the examination committee's secretary whose task it is to write the report;
- c) the ombudsperson.

Art. 21.5 Examination disciplinary decision

If the examination disciplinary committee judges that the examination fraud has been proved, it may impose one or a combination of the following disciplinary measures:

- a) grade 0 for the course component or the course in question;
- b) exclusion of the student from the second examination period for the course component or the course in question;
- c) grade 0 for all the course components or courses of the module or the semester for which the (partial) examination was taking place;
- d) grade 0 for all the courses in the examination period in question;
- e) exclusion of the student from the second examination period for all courses for which he enrolled.

If the student receives a score of zero for a course as a sanction in the second examination period, a higher score obtained for this course in the first examination period cannot replace this 0/20.

The minutes of the examination disciplinary committee's deliberations contain the composition of the examination disciplinary committee, those present at the meeting and the decision taken and its motivation for each student. If the ombudsperson explicitly so requests, the minutes must also record his comments concerning particular complaints and decisions.

The examination disciplinary committee's chairperson must sign the minutes.

If the examination disciplinary committee deems that there is a question of severe and/or repeated examination fraud and that, as such, exclusion from the programme or from the university college must be imposed, it must refer the file to the Principal and motivate its decision. The student concerned will be notified in writing. Based on the examination disciplinary file, the Principal will take an examination disciplinary decision. As such, the Principal may decide to exclude the student from the programme for the current academic year or for several academic years; to exclude the student

from the university college for the current academic year or for several academic years; or to impose one or a combination of the examination disciplinary measures described in a) to e) above.

The chairperson of the examination disciplinary committee will communicate its motivated decision to the student by registered letter or with proof of receipt within 14 calendar days after hearing them. If the file is referred to the Principal, the period to come to an examination disciplinary decision is extended by 7 calendar days. The Principal will communicate the motivated decision to the student by registered letter or with proof of receipt.

If the period in which the examination disciplinary decision must be communicated by the examination disciplinary committee or the Principal includes a holiday period, it will be extended by the number of days of this holiday.

22 Study certificates

Art. 22.1 Examination grade report

You will receive a report with your examination grades through iBaMaFlex when the final results are officially made available. If you obtained grades in an Erasmus programme, these are included in this report.

Art. 22.2 Obtaining credit certificates

You pass a course and obtain a credit certificate if you have achieved a grade of at least 10 out of 20, unless a different, non-numerical examination grading format is indicated on the ECTS sheet.

If you have an exemption for a course component or part of a course, you will obtain a credit certificate for the whole course if you achieve a grade of at least 10 out of 20 for the remaining course component or part of the course.

Art. 22.3 Period of validity of a credit certificate

Credit certificates remain valid indefinitely for the programme concerned at the institution they were obtained in.

Art. 22.4 Receiving credit certificates

If you have enrolled with a credit or examination contract with a view to obtaining credit certificates, you will receive a credit certificate for each course you pass.

If you have enrolled with a diploma contract or examination contract with a view to obtaining a diploma, you may only receive a credit certificate for each course you pass if you apply with a motivated request.

Art. 22.5 Waiving credit certificates

You may not waive a credit certificate you have obtained for a course.

Art. 22.6 Diplomas

If you have passed a programme, you will receive a diploma, signed by the Principal and carrying the seal of the university college. The diploma is accompanied by a diploma supplement, detailing the credit certificates you have obtained. You may request a preliminary certificate while you await receipt of the diploma and diploma supplement.

Art. 22.7 Certificates

Certificates are issued if you have enrolled in and passed a postgraduate programme, a bridging programme or a preparatory programme.

Art. 22.8 Issuing and signing diplomas, diploma supplements, certificates, credit certificates and certificates of aptitude

§1 Diplomas are signed by the Principal.

§2 Diploma supplements are signed by the Dean of department.

§3 Certificates with effects in civil law and certificates related to additional (refresher) training, are issued by the department and signed by the Dean of department.

§4 Course certificates are signed by the Dean of department.

§5 Credit certificates are signed by the Dean of department.

§6 Certificates of aptitude obtained by candidates going through the procedure of the Antwerp University Association (<https://www.auha.be/evc/>) in one of the programmes at AP University College Antwerp, are signed by the Dean of department.

23 Students' legal status

Art. 23.1 Ombudsperson

§1 Appointment of the ombudsperson

The University College Board appoints the ombudspersons and deputy ombudspersons.

If an ombudsperson is a member of the teaching staff, he may not act as ombudsperson for students belonging to his programme. Student counsellors may not act as ombudspersons for students under their care.

You can find the names of the ombudspersons and deputy ombudspersons and their contact details on the intranet for students at <https://student.ap.be/en/ombudsperson-contact-list>.

§2 Mission of the ombudsperson

The ombudsperson acts as a mediator in disputes between a student and one or more members of staff. Disputes may relate to:

- a) the application of the Education and Examination Regulations and/or students' legal status;
- b) actions and situations regarded as unfair.

The ombudsperson may only act for students from the programmes allocated to him.

If you have a complaint, report it to the ombudsperson as soon as possible.

The ombudsperson investigates and mediates in all complaints related to teaching, examinations, the admissions committee's decisions, examination decisions including decisions by the examination committee, decisions by the examination disciplinary committee, and any other actions and circumstances regarded as unfair.

He must inform you of the progress of his mediation and is required to be discreet.

If the handling of the complaints requires it and you wish him to do so, he must report to the admissions committee, examination committee, or examination disciplinary committee or to the person responsible who must take a decision about your case.

If necessary, the ombudsperson will inform you about internal procedures to appeal against a study progress decision as described in [art. 23.8](#).

Before you decide to appeal against a study progress decision, you must first contact the ombudsperson.

§3 Right of information

To carry out his mission as well as possible, the ombudsperson has the right to request information on all teaching and examination activities and any possible details that have led or will still lead to any decisions in relation to the student. The ombudsperson therefore has the right to consult any and all relevant documents.

§4 Participation in deliberations

The ombudsperson may attend the deliberations of the admissions committee as a non-voting member on his own request, on the chairperson's request or on the student's request.

The ombudsperson is also a non-voting member of the examination and examination disciplinary committees.

The ombudsperson acting as a non-voting member due to an irregularity or dispute during the deliberations of the admissions, examination or examination disciplinary committees, must in any case have heard the student on whose behalf he is acting. The ombudsperson's comments concerning certain complaints and decisions will be added to the student's file unless the ombudsperson asks for this not to be done.

Art. 23.2 Transgressive Behaviour Contact Point

Students confronted with transgressive behaviour at the university college can send an e-mail to the Transgressive Behaviour Contact Point at meldpuntgog@ap.be. The Contact Point staff will handle students' questions and reports with the necessary discretion and support them in taking any further action.

Art. 23.3 Students' rights

§1 In accordance with data protection legislation, as a student or alumnus you have the right to consult your personal information that the AP University College Antwerp has electronically stored and request that it be corrected. To do this, you must apply in writing to the Student Center.

§2 You may consult and change the details you provided to the university college within the framework of research to support the running of the university college and increase educational chances at the time you first enrolled. You may also withdraw your permission to use this information. You can find more information in the Privacy Statement of AP at <https://www.ap.be/en/privacy-and-cookie-statement>. If you think your details are being handled without due care, contact the data protection officer at gegevensbescherming@ap.be. Your information is stored for a maximum period of ten years after you have left the university college and deleted once this period has ended. The University College Board hereby guarantees

that all information is processed anonymously, coded or uncoded under additional terms and conditions.

- §3 In accordance with transparent governance legislation, you have the right to consult and make copies of the admissions and examination committee's minutes.
To do this, you must apply in writing to the Student Center.

Art. 23.4 Students' obligations and code of conduct

- §1 You must behave decently towards your fellow students, staff and the institution itself. All members of staff are responsible for the university college's good functioning. You must comply with instructions from the university college and staff and must behave decently towards the neighbourhood where you are living and studying.
- §2 You must refrain from any fraudulent conduct against the institution.
- §3 Students must not take initiatives on behalf of AP University College Antwerp or the Antwerp University Association, unless they are asked to do so by or have permission from the university college's Principal.
- §4 If you inflict damage on the university college or any third parties, break or lose any of the university college's material during or outside of teaching activities, you are liable for this, unless force majeure or the fault of a third party is proved. The university college may decide to seek compensation for such damage, if concrete circumstances give cause for it to do so.
- §5 If negligence or abuse on your part gives rise to an emergency call outside the university college's opening hours, as stated on the intranet for students at <https://student.ap.be/en/opening-hours>, you may be charged the associated costs.
- §6 You are expected to consult the information on the screens on campus, the intranet for student, Digitap and the messages you receive at the email address the university college gave you when you enrolled, at regular intervals for potentially urgent messages.
- §7 You are responsible for your own possessions, including when they are stored.
- §8 You must strictly follow the rules in the Library and ICT Regulations and the agreement note 'Stille Ruimte AP'. You may consult these two sets of regulations on the website of the university college and on the intranet for students. The agreement note is available on the intranet for students.
- §9 You must not make recordings during teaching activities, unless explicit permission for this is given by the admissions committee in connection with the granting of an individual adjustment in accordance with [art. 10.7](#) or by the lecturer concerned. In this latter case you may only use the recording material for didactic purposes for yourself. Under no circumstances may such recordings be given to any third parties, whether or not for payment, be put on the internet or made public in any other way.
You must not make recordings of examination activities.
If audio and/or video recordings of teaching activities are made for a course, which the lecturer uses for live broadcast, videoconferencing, posting on Digitap and/or evaluation and feedback, you must not object to this, but you have the right to request not to be personally included in the

recording. At the start of the teaching activity, the lecturer will inform the students about the recording. You may only use these recordings for didactic purposes for yourself, and must not distribute or edit them under any circumstances.

If you do not comply with these rules regarding the use of audio and video recordings of teaching and examination activities, you may be subject to the disciplinary measures of the disciplinary regulations.

- §10** You must turn your mobile phones, other electronic data carriers and communication devices off during all teaching activities, unless the member of the teaching staff gives express permission, out of respect for your fellow students and the teaching staff. However, you are allowed to use a laptop or tablet during the teaching activities to take notes, make an assignment or do an exercise within the framework of the teaching activity concerned (though not for other purposes), unless it is indicated in the ECTS sheet that using a laptop and/or tablet is not allowed for certain teaching activities of the course.
- §11** In your use of internal and external means of communication (including social media), you should display good manners, respect and courtesy and comply with the law. Inappropriate, legally prohibited or offensive communication such as insults, threats, intimidation, bullying, obscenities or infringing the privacy of a third party cannot be tolerated by the university college. You must make sure that neither your own reputation nor the reputation of the university college, internship location, other students or staff will be damaged by your use of internal and external means of communication.
- §12** The use of cannabis and other illegal drugs is prohibited on the university college's premises. The use of alcohol will only be permitted by exception for special activities by the Dean of department, and only under supervision of a staff member. Smoking is only permitted in designated areas in the open air.
- §13** Being under the influence of legal drugs, cannabis and other illegal drugs is prohibited on the university college's premises.
- §14** The possession of illegal drugs is prohibited on the university college's premises. The university college will always notify the police in such cases.
- §15** Dealing in legal drugs, cannabis, other illegal drugs and medication is prohibited on the university college's premises. The university college will always notify the police in such cases. The sale of alcohol may be permitted for special occasions by the Dean of department, but only under the supervision of a staff member.
- §16** After using rooms, you should leave them clean and tidy so that the next teaching activity can start smoothly. The authorised person of the department may adopt regulations for the use of specific infrastructure, material and equipment. These are, when applicable, published on the intranet for students or Digitap.
- §17** You can find health, safety and environment guidelines on the intranet for students.

Art. 23.5 Attendance of teaching activities

The university college expects you to participate in the teaching activities of all courses within your course package. If attendance at the teaching activities is mandatory for a course, this is indicated on the ECTS sheet of the course concerned.

Art. 23.6 Disciplinary regulations for students

Students who display behaviour that is incompatible with [art. 23.4](#) may have a disciplinary measure imposed on them through a disciplinary procedure.

§1 The following disciplinary measures or a combination of them may be imposed:

- a) a written warning;
- b) an alternative disciplinary measure aiming to compensate for material or immaterial damage;
- c) suspension:
 - temporary ban from the teaching activities of a certain course or course component;
 - temporary ban from accessing the library;
 - temporary ban from accessing the (virtual) campus;
- d) exclusion from the programme;
- e) exclusion from the university college.

Disciplinary measures are personal at all times and cannot be taken collectively.
Disciplinary measures must be in proportion to the seriousness of the occurrence.

§2 The disciplinary committee consists of:

- a) the Dean of the department to which the student concerned belongs, based on the primary enrolment, who acts as chairperson of the disciplinary committee;
- b) depending on what the disciplinary procedure is based on: the head of student support services or the head of ICT, the person responsible for the campus or the head of programme the student concerned belongs to, based on primary enrolment;
- c) the head of policy and organisation of the department which the student concerned belongs to, based on primary enrolment;
- d) the ombudsperson for the programme which the student concerned belongs to, based on primary enrolment.

If a member of the disciplinary committee is also the person who discovered the alleged breach of discipline or cannot be present for a certain reason, he will be replaced by a colleague from a different programme, department or School of Arts with a similar role.

The ombudsperson is a non-voting member.

The chairperson appoints a person whose task it is to write the report.

§3 The disciplinary procedure:

1. The person who discovers the alleged breach of discipline informs the Dean of department and writes a written report.

2. The student involved receives a written notice that a disciplinary procedure has been initiated against them and the reason why. This written notice must at least contain the elements below:

- the actions of which the student is accused;
- the place, date and time the student can consult the complete file;

- the place, date and time the student will be heard, allowing a reasonable period in which the student can prepare and can bring forward an oral and written defence;
- the fact that the student can ask to be accompanied by a counsellor;
- the fact that the ombudsperson will be mandatorily present during this hearing.

The student has the right to ask the ombudsperson to advise him about the procedure.

3. The Dean of department convenes the disciplinary committee.

4. The disciplinary committee hears the student and the person who discovered the alleged breach of discipline.

5. The disciplinary committee decides if the behaviour concerned represents a breach of [art. 23.4](#) and if so, takes a decision by secret ballot on the disciplinary measure to be imposed.

The minutes of the disciplinary committee's deliberations contain the composition of the disciplinary committee, those present at the meeting and, for each student, the decision taken as well as its motivation. If the ombudsperson explicitly requests this, the minutes must also record his comments concerning particular complaints and decisions.

The disciplinary committee's chairperson must sign the minutes.

6. If the disciplinary committee deems that exclusion from the programme or university college must be imposed, it must refer the file to the Principal. In that case, the student will be informed in writing about:

- the disciplinary measure(s) being considered and the grounds for it/them;
- the place, date and time that the student can consult the complete file;
- the place, date and time of the hearing by the Principal, allowing a reasonable period in which the student can prepare and can bring forward an oral and written defence;
- the fact that the student can ask to be accompanied by a counsellor;
- the fact that the ombudsperson will be mandatorily present during this hearing.

The Principal will then hear the disciplinary committee's chairperson and the student and make a decision.

7. The Principal or the Dean of department will draw up the minutes of this hearing and sign them together with the student involved and the ombudsperson. If the hearing is organised digitally, it will be done through Microsoft Teams or through another freely available application that will be communicated by the Dean of department or the Principal if Microsoft Teams is not available. The digital hearing of the student will be recorded, and a report will be drawn up which is read out at the end of the hearing. The student is asked if he has any additional comments and to verbally confirm his agreement with this report. The report will then be sent to the student by email and added to the file together with the recording of the hearing.

8. If, after hearing the student and the chairperson of the disciplinary committee, the Principal deems that further investigation is necessary before any decision can be made regarding the disciplinary measure to be imposed, both the student and the chairperson of the disciplinary committee will be notified in writing. If necessary, the Principal will organise an additional hearing.

9. The disciplinary committee's chairperson or the Principal will notify the student by registered letter of their decision within a reasonable period of time. The ombudsperson will receive a copy of the decision.

Each disciplinary measure against a student is recorded in their file.

§4 The Dean of department or the Principal may decide to suspend the student as an urgent provisional measure.

This is not considered a disciplinary measure as such.

The Dean of department or the Principal will notify the student by registered letter of the student's suspension, imposed as an urgent provisional measure. This letter will also specify the exact nature of the student's suspension. The ombudsperson will receive a copy of this letter to the student.

If the student's suspension is imposed by the Dean of department, it will expire if the Principal does not confirm it within one month.

§5 Internal appeal procedure against disciplinary measures:

If you wish to submit an internal appeal against a disciplinary measure imposed by the disciplinary committee, you may do so as follows:

1. You should write a letter to the Principal. This letter should contain at least:
 - a) your name and address;
 - b) the date;
 - c) the decision against which you are submitting an internal appeal;
 - d) a factual description and motivation of your objections to the decision;
 - e) your signature or the signature of your counsellor.
2. You should add all the necessary pieces of evidence.
3. You should send the letter and evidence to the Principal by registered letter.
4. You should do this within a period of seven calendar days, from the day after the notification of the decision taken. The day of notification is the day the decision was sent to you.

Note: Your internal appeal is only admissible if it meets the formal requirements stated in points 1, 3 and 4. If any of them are not met, your application will be inadmissible and the Principal will reject your internal appeal.

The Principal will then hear the student and make a decision. The Principal will inform you of the decision by registered letter. This will happen within 14 calendar days, starting on the day after the one on which the appeal is received.

If you wish to submit an internal appeal against the disciplinary measure imposed by the Principal, you may do so as follows:

1. You should write a letter to the chairperson of the Board of Governors. This letter should contain at least:
 - a) your name and address;
 - b) the date;
 - c) the decision against which you are submitting an internal appeal;
 - d) a factual description and motivation of your objections to the decision;
 - e) your signature or the signature of your counsellor.
2. You should add all the necessary pieces of evidence.
3. You should send the letter and evidence to the chairperson of the Board of Governors by registered letter.
4. You should do this within a period of seven calendar days, from the day after the notification of the decision taken. The day of notification is the day the decision was sent to you.

Note: Your internal appeal is only admissible if it meets the formal requirements stated in points 1, 3 and 4. If any of them are not met, your application will be inadmissible and the chairperson of the Board of Governors will reject your internal appeal.

The Board of Governors will hear the student and make a decision at its first meeting after the fourth working day after receipt of the appeal. If the appeal is declared admissible and well-founded, the Board of Governors will take a new decision.

The chairperson of the Board of Governors will inform you of the decision by registered letter. This will happen within 14 calendar days, starting on the day after decision of the Board of Governors is taken.

Art. 23.7 Copyright

§1 All inventions, findings, creations, productions, pieces and products (this list is not limitative or exhaustive) created within the framework of your programme, are, in principle, and in the absence of any agreements to the contrary, the sole property of AP University College Antwerp, subject to Belgian copyright and intellectual property legislation.

§2 You may not reproduce (parts of) study materials (e.g. course texts, slides, exercises, lesson recordings, knowledge clips, examples of examination questions, etc.) that you have obtained in return for payment or free of charge from AP University College Antwerp in the context of your programme, either digitally or in any other way, and or make such materials available to others free of charge or in return for payment, unless you have the express permission of the author to do so. Commercial use by students of study materials is prohibited in all cases.

You are also not allowed to reproduce and/or use examination materials that have been made available to you in return for payment or free of charge in the context of your programme by AP University College Antwerp, for purposes other than your own didactic purposes.

If you do not comply with these rules, you will be subject to disciplinary measures under the disciplinary regulations. You will also be liable to prosecution for copyright infringements.

§3 When copies are made of any data carrier whatsoever, the Belgian Copyright Act of the 30th of June 1994 must be expressly taken into account.

Art. 23.8 Internal appeal against study progress decisions

As described in [art. 23.1](#), the ombudsperson may investigate all complaints relating to the implementation of the Education and Examination Regulations and/or the legal status of students, or relating to acts and conditions perceived to be unfair, and mediate between the parties concerned. You may appeal internally in case of serious disputes concerning study progress decisions. Before you decide to appeal against a study progress decision, you must first contact the ombudsperson.

Pursuant to art. I.3 of the Flemish Higher Education Code of the 11th of October 2013, study progress decisions include:

- a) examination decisions: any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety;
- b) examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;

- c) granting certificates of aptitude, indicating that the student has achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
- d) granting exemptions: absolving the student from their obligation to take an examination for a course or part of it;
- e) decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
- f) imposing study progress monitoring measures, within the meaning of article II.246 of the Flemish Higher Education Code;
- g) refusing to include a particular course in a contract in which the student who is following an individual path, has not previously enrolled;
- h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant to article II.256 of the Flemish Higher Education Code;
- i) an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit less than or equal to 0, if not the result of a general regulation.
- j) an individual decision concerning the refusal to enrol based on not fulfilling a previously imposed measure for study progress monitoring, pursuant to article II.246 of the Flemish Higher Education Code.

If you judge that a decision in relation to the granting of a certificate of aptitude violates your rights, you can start the appeal procedure established by the Antwerp University Association.

How do you appeal against a study progress decision?

You may submit an internal appeal against a study progress decision as follows:

1. You should write a letter to the Principal, who is the chairperson of the internal appeals committee. This letter should contain at least:
 - a) your name and address;
 - b) the date;
 - c) the decision against which you are submitting an internal appeal;
 - d) a factual description and motivation of your objections to the decision;
 - e) your signature or the signature of your counsellor.
2. You should add all the necessary pieces of evidence.
3. You should send the letter and evidence as attachments to an email to intern.beroep@ap.be. You will then receive a receipt by email.
4. You should do this within a period of seven calendar days, from the day after the notification of the decision taken. The day of notification is the day the decision was sent to you. In the case of an examination decision, this is the day on which the examination grades were officially made available.

Note: Your internal appeal is only admissible if it meets the formal requirements stated in points 1, 3 and 4. If any of them are not met, your application will be inadmissible and the internal appeals committee will reject your internal appeal.

After receiving your internal appeal, the chairperson of the internal appeals committee will convene the committee.

Who sits on the internal appeals committee?

The internal appeals committee consists of:

1. The Principal (= chairperson of the internal appeals committee);
2. The Director of Academic Affairs
3. The head of Student administration.

4. Two people from the department involved, appointed from amongst: the Dean of department, the chairperson of the examination committee, the head of programme or the head of policy and organisation;
5. A secretary (non-voting member).

If the Principal, the Director of Academic Affairs or the Head of Student administration is absent for reasons of force majeure, or was involved in the disputed study progress decision, he will be replaced by AP University College Antwerp's general administrator. If several voting members or the general administrator are absent, they will be replaced by a Dean of department or Dean of the School of Arts who is not involved in the contested study progress decision.

How does the internal appeals committee handle your internal appeal?

The internal appeals committee will first check whether your appeal is admissible. This means that it will check whether your appeal meets all the requirements. If your appeal does not meet the above formal requirements, the appeal procedure will lead to a reasoned rejection of your appeal on the grounds of its inadmissibility.

If your appeal is admissible, the committee will consider the substance of your appeal substantively and make a new decision in the place of the person responsible for the course, examination committee, admissions committee or examination disciplinary committee.

The appeal procedure will then lead to a decision that either confirms or (wholly or partially) revises the original study progress decision in a reasoned manner.

How will you receive the decision of the internal appeals committee?

The chairperson of the appeals committee will inform you of the decision by registered letter. He will do this within a period of 20 calendar days, starting on the day after the day on which you submitted the internal appeal.

In the decision of the internal appeals committee, the chairperson will mention the possibility of submitting an external appeal with the Council for Disputes Concerning Study Progress Decisions. This can be done within a period of seven calendar days starting on the day after the written notification of the decision of the internal appeals committee, by means of a registered, individually signed letter.

Art. 23.9 Insurance

AP University College Antwerp insures you for civil liability and personal accidents in Belgium and abroad within the framework of the programme (programmes) and related teaching activities you are enrolled in.

If you are planning a trip abroad on behalf of the university college, you should submit the "Request for insurance for trip abroad" application form at least ten calendar days before the trip starts to the Student Center, or, in the case of an internship abroad, to the internship coordinator. Only after you have submitted the complete form in time and the Dean of department has approved the request will you be covered by AP University College Antwerp's travel insurance for the duration of the trip concerned.

If you are planning a trip abroad on your own initiative, within the framework of an individual or group assignment, you are not eligible for the university college's travel insurance. Travel insurance within the framework of an Erasmus study exchange and of trips abroad for the duration of at least 1 uninterrupted month does not need to be requested separately, as it is directly taken care of by AP University College Antwerp's International Office.

Art. 23.10 Protection of privacy

§1 Pursuant to the Belgian Privacy Act and the General Data Protection Regulation, personal information gathered at the time of your enrolment will be handled as follows:

- a) The database is held by AP University College Antwerp, Lange Nieuwstraat 101, 2000 Antwerp.
- b) Details gathered at the time of your enrolment are processed:
 - to perform student administration, including for examinations;
 - to calculate, invoice and receive payment of any amounts owed;
 - to refund any tuition fees;
 - to stay in touch with alumni;
 - to support students;
 - to provide social facilities;
 - to provide societal services and research;
 - to inform students about employment offers;
 - to allocate special statuses.

You retain the right to view and correct your data. You have the right at all times to have inaccurate data corrected for free. You may exercise this right by submitting a written request to the Student Center.

§2 For additional information, please contact the Data Protection Authority, Drukpersstraat 35, 1000 Brussels, Belgium, <https://www.dataprotectionauthority.be/>.

Appendix

Academic calendar(s) 2022-2023 of each department of AP University College Antwerp.