

Education and Examination Regulations 2018-2019

School of Arts - Royal Conservatoire Antwerp

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1 Definitions

Art. 1.1 Definitions

1. Academic year

The period starting on Monday, the 17th of September 2018 and ending on Sunday, the 15th of September 2019.

2. Main subject

Differentiation in a study programme with a study load of at least 30 credits.

3. Competency assessment

An assessment of a person's competencies, prior to issuing certificate of aptitude. Artesis Plantijn University College Antwerp conducts these assessments in accordance with the procedures and regulations of the Association of University and University Colleges of Antwerp.

(<http://www.auha.be/main.aspx?c=.AUHA&n=73629>)

4. Scholarship student

A student receiving 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.

5. Scholarship rate student

A student who:

- a) receives 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) fulfils 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 fulfils the financial criteria for study financing in the Flemish Community, or
- c) is a citizen of a member state of the European Economic Area and fulfils the financial criteria for study financing in the Flemish Community, or
- d) is 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.

6. Paid educational leave

Paid educational leave is a framework for individual educational leave that could be described as the right given to employees to be absent from work when they follow certain studies while keeping their usual salaries.

7. Certificate of aptitude

Proof that a student, based on previously acquired competencies ('eerder verworven competenties' – EVCs) or qualifications ('eerder verworven kwalificaties' – EVKs), has gained the competencies unique to

- a) a bachelor level in higher professional education or academic education; or
- b) a master level; or
- c) a well-defined study, course or cluster of courses.

This proof must be a document or registration.

8. Near-scholarship student

A student who is a citizen of a member state of the European Economic Area or fulfils 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 who does not receive a scholarship from the Flemish Community, but whose reference income exceeds the financial maximum determined in the rules and regulations concerning scholarships by maximum 3000 euros.

The amount of 3000 euros is indexed pursuant article II.218 of the Flemish Higher Education Code of the 20th of December 2013.

9. Concordance table

Table indicating which courses of consecutive study programmes in one single study correspond to each other across multiple academic years.

10. Competency

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

11. Course component

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

12. Credit certificate

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

13. 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.

14. Partial examination

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

15. Final examination grades

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

16. Deliberation

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

17. Additions for each School of Arts

Special regulations for each School of Arts additional to the general Education and Examination Regulations.

18. 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 study or who enrolls for a bridging programme, a preparatory programme or a postgraduate study.

19. ECTS sheet

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

20. EVC ('eerder verworven competentie')

A previously acquired competency, i.e. the conglomerate of knowledge, insight, skills and attitudes acquired through learning processes not certified with a study certificate.

21. EVK ('eerder verworven kwalificatie')

A previously acquired qualification, i.e. any Belgian or foreign study certificate indicating that a formal learning route was completed successfully, whether or not within the regular education system, insofar as it doesn't concern a credit certificate that was achieved with the institution and study where the student wishes to claim the qualification.

22. Examination

Any evaluation of the extent to which students have achieved the competencies related to a course or course component based on their 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.).

23. 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 study or for a study in its entirety.

24. 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 study or with a view to obtaining a credit certificate for one or more courses.

25. Examination jury

Committee put together by the authorised person of the School of Arts whose members have been proposed by the arts board or study committee, and consisting of School of Arts teaching staff and/or external specialists in their field, whose task it is to give an examination.

26. Examination period

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

27. 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 calendar of each School of Arts.

28. Examination disciplinary decision

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

29. External student

Any student who is not enrolled at Artesis Plantijn University College Antwerp, but who can take part in teaching activities and examinations, based on a written agreement between Artesis Plantijn University College and the institution where the student has enrolled, or in accordance with any exchange project stipulations.

30. Generation student

Any student who enrolls for a professional or academic bachelor 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.

31. Degree

Denomination of Bachelor, Master or Doctor granted at the end of a study upon formal graduation.

32. Degree of merit

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

33. Latest date

The latest date students may drop a number of attempted credits with refunded study credit.

34. University college

Any institution offering higher education outside the university.

35. University College Board

Artesis Plantijn University College Antwerp's governing bodies.

36. Enrolled student

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

37. Individual route

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

38. Individual adjustments

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

39. Catch-up examination

Any examination that may be taken at a later time by students who could not take part in one or more examinations, on condition of exceptional permission and under certain conditions.

40. Degree qualification

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

41. Study credit

The total amount of credits students can use during their study career to enrol in an initial bachelor or master programme under a diploma contract or in a course under a credit contract. Study credit evolves based on the number of credits students enrol for and the credits they will acquire later.

42. 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 containing a declaration from the patient to their physician to authorise absences.

43. Model route

Any study route consisting of a pre-set study programme for a study clarifying how a student can obtain the diploma connected to the study. Model routes distinguish in particular different route stages.

44. Ombuds

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 unreasonable.

45. Teaching period

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

46. Study

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

47. Study characteristics

The profile identification elements of a study, namely:

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

48. 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 minimum three and is given in whole numbers.

49. Study programme

A consistent whole of teaching and learning activities directed at achieving well-described goals. These are competency (components) in terms of knowledge, insight, skills and attitudes which graduates of a particular study and, if it is the case, main subject and study route must master.

50. Force majeure

A force majeure event is an unforeseeable and unavoidable situation occurring outside the will of the person concerned rendering them unable to honour their obligations.

51. Council for disputes concerning study progress decisions

'Raad voor betwistingen inzake studievoortgangsbepalingen'

Hendrik Consciencegebouw 6A

Koning Albert II-laan 15

1210 Brussels (Belgium)

52. Bridging programme

A programme imposed on a student wishing to enrol in a master study based on a professional bachelor.

53. Degree specification

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

54. Student coach

The staff member of the study programme or School of Arts who is responsible for coaching students within one or more of the following domains: study coaching, study advice, study choice coaching in case of (re)orienting, individual adjustments and psychosocial support.

55. Study efficiency

The ratio of the number of credits acquired at Artesis Plantijn University College Antwerp and the number of credits actually taken up in one academic year within one and the same study, 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 study until and including the most recent examination period. The university college does not include exemptions when calculating study efficiency.

56. Study load

The number of credits allocated to a course or study.

57. Credit

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

58. Study time

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

59. Study route

The way in which students go through a study. This can either be a model route or an individual route.

60. Study route coach

The staff member of the study programme or School of Arts who supports students with compiling their study route and with applications for exemptions.

61. 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 study or for a study 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 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, as meant in 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 route, has not previously enrolled;
- h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant 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 lower or equal to 0, if not the result of a general regulation.

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

An agreement entered into by the University College Board and the student with which the student enrolls and accepts the general terms and conditions as meant in article II.237 of the Flemish Higher Education Code (Codex Hoger onderwijs) of the 20th of December 2013.

63. Route stage

A described and fixed part of a study according to the model route, consisting of 60 credits.

64. Person responsible for a course

The person who is responsible for the pedagogical and organisational aspects and the contents of a course and the teaching activities that come under it.

65. Acquired credits

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

66. Sequencing of a course

The rules set by the University College Board related to having followed or passed/failed for a course before students can take an examination for another course.

67. Preparatory programme

A programme that may be imposed on students without a diploma granting direct admission to the study they wish to enrol in.

68. Exemption

Absolving students from the obligation to take an examination for a course or component of it. Students who have obtained exemptions do not get examination grades. Exemptions may be granted based on one or more study certificates or a certificate of aptitude obtained elsewhere.

69. 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 general academic calendar of the university college.

70. Working student

Any student fulfilling the conditions below in accordance with the Flemish Decree concerning financing the functioning of the universities and university colleges in Flanders:

- a) they hold proof of employment under contract for at least 80 hours per month, or they hold proof of insured unemployment and the study is part of a job trajectory proposed by a regional job placement service;

- b) they do not yet hold a diploma for the second cycle in higher education or a master's diploma.
- c) they are enrolled in a study route 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.

2 Introduction

Art. 2.1 Education and Examination Regulations

Artesis Plantijn University College's Education and Examination Regulations consist of a generally applicable part to which each School of Arts may add specific rules and regulations of its own, and appendices that constitute an integral part of these regulations.

The University College Board publishes the Education and Examination Regulations on the public website of Artesis Plantijn University College Antwerp. Students can request a printed version at the student secretariat of the School of Arts.

Art. 2.2 Legislation

The Education and Examination Regulations and the additions for each School of Arts to the general Education and Examination Regulations are drawn up in application of the stipulations in the Flemish Higher Education Code of the 20th of December 2013.

Art. 2.3 Area of application

The Education and Examination Regulations apply to all bachelor studies, advanced bachelor studies, master studies, preparatory programmes, bridging programmes, postgraduate programmes and Teaching Qualifications (SLO) organised at Artesis Plantijn University College Antwerp during the 2018-2019 academic year, including the artistic entrance examinations for the 2019-2020 academic year.

Art. 2.4 Effective date

The present regulations will take effect on the day following their approval by the Board of Governors.

3 Study programme and study load

Art. 3.1 Study programme

§1 Before the 1st of May, the School of Arts' Council must determine the study programme for each study within the School of Arts and decide which unit of teaching and learning activities is coupled with an examination or a partial examination.

§2 The study programme is part of the additions for each School of Arts to the Education and Examination Regulations and can be consulted at <http://ects.ap.be>.

Art. 3.2 Provisions relating to studies and courses

The School of Arts' Council will determine for each study:

- the degree it leads to, the degree qualification and, if applicable, the degree specification;
- its contents and aims, the study programme and its division into model routes 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 students to enrol if they do not fulfil general prior education requirements;
- its study load in whole-number credits;
- its teaching language;
- the conditions for students to 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 School of Arts' Council will determine for each 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 School of Arts will make the ECTS sheets for its studies available to students at the latest on the 1st of September 2018.

All ECTS sheets are an integral part of the additions for each School of Arts to the Education and Examination Regulations and are published on <http://ects.ap.be>.

Art. 3.3 **Determining the number of credits**

Each study achieves its competencies through its courses. The number of credits a study allocates to one of its courses is always minimum 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 study programme**

If a study of the School of Arts changes its study programme, the School of Arts' Council must put together a concordance table for each study programme before the 1st of May.

Art. 3.5 **Following courses in other studies in the same institution or in different institutions in Belgium or abroad**

§1 Students can submit a motivated request to the authorised person of the School of Arts to substitute courses in their study route with other ones from different programmes **in the institution they are studying at or in any other universities or university colleges in Belgium or abroad** and take examinations in them.

The course the student wishes to follow in a different institution that is part of the Association of University and University Colleges of Antwerp must not feature in their own study programme, unless in cases where this is specifically permitted by the cooperation agreement with the institution concerned in the Association.

The admissions committee will decide whether it approves this request, considering the criteria below:

- a) how the aims of the substituting course correspond to the study's aims;
- b) the study load of the course;

c) the sequencing of the course.

§2 If students submit a request to substitute certain courses in their study route with others from a programme at **an institution abroad**, the admissions committee will consider the additional criteria below when evaluating the request:

a) During their study, the student already accumulated credits or was granted exemptions for at least 60 credits in total.

If approved, the student may attend their proposed substitute courses elsewhere and take an examination for them. In this case, the admissions committee must also indicate in which way the examination results for the substitute courses will be included in the diploma (academic recognition). Unless the admissions committee decides otherwise, the number of credits for the substitute course corresponds to the number of credits for the substituted course.

The examination grades achieved for courses in other studies at students' own institutions or at other institutions in Belgium or abroad will be announced in the publication of the final examination grades through the individual report in iBaMaFlex in accordance with [art. 17.2](#):

a) Students whose examination results are not communicated in time get 0 out of 20 for the concerned course.

- If this happens during the first examination period, students are referred to the second examination period where late examination results from the first examination period are processed.
- If this happens during the second examination period, students are referred to the next academic year.

b) If there is no second examination period for a course in the other study/at the other education institution, and students do not pass the course in the first examination period, they must follow the substitute course(s) and take examinations for the substitute course(s) at their own institution the next academic year. Details in relation to this will be included in the diploma supplement in an appropriate manner.

c) If students do not pass in the second examination period, they must follow and take examinations for the substitute course(s) at their own institution the next academic year.

§3 If students obtained permission to substitute courses in their study route with others from a programme at an institution abroad, they must establish together with the authorised person of the School of Arts which courses in their programme they will substitute and record this in their enrolment agreement before they leave. Both of them must sign this agreement before the student leaves for their guest institution.

A learning agreement is an agreement between a student, the University College Board and the guest institution abroad stipulating which courses at the own institution the student will substitute with courses from their guest institution's study programme and how many ECTS credits they will obtain. Learning agreements must be in order and signed by all parties concerned before the student starts studying at their guest institution.

If it emerges that the learning agreement must be changed after the student has arrived, these changes must be finalised and approved by the three parties five weeks after the start of the student's studies or internship abroad.

4 Language regulations

Art. 4.1 Teaching language

§1 Initial bachelor or master studies in Dutch

Classes of the initial bachelor and master studies at the Artesis Plantijn University College Antwerp are taught in Dutch.

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

- a) courses with a foreign language for their subject and taught in that language;
- b) courses taught by foreign guest lecturers;
- c) foreign language courses students attend at a different institution for higher education;
- d) courses for which the Dean of the School of Arts has demonstrated and motivated that teaching them in a different language makes the study more useful and will provide students and the field of action 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 the School of Arts provides the School of Arts' Council 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.

The teaching language is indicated in the course's ECTS sheet.

The students have the right to take the examination in Dutch, for a course with a different teaching language than Dutch and for which no equivalent course in Dutch is offered in the Dutch-language study programme concerned. However, this does not apply to examinations of courses with a foreign language for their subject and to courses students attend at a different institution for higher education. Students can make use of this right by submitting a request with 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, students file an application with the head of programme at least 10 working days before the examination day.

§2 Initial bachelor or master studies in a foreign language

The Artesis Plantijn University College Antwerp can offer initial bachelor and master studies in a foreign language when these studies are specifically prepared for foreign students or when the added value for the students and the field and the functionality for the study can be properly proved. Unless the university college is granted exemption for the following equivalence condition, the university college can only offer an initial bachelor or master study in a foreign language if an equivalent study in Dutch is offered in the Flemish Community.

On behalf of the international students, the Schools of Arts of the Artesis Plantijn University College Antwerp offer a bachelor and master study in Visual Arts and a master study in Music in English.

The teaching language is indicated in the course's ECTS sheet.

§3 Continuation courses

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

Classes of the Teaching Qualification (SLO) are taught in Dutch.

The teaching language is indicated in the course's ECTS sheet.

Art. 4.2 Measures of language coaching

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

The university college provides measures of language coaching in the study programme of initial bachelor or master studies with courses in a foreign language and in the study programme of initial bachelor or master studies in a foreign language. Potential language coaching measures may be:

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

From this condition can be deviated in following circumstances

1. When in case of a master study the measures of language coaching are offered in the preceding bachelor study;
2. When in case of a master study the measures of language coaching are offered in the preparatory programme or in the bridging programme.

Art. 4.3 Language requirements for enrolment

The Artesis Plantijn University College Antwerp can determine language requirements for enrolment in a study in Dutch or in English. The language requirements for enrolment set by the Artesis Plantijn University College, can be found in [art. 7.2](#).

5 Structure of the academic year

Art. 5.1 Division into teaching periods

The University College Board determines the teaching periods for each study upon recommendation from the School of Arts' Council, 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 17th of September 2018.

Every year, the University College Board fixes the students' 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 dropping credits with refunded study credit if students finish their study early;
7. the latest date for enrolment;
8. the latest date for dropping credits with reimbursement of tuition fees and study-related cost contributions.

Every year, the University College Board attaches the academic calendar, including the calendar for each School of Arts, to the Education and Examination Regulations in appendix. 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**

Each School of Arts offers information sessions for its first-time students during the month of September. As part of these sessions, the Schools of Arts provide new students with information about the study they have chosen and all its facets.

6 Admissions committee

Art. 6.1 **Creation**

The Dean of each School of Arts puts together one or more admissions committees for each School of Arts.

Art. 6.2 **Composition**

Each admissions committee consists of the following voting members:

- the Dean of the School of Arts or the person appointed as such by the Dean of the School of Arts, is chairperson of the admissions committee;
- minimum two members of the teaching staff, one of whom belongs to the study candidates are applying for.

The admissions committee(s) can only take a valid decision by simple majority amongst the voting members. All decisions are taken by consensus. The chairperson has a casting vote in case of a tie. The student coach, the study route coach and/or ombuds may attend the deliberations of the admissions committee as non-voting members upon their own request, upon the chairperson's request or upon the student's request.

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

The additions for each School of Arts to the Education and Examination Regulations must contain the composition of admissions committee(s) for each School of Arts.

Additions for the Royal Conservatoire Antwerp

For all the studies at the Royal Conservatoire Antwerp, the admissions committee consists of:

- the chairperson: Dean of the School of Arts (if not available, the head of the administrative department of the School of Arts);
- other voting members:
 - the head of the Teaching Qualification (SLO);
 - the head of programme Drama and Dance;

- the head of programme Music;
- the artistic staff member Music Jazz
- non-voting members:
 - the student coach and/or study route coach;
 - the ombuds.
- the secretary: head of the administrative department of the School of Arts.

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 to candidate-students who have not fulfilled/completed:
 - the additional conditions from the School of Arts;
 - the preparatory programme;
 - the bridging programme;
 imposed for admission to a study;
- c) grant permission to enrol to students without academic bachelor's diploma at the moment they wish to enrol in a master study at the School of Arts ([art. 7.3.4](#));
- d) process applications for enrolment after the 31st of October;
- e) process applications for changes to the content of enrolment agreements;
- f) process applications for changes to contract types;
- g) process applications to follow courses at another institution for higher education in Belgium or abroad;
- h) process applications for individual study routes from new enrolling students, process applications for individual study routes in case of enrolment under a diploma contract deviating from the rules specified in [article 11.3](#), and determining the content and study load of any individual bridging or preparatory programmes ([art. 11.3](#));
- i) process applications for exemptions;
- j) impose measures for study progress monitoring, as described in [article 13.1](#);
- k) process applications for individual adjustments ([art. 10.8](#)).

Art. 6.4 Deliberation and reports

The report of the admissions committee's deliberations contains all relevant information and decisions taken for each student.

The report also contains the ombuds's comments concerning certain complaints and decisions if they explicitly request for them to be recorded.

The admissions committee's chairperson and secretary must sign the report.

7 Admission requirements

Art. 7.1 General admission requirements

General admission requirements to enrol in a bachelor study are holding:

- 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 abovementioned diplomas, pursuant any legal norm, European guideline or any other international agreement.

These include, amongst others, the study certificates below:

Belgian study certificates:

- a secondary education diploma from the French or German Communities in Belgium;
- a certificate of additional secondary vocational education ('aanvullend secundair beroepsonderwijs');
- a first prize diploma from any music conservatoire or the Lemmensinstituut, except for a first prize diploma in solfège;
- a diploma in technical engineering;
- a higher musical education diploma first grade with complete curriculum from a conservatoire;
- a diploma from a higher technical school third grade;
- any certificate showing that the student passed at least for two years with complete curriculum in a study leading to a diploma in higher art education ('hoger kunstonderwijs') with complete curriculum of the second grade, any higher art education diploma with complete curriculum of the third grade, any higher technical education diploma of the third grade or any diploma in interior design;
- any certificate showing the student passed at least for two years in one single direction of study in higher social promotion education or higher vocational education ('hoger beroepsonderwijs') level 5 or any (module) certificate(s) from one single direction of study in higher vocational education level 5 showing the student passed with at least 2/3 of the total number of contact hours;
- a bachelor's diploma or equivalent;
- a master's diploma or equivalent;
- a Belgian candidate diploma or equivalent.

Foreign study certificates:

- a European 'Baccalaureate diploma' from one of the European schools in Belgium or abroad;
- an International Baccalaureate Diploma from the International Baccalaureate Office in Geneva, Switzerland;
- a Luxembourgish 'diplôme de fin d'études secondaires' or 'diplôme de fin d'études secondaires techniques';
- a Dutch 'VWO' diploma ('Voorbereidend Wetenschappelijk Onderwijs');
- a Dutch 'MBO' diploma ('Middelbaar Beroepsonderwijs') qualification level 4; this diploma only grants admission to the professional bachelor in Dance, so not for the academic bachelors in the Schools of Arts;
- a Dutch propaedeutic diploma ('Getuigschrift van met goed gevolg afgelegd propaedeutisch examen');
- a Dutch higher vocational education final diploma with complete curriculum;
- a French Baccalaureate diploma with a minimum grade of 10/20;
- a German 'Abitur' diploma ('Allgemeine Hochschulreife/Abitur');
- an American High School Diploma with a record of transcript including at least 4 advanced placements;
- a diploma issued by NATO's SHAPE School;
- any bachelor's diploma;

- any master's diploma.

If there is no recognition as described in item e), the admissions committee may give people permission to enrol for a bachelor study if they have obtained a diploma or certificate in a country outside the European Union that gives access to a bachelor's study in said country, comparable to a Flemish bachelor study and on the condition that said diploma or certificate passes the authenticity check. In this case, candidate-students must file an application with the admissions committee ([art. 6.1](#) until [art. 6.4](#) inclusive). Candidate-students must file the application with the secretariat of the School of Arts at the latest on 15 October, prior to the academic year for which they wish to enrol.

The application must contain the following documents:

- a) a copy of the diploma concerned; if the diploma in question was obtained outside the EU, it must be certified;
- b) a certified Dutch translation issued by a sworn translator, unless originally in English, French, or German;
- c) if the diploma of higher education was obtained outside of the European Union: a declaration from the embassy or consulate of the candidate's country stating that with this diploma, they are admitted to a bachelor's study in the country where they obtained the diploma, unless the diploma itself contains such declaration.

The abovementioned file will be examined by the admissions committee. Candidate-students will be notified of the decision in writing.

Art. 7.2 Language requirements

§1 Language requirements for studies in Dutch

In case of first enrolment for the academic bachelor and master studies in Visual Arts, the academic bachelor and master studies in Drama and the Teaching Qualifications, under whichever contract type, candidate-students must prove they 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 certificate of a pass in a study 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 certificate of a pass for the Interuniversity Dutch Language Test for Foreign Language Speakers ('Interuniversitaire Taaltest Nederlands voor Anderstaligen – ITNA') or a different certificate from a centre for adult education or a recognised language centre. The Dutch language level B2 CEFR (Common European Framework of Reference), can also be proved by a certificate of a pass for the Dutch state examination NT2 II.

This Dutch test had been developed by the language centres of the four Flemish universities and is taken, among other places, at Linguapolis:

<http://www.linguapolis.be/main.aspx?c=.LINGUANLANDERE&n=87642>

The Dutch language level required is determined in accordance with the Common European Framework of Reference (CEFR) and is included for the concerned studies in the additions for each School of Arts to the Education and Examination Regulations.

Additions for the Royal Conservatoire Antwerp

- bachelor and master studies in Drama: Dutch level C1
- Teaching Qualification (SLO) Drama: Dutch level C1

§2 Language requirements for studies in English

In case of first enrolment for the academic bachelor and master studies in Visual Arts, under whichever contract type, candidate-students must prove they have sufficient knowledge of the English language:

- by submitting a certificate of graduation ASO (Flemish candidate-students) or VWO (Dutch candidate-students), or
- by submitting a certificate of at least one successfully completed year in English-language secondary education, or
- by submitting a certificate of a pass in a study or in one or more courses in English-language higher education, with a total study load of at least 60 credits, or
- by submitting a language certificate. The English language level required is determined in accordance with the Common European Framework of Reference (CEFR) and is included for the concerned studies in the additions for each School of Arts to the Education and Examination Regulations.

Art. 7.3 Special admission requirements

7.3.1. Admission requirements for shortened programmes

The additions for each School of Arts to the Education and Examination Regulations describe the admission requirements for the shortened programmes on offer.

Additions for the Royal Conservatoire Antwerp

The Royal Conservatoire Antwerp does not offer shortened programmes.

7.3.2. Admission requirements for advanced bachelor studies

The Schools of Arts do not offer advanced bachelor studies.

7.3.3. Admission requirements for postgraduate studies

The additions for each School of Arts to the Education and Examination Regulations determine the admission requirements for all postgraduate studies.

Additions for the Royal Conservatoire Antwerp

The Royal Conservatoire Antwerp offers the following postgraduate studies in Music:

- postgraduate study in Music - composition;
- postgraduate study in Music - concert soloist: instrumental;
- postgraduate study in Music - concert soloist: vocal;
- postgraduate study in Music - jazz;
- postgraduate study in Music - chamber music;
- postgraduate study in Music - guidance and coaching;
- postgraduate study in Music - orchestral instrument;
- postgraduate study in Music - Suzuki method for strings ESA 1-3;
- postgraduate study in Music - Suzuki method for strings ESA 4-5;
- postgraduate study in Music - conducting children and youth choirs.

Candidates must:

- 1 hold a bachelor's or master's diploma in Music or equivalent. For the postgraduate study in Music – conducting children and youth choirs, any bachelor's diploma suffice.

- 2 pass an exploratory entrance exam on the basis of which a jury will test whether the candidate has the necessary artistic competencies to take up the studies.

7.3.4. Admission requirements for master studies

The general admission requirement to enrol in a master study is holding an academic bachelor's diploma. The additions for each School of Arts to the Education and Examination Regulations describe what previous studies (degree and qualification; main subject) grant access to a master study, if necessary with additional requirements.

The Schools of Arts' Council determines the nature and load of any preparatory or bridging programmes.

For master studies in Visual Arts and Drama and Music, the Schools of Arts' Council will take the diagram below into account when determining and establishing bridging and master programmes:

	Audiovisual and Visual Arts	Music	Drama
Holders of a 1st grade diploma	- bridging programme of 45 credits - master study of 60 credits	- bridging programme of 30 credits - master study of 90 credits	- bridging programme of 30 credits - master study of 60 credits
Holders of a 2nd grade diploma	- master study of 60 credits	- master study of 45 credits	- master study of 60 credits

Additions for the Royal Conservatoire Antwerp

1. Direct admission to master studies in Music:

- an academic bachelor's diploma in Music, main subject Instrumental/vocal studies grants direct admission to the master study in Music, main subject Instrumental/vocal studies;
- an academic bachelor's diploma in Music, main subject Music Theory-composition grants direct admission to the master study in Music, main subject Composition;
- an academic bachelor's diploma in Music, main subject Jazz/popular music grants direct admission to the master study in Music, main subject Jazz/popular music.

2. Admission to master studies in Music with additional requirements:

- an academic bachelor's diploma in Music with a specific main subject grants direct admission to a different main subject after screening of the competencies needed to begin the study, based on study load, credits, learning content and end competencies of the bachelor study concerned and on the condition that the student follows an individual preparatory programme;
- a diploma of the first or second grade of higher art education with complete curriculum, or a professional bachelor diploma, on condition that the student follows a bridging programme:
 - a. bridging programme Composition:*
between professional bachelor Composition, professional bachelor Instrumental/vocal studies or professional bachelor Jazz/popular music and master of Music, main subject Composition
 - b. bridging programme Instrumental:*

between professional bachelor Instrumental and master of Music, main subject Instrumental
c. bridging programme Jazz/popular music:

between professional bachelor Jazz/popular music and master of Music, main subject Jazz/popular music

d. bridging programme Conducting:

between professional bachelor Conducting, professional bachelor Music Theory, professional bachelor Musical or professional bachelor Instrumental/vocal studies and master of Music, main subject Conducting

e. bridging programme Vocal:

between professional bachelor Vocal studies and master of Music, main subject Vocal studies

3. Direct admission to master studies in Drama:

- an academic bachelor's diploma in Drama with the same main subject.

4. Students who have not yet obtained a bachelor's diploma granting direct admission to a master study can only enrol if:

- they have obtained at least 150 out of the 180 credits of their initial bachelor study of which the diploma grants direct admission to the master study;
- they formally apply to the admissions committee;
- their application is included in the one for an individual study route.

The admissions committee can deviate from these rules if it motivates its decision and in the following cases:

- extraordinarily talented students who have obtained a deviation from the general admission requirements, as described in [art. 7.4](#);
- students who have lagged behind in terms of to acquire competencies for some courses during any of their previous studies;
- for pedagogical continuity's sake.

The full admissions procedure for studies at the Royal Conservatoire Antwerp can be found on the website www.conservatorium.be.

7.3.5. Admission requirements for Teaching Qualifications (SLO)

§1 Candidates for the Teaching Qualification (SLO) Visual Arts require at least an academic bachelor's diploma in Audiovisual and Visual Arts in the study concerned, and an enrolment in the master study in Visual Arts. A teaching diploma can only be obtained after a master's diploma.

§2 Candidates for the Teaching Qualifications (SLO) Music and Drama require at least an academic bachelor's diploma in Music and Performing Arts in the study concerned. A teaching diploma can only be obtained after a master's diploma.

§3 Candidates for the Teaching Qualification (SLO) Dance require a professional bachelor's diploma in Dance.

In deviation of this rule, candidates who can prove 5 years relevant experience as a professional dancer with a recognised company, who meet the general admission requirements for the basic study programme of 1 cycle and who passed the artistic entrance exam, can be admitted to the Teaching Qualification Dance.

Students who have obtained 120 credits from their professional bachelor programme may also be

admitted for the Teaching Qualification. In this case, candidate-students must file an application with the admissions committee. The teaching diploma can only be awarded if the diploma for the bachelor study has been obtained.

7.3.6. Artistic entrance examinations

§1 Without prejudice to the general admission requirements, no candidate will be admitted to a bachelor study in Audiovisual and Visual Arts, Music and Performing Arts without having passed an artistic entrance examination related to this study. This also applies to all bridging and preparatory programmes in these areas of study.

§2 The concerned School of Arts must establish the procedure, criteria and period of validity for artistic entrance examinations and assess them. Artistic entrance examinations are taken before a committee consisting of members of staff of Artesis Plantijn University College Antwerp and at least one external expert. The committee must motivate its decision.

Additions for the Royal Conservatoire Antwerp

The full admissions procedure for studies at the Royal Conservatoire Antwerp can be found on the website www.conservatorium.be.

§3 Any decisions taken by the committee must be made available to the concerned students in an e-mail sent to the address they provided within 7 calendar days counting from the date of the decision. Students may request the School of Arts by registered letter within 5 calendar days counting from the date they received the decision to send them the committee's motivation. The School of Arts must submit this motivation to the student by registered letter or with proof of receipt within 5 calendar days counting from the date it received their request.

The committee's decision may be appealed by registered and individually signed letter to the Principal within 5 calendar days counting from the date the decision's motivation was received. The Principal must take a decision within 5 calendar days counting from the date they received the appeal. If the appeal is declared valid and justified, the file is immediately sent to the authorised committee for a final decision within 14 calendar days counting from the date it received the appeal. This final decision is sent to the student and the Principal.

§4 Students who wish to change study, main subject or choice route, must pass a separate artistic entrance examination (see also [art. 11.6](#) changes to the content of the admission agreement).

Art. 7.4 Deviant admission requirements

Pursuant art. II.179 of the Flemish Higher Education Code of the 20th of December 2013, Artesis Plantijn University College Antwerp applies the AUHA's procedure and regulations for deviant admission requirements for admissions based on such deviant admission requirements (www.auha.be/pAT).

Additions for the Royal Conservatoire Antwerp

Promising young musicians, who haven't finished secondary school yet ('young talent'), but have reached the final level of part-time art education, may enrol under deviant admission requirements at the Royal Conservatoire Antwerp. The detailed procedure to be considered for admission to the bachelor study in Music under deviating conditions can be found on www.conservatorium.be.

Art. 7.5 External students

External students may take part in teaching activities and examinations without having enrolled at Artesis Plantijn University College Antwerp, provided there is a written agreement between Artesis Plantijn University College Antwerp and the institution where the student has enrolled, or in accordance with any exchange project stipulations. External students have the same rights and duties as any student enrolled at Artesis Plantijn University College Antwerp.

Art. 7.6 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, all students receive a one-off individual study credit of 140 credits when they enrol. Study credit can be used:

- by students with a diploma contract, in initial bachelor and master studies, featuring in the Flemish Higher Education Register;
- by students with a credit contract, for one or more courses.

Study credit cannot be used:

- for examination contracts;
- in advanced bachelor studies;
- for obtaining a certificate of aptitude or exemptions;
- in bridging or preparatory programmes;
- in postgraduate studies;
- for Teaching Qualifications (SLO).

§2 Each academic year students enrol, the number of credits they enrol for (number of credits taken up) is deducted from the total balance of their individual study credit. The number of credits the student acquires for the concerned academic year is then added to their individual study credit.

§3 The number of acquired credits is determined based on the number of credits for which the student has obtained a credit certificate. The first 60 credits acquired by a student with a diploma contract is doubled as a one-off.

§4 A student's number of credits taken up or acquired is calculated over one academic year. To do this, Artesis Plantijn University College Antwerp applies a latest date for each course:

Per teaching period next latest date:

	Teaching period 1	Teaching period 2
Year	31.10.2018	
Semester	31.10.2018	11.03.2019

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

§5 Without prejudice to the stipulations in [articles 11.5](#) and [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 [article 12.1](#), students can only drop a number of credits taken up until the latest dates as indicated in §4 if they end their course programme early. Study credit cannot be refunded to students who drop credits after these dates.

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

§8 In order to calculate students' individual study credit at the start of the 2018-2019 academic year, the number of credits taken up and the numbers of credits acquired for the 2017-2018 academic year are taken into consideration. Changes to the number of credits taken up can be included in students' individual study credit until the dates specified in §4.

§9 Without prejudice to the stipulations in §5, for generation students who change studies in the course of one academic year:

- the number of credits taken up is added to their individual study credit again if they change studies 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 their individual study credit again if they change studies between the 1st of December and 15th of March of that academic year;
- the number of credits taken up is deducted from their study credit if they change studies after the 15th of March of that academic year.

§10 Students may enrol for courses with a diploma or credit contract for a maximum of their total study credit. Artesis Plantijn University College Antwerp refuses to enrol students whose study credit is lower or equal to 0.

Study credit is checked upon registration. If, after submission of the courses to the Higher Education Database (i.e. when the concerned student falls under the definition of 'enrolled student' in accordance with [article 10.1](#)), the study credit turns out to be insufficient, the admissions committee will reduce the number of credits taken up to the available balance. If it emerges that the study credit is totally insufficient, Artesis Plantijn University College Antwerp will immediately cancel the concerned student's registration.

In deviation of §10 paragraphs 1 and 2, students whose study credit is lower than or equal to 0 cannot be refused for an initial master study if they fulfil the admission requirements and have not obtained a master's diploma earlier.

In deviation of §10 paragraph 1 and 2, the admissions committee may also, in very exceptional circumstances and if it is thoroughly motivated, decide to still allow students to enrol in specific courses for which the student has no more study credit available. However, this exception is never granted for courses for which individual lessons are organized.

§11 Students' individual study credit is reduced by 140 credits when they obtain a diploma for an initial master study. If this results in a positive balance, they can use the remainder of their study credit to enrol in an initial bachelor or master study. If the balance of the remainder of their study credit is less than 60 credits, they can increase their study credit to maximum 60 again as a one-off. Ten credits are

added to students' individual study credit every academic year from the one following the academic year which they obtained their master's diploma.

§12 Students who have not yet obtained a master's diploma and leave the higher education system with individual study credit of less than 60, may increase their study credit to maximum 60 as a one-off within the framework of lifelong learning. Ten credits are added to students' individual study credit every academic year from the one following the academic year in which they left higher education. The study credit they build up this way can be used to enrol in an initial bachelor or master study.

§13 60 credits are added to the study credit of students who have obtained a diploma in higher vocational education and whose study credit is lower than 60 at the time they re-enrol in higher education. The first 60 acquired credits are not doubled for study credit that is acquired again.

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 upon recommendation by the School of Arts' Council, 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-related and diverse costs that is published on the Artesis Plantijn Hogeschool Antwerpen website, www.ap.be.

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 the student in a timely manner and will be individually settled during the academic year.

10 Enrolment

Art. 10.1 Enrolment

Enrolling for a full academic year can be done until Wednesday, the 31st of October 2018 at the latest. Students can enrol on condition that they fulfil all admission requirements in accordance with applicable legislation and other rules and regulations. Registration is connected to one particular academic year. Students must follow the Schools of Arts instructions for enrolling.

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

Students can enrol in:

- model routes;
- individual routes.

Students who have obtained a credit certificate for a course in a particular study and/or main subject cannot enrol for the same course a second time.

Students who have passed for a course in a particular study and/or main subject cannot enrol for the same course or same main subject a second time.

Students have enrolled when:

- a) they fulfil admission requirements in accordance with legislation and other applicable rules and regulations;
- b) they have opted for a diploma contract, credit contract or examination contract; students may only enrol for one and the same course with one contract type;
- c) they have signed an admission agreement and paid their tuition fees
 - for a full academic year before the 31st of October 2018;
 - for enrolment after the 31st of October 2018 within twenty-one calendar days after the admissions committee's decision.

Only after payment and signature are the details of the courses in the enrolment agreement electronically submitted to the Higher Education Database and the student badge issued.

Art. 10.2 **Enrolling after the 31st of October**

Students wishing to enrol after the 31st of October require permission from the admissions committee. The latter may decide that (a) certain course(s) can no longer be included in the course package.

The committee can apply particular rules for applications to enrol after the 31st of October 2018. If applicable, the additions for each School of Arts to the Education and Examination Regulations will contain these rules.

Additions for the Royal Conservatoire Antwerp

Enrolment after the 31st of October 2018 is not allowed for year courses or first semester courses. Students who wish to enrol for second semester courses, can do so until the 11th of March 2019 at the latest.

Art. 10.3 **Enrolment files**

Enrolment files must at least contain:

- a) the student's signed enrolment agreement;
- b) ID details;
- c) a copy of the diploma that grants the student admission to the studies they are enrolling in. If this is a diploma from a foreign country, the copy must be certified or declared a true copy by the municipal services of the country where the diploma was issued.

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

Students must immediately notify the School of Arts' secretariat if any of the information in the enrolment file changes in the course of the academic year.

Art. 10.4 **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 preliminary basis, in accordance with [article 10.1](#). Students requiring a visa must submit a valid residence permit for at least the duration of the academic year before the 1st of May 2019 to the student secretariat. This is a resolutive condition,

meaning that only in this case will they remain enrolled. In all other cases, they will be dropped from the university college as of the 1st of May 2019.

§2 No mandatory visa, residence in Antwerp

All foreign students, 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). In this case, concerned students must present themselves at the student secretariat to start up this procedure at the latest the 31st of October 2018 for full academic year registrations and before the 1st of March 2019 for second semester only registrations.

§3 No mandatory visa, residence outside Antwerp

All foreign students, 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. 10.5 Bases for exemptions

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

Art. 10.6 Procedure for exemption applications

Students or candidate-students can appeal to the chairperson of the admissions committee to be exempted for courses or course components of the entire study programme of the study. Applications must be submitted as soon as possible and at the latest on the 15th of October 2018 using a form to be obtained from the School of Arts' secretariat.

Students who enrol after the 15th of October 2018 must submit their application at the latest fourteen calendar days after the day they enrol.

Applications must contain the following:

- for exemptions based on previously acquired qualifications:
 - if this is related to a credit certificate obtained in another study and/or other institution of higher education: the credit certificate and/or final report from the examination committee;
 - a copy of the diploma or study certificate;
 - content, competencies, objectives and the number of credit points of the followed course;
 - diplomas and 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:
 - the certificate of aptitude.

Art. 10.7 Decision procedure for granting exemptions

The admissions committee decides based on comparing students' 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 committee may 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 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.

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

The admissions committee takes its decision at the latest on the 31st of October for applications submitted no later than the 15th of October. For applications submitted after the 15th of October, the committee takes a decision at the latest 28 calendar days after receipt. Pending the committee's decision, students are registered and must take part in all teaching and learning activities in the route they enrolled in.

Art. 10.8 **Individual adjustments**

Certain students can make individual adjustments that can be related to their study route, their examinations or their presence in teaching activities.

These changes can be compensating, dispensating or supporting in nature and are granted due to special social or individual circumstances:

- a) due to functional limitations; students with functional limitations are students with long-term physical, mental or sensory limitations that may hinder them in correlation with various thresholds to partake in higher education completely, actually and on an equal footing with other students;
- b) due to a combination with family, work, the status of student-entrepreneur, recognised top sports and art at a high level;
- c) the admissions committee may also decide to consider motivated applications for other reasons than the ones above.

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

The admissions committee may also decide to consider motivated applications for other reasons than the ones above.

In order to obtain individual adjustments, students must make an appointment for an intake interview with the contact person mentioned in the additions for each School of Arts, found in this article. Applications are filed during or after this interview and must be motivated with the necessary evidence. If there is no such evidence, the application is considered invalid.

Applications must be submitted before the 31st of October. The chairperson of the admissions committee will notify the student about the decision at the latest on the 30th of November. In exceptional cases, the admissions committee can decide to consider motivated applications filed after this date. In this case, the chairperson of the committee will notify the student about the decision at the latest 28 calendar days after receipt of this application.

The decision will be communicated to the student by e-mail.

Individual adjustments are only granted based on a connection between the concerned student's exceptional individual circumstances on the one side and on the other specific elements in the study (studies) organisation indicated in the enrolment agreement at the moment the student submits their application.

All individual adjustments are reasonable ones. These are considered to be: any adjustments that do not cause disproportional difficulty to the various parties involved.

A decision of the admissions committee to refuse a requested adjustment can be motivated on grounds of the appraisal that the adjustment requested affects the possibility to acquire the domain-specific learning outcomes of the study programme or to generally achieve other aims of the study programme.

Students who change studies within Artesis Plantijn University College Antwerp cannot transfer individual adjustments that were granted to them, but must submit a new application.

Students enrolled with an examination contract may only apply for individual adjustments in relation to examination taking.

In accordance with [article 11.6](#), students may, in the course of the academic year, submit a request to change the content of the individual adjustments that were granted to them. The application must be addressed to the contact person mentioned in the additions for each School of Arts, found in this article.

Individual adjustments can only be changed once every academic year.

Students must submit an application with their School of Arts' admissions committee if they were already granted individual adjustments during the academic year before the one concerned, and they wish to continue using them. This means that students must submit an application every year, unless the admissions committee makes a motivated decision to grant any individual adjustments for a longer period, insofar as the student in question remains enrolled in the same study without interruption for the entire duration of this period. In this case, the admissions committee can determine the precise duration of this period.

Pursuant the Flemish Higher Education Code of the 20th of December 2013, students with functional limitations, as described in item a., may appeal any decision constituting a refusal to grant individual adjustments. Students must then submit a request for reconsideration within 7 calendar days counting from the day after the one of the communication of the decision to the student. The student must make this request for reconsideration in writing to the chairperson of the appeal commission, detailing his arguments and any supporting evidence he deems necessary. The student submit it against confirmation of receipt to the contact person 'Interne beroepsprocedure', Lange Nieuwstraat 101, 2000 Antwerpen, on any working day between 9am and 4pm. If the seventh calendar day of the appeal period is a Saturday, Sunday or a Belgian public holiday, the term is extended until the first coming working day.

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

- a) it has been filed and met with proof of receipt at the contact point of Internal appeal procedure within the aforementioned period;
- b) it is signed and dated by the student or his counsellor;
- c) it contains at least the name and address of the student, disputed decision and an actual description of the arguments.

The chairperson will convene the internal appeal commission, consisting of the following voting members:

- a) Principal as chairperson of the appeal commission;
- b) Director of Academic Affairs;
- c) the Head of Student administration.

The secretary of the appeal commission is a non-voting member.

If the Principal, the Director of Academic Affairs, or the Head of Student administration cannot be present due to force majeure, he will be substituted by Artesis Plantijn University College's general administrator or, if the latter or several of said members are absent, by a Dean of department or School of Arts who is not involved in the disputed study progress decision.

The admissions committee's chairperson will report to the appeal commission.

The criteria for disproportionality follow 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 Belgian Act of the 25th of February 2003 for the tackling of discrimination and in amendment of the Belgian Act of the 15th of February 1993 concerning the creation of a Centre for Equal Opportunities and Opposition to Racism.

Appeal procedures lead to:

- a) a motivated rejection of the appeal based on its invalidity;
- b) a motivated decision confirming or reviewing the original decision.

If the appeal is declared valid and justified, the commission will take a new decision in the place of the admissions committee.

The appeal commission's chairperson will notify the student about the decision by registered letter within 20 calendar days counting from the day after the day on which the appeal was formally filed.

Additions for the Royal Conservatoire Antwerp

The request for individual adjustments is filed with the student coach.

Art. 10.9 Paid educational leave

Students enrolled with an examination contract with a view to obtaining a diploma may take paid educational leave. Also students enrolled for certain specific studies by means of a diploma or credit contract, may take paid educational leave if these studies grant permission for this. The specific studies are mentioned on the website of AP www.ap.be.

If these students need a certificate of regular enrolment for the examination period and a certificate of their actual participation in the examinations in order to apply for paid educational leave, they must request these certificates from the School of Arts' secretariat at the start of the academic year, at the latest on the 1st of October or within fourteen calendar days after their enrolment if they enrolled late.

11 Enrolment agreements and changes after enrolling

Art. 11.1 Enrolment agreements

Enrolment agreements contain:

- a) the type of contract the student has enrolled with (diploma, credit or examination contract);
- b) the model route they have chosen;
- c) whether they enrolled for a model route or an individual one;
- d) the courses they have enrolled in (the ECTS sheets for these courses are part of the enrolment agreement);
- e) the credits of the courses they have enrolled in;

- f) an electronic link to the general Education and Examination Regulations, including the additions of each School of Arts, latest dates and tuition fees;
- g) if applicable, any imposed measures for study progress monitoring.

Enrolment agreements are drawn up in two copies, dated and signed personally or digitally by the student and the authorised person of the School of Arts.

Artesis Plantijn University College Antwerp offers the following contract types:

Diploma contract:

Under this contract, students enrol in:

- one study with a view to obtaining a diploma;
- a postgraduate study with a view to obtaining a certificate;
- several studies at once.

Credit contract:

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

The authorised School of Arts body may decide that certain internships, bachelor or master projects are not suitable for credit contracts due to their particular nature. They must motivate their decision. Non-eligibility for credit contracts is indicated in the course's ECTS sheet. Motivations for non-eligibility are included in the additions for each School of Arts to the Education and Examination Regulations.

Examination contract:

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

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

The authorised School of Arts body may decide that certain courses are not suitable for examination contracts due to their particular nature. They must motivate their decision. Non-eligibility for examination contracts is indicated in the course's ECTS sheet. The grounds for non-eligibility are included in the additions for each School of Arts to the Education and Examination Regulations.

Students enrolled with an examination contract may only take the examinations indicated on the ECTS sheet and cannot take part in teaching activities for the courses they are under contract for or make use of supporting services, except for the digital learning platform and E-campus.

Additions for the Royal Conservatoire Antwerp

Examination contract

The following courses are not eligible for an examination contract due to their specific nature:

- Courses for which students' active attendance is required, because they are to be assessed on a continuous basis, only in part or in their entirety.
- Courses that are based on a mutual artistic process, where actively following classes is necessary in order to assess certain criteria, such as:
 - evolution during the artistic process;
 - contribution to group dynamics;
 - training and build-up of facilities in terms of self-training.

- For some courses, there is no other possibility than to organise communal artistic projects in order to develop and evaluate the targeted competencies.

- Practical courses and internships within the Teaching Qualifications (SLO) cannot be followed as part of an examination contract, for the reason that practical experience and attendance in class are essential for reaching the targeted competencies.

The ECTS sheet indicates whether a course can be followed as part of an examination contract.

Art. 11.2 **Conditions to enrol for courses in model routes**

To enrol for a model route, students must have passed all courses in any required previous route stages.

Art. 11.3 **Conditions to enrol for courses in individual routes**

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

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

§3 Study routes within one School of Arts' study programme containing maximum 60 credit points and complying with the published rules of course sequencing, can be automatically enrolled for when students have enrolled for the same study programme at Artesis Plantijn University College Antwerp or his legal predecessors before, no binding conditions for enrolment were imposed the academic year before, and a study efficiency of at least 60% was obtained the preceding academic year. In this case, students don't have to file an application with the admissions committee.

All other individual routes within a School of Arts' study programme must be put before the admissions committee for approval for all contract types. To do so, students must submit an application to their study route coach as soon as possible and at the latest on the 15th of October. Students who have enrolled after the start of the academic year must submit their application at the latest fourteen calendar days after the day they enrolled.

§4 The admissions committee will notify the student of their decision at the latest on the 31st of October for applications submitted no later than the 15th of October and invite them to sign an enrolment agreement. For applications submitted after the 15th of October, the committee will notify the student in writing of its decision and invite them to sign the agreement at the latest twenty-eight calendar days after receipt of their application.

Pending the committee's decision, students are registered and must take part in all teaching and learning activities in the route they enrolled in.

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

To enrol for courses and take examinations, students with examination and credit contracts must take into account course sequencing and examination contract eligibility.

Art. 11.5 Changing the contract type

Students may apply to the chairperson of the admissions committee to change the contract they are enrolled with once the teaching period has ended and at the latest on the 9th of March. To do so, students must submit an application to the student files administrator of the School of Arts.

The committee will take a decision at the latest twenty-eight calendar days after the application is filed.

The student will then be able to enrol at the start of the new academic year with a different contract type than the one they were previously enrolled with in the same study. If the student at the start of the new academic year enrolls with a diploma contract while they were previously enrolled in the study with a credit contract or examination contract, the credits they obtained under their 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.

To do this, students must contact the authorised person of the School of Arts and submit an application to the student files administrator.

1. For students with a diploma contract, changes may be related to:

- the transition from a model route to an individual one;
- the transition from a full-time model route to a part-time one and vice versa;
- an application for an (additional) exemption;
- an application for (changes to their) individual adjustments;
- changes to the content of their individual routes.

2. For students with an examination contract with a view to obtaining a diploma, changes may be related to:

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

3. For students with a credit or examination contract with a view to obtaining credit certificates, changes may be related to:

- an application for (changes to their) individual adjustments;
- the courses they have included in their enrolment agreement.

Students must submit their application to change the content of their enrolment agreement at the latest on the specified latest date for the teaching period in which the course the change is related to is scheduled. At a later time, only motivated applications for changing main subject within the same study can be submitted.

The rules specified in [articles 10.6](#), [10.7](#), [10.8](#), [11.3](#) and [11.4](#) apply. Changes are only possible on condition of mutual agreement between the student and the admissions committee.

The committee will take a decision at the latest twenty-eight calendar days after receipt of the application.

If the admissions committee gives permission to remove a course, students drop the course and their study credit is refunded. However, when students submitted a motivated application for changing main subject within the same study at a later time than the specified latest date for the teaching period in which the course the change is related to is scheduled, they drop the course if the admissions committee gives permission to do so, but without refunding of their study credit.

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.

12 Withdrawal and dropping courses

Art. 12.1 Withdrawal due to ending the study early

Students who wish to stop studying in the course of the academic year must follow the procedure specified in the additions for each School of Arts.

Students who stop studying during the academic year may withdraw with a refund of their study credit until at the latest on the specified latest date for the teaching period in which the course the change is related to is scheduled.

If they withdraw later, their study credit is not refunded.

For generation students who change studies in the course of one academic year:

- the number of credits taken up is added to their individual study credit again if they 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 their individual study credit again if they change programmes between the 1st of December and the 15th of March of that academic year;
- the number of credits taken up is deducted from their study credit if they change studies after the 15th of March of that academic year.

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

Students cannot drop courses all of whose (partial) examinations have already taken place and for which they 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 stopped their study during that teaching period. If their grade is at least 10 out of 20, they receive a credit certificate for the courses.

The regulations concerning Tuition fees, study-related and diverse costs describe possible refunds in case students withdraw.

Students withdrawing from an entire study relinquish their right to any (remaining) resits.

Additions for the Royal Conservatoire Antwerp

Students inform the head of programme in case they wish to drop their studies and request an exit interview with the student coach before doing so.

Students must write an individually signed letter or e-mail to the student files administrator.

13 Measures for study progress monitoring

Art. 13.1 Measures for study progress monitoring

The admissions committee may take the following measures in study progress monitoring:

1° The admissions committee will impose binding conditions for enrolling for the same study programme on students who did not at least obtain 60% of the credits they took up at Artesis Plantijn University College Antwerp in a preceding academic year. Only for justified reasons, the admissions committee can deviate from this rule.

The admissions committee may impose binding conditions for enrolling on students who did not at least obtain 60% of the credits they took up in a preceding academic year for the same study programme at another higher education institution they want to enrol for now or for another study programme.

The decision regarding the imposed binding conditions for enrolment will be notified to the student by the mentioning of the binding conditions in the admission 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, it will be explicitly included in the mentioning of the binding conditions in the admission agreement.

If binding conditions for enrolment were previously imposed without positive result, the admissions committee will refuse an application for enrolment for the same study programme at Artesis Plantijn University College Antwerp, unless the admissions committee decides to deviate from this rule, based on the student's written, motivated application for re-enrolment.

If previously imposed binding conditions for enrolment did not yield a positive result, the admissions committee has the right to refuse an application for enrolment for another study programme than the one for which the student enrolled a previous academic year under these binding conditions at Artesis Plantijn University College Antwerp.

Students who did not comply to the binding conditions that were imposed by Artesis Plantijn University College Antwerp in the preceding academic year of enrolment, but nevertheless want to re-enrol must submit a motivated application for re-enrolment to the admissions committee. Students write a motivated letter to the chairman of the admissions committee and hand it in at the Schools of Arts' secretariat at the latest on the 15th of October.

In exceptional circumstances, the admissions committee can also decide to consider applications received after the 15th of October.

Should the admissions committee decide to refuse enrolment, the chairperson of the admissions committee will notify the student of this decision by registered letter or with proof of receipt.

The decision regarding the motivated application for re-enrolment will be notified to the student at the latest on the 31st of October for applications submitted no later than the 15th of October. For applications submitted after the 15th of October, the committee will notify the student at the latest within 28 calendar days after the application is filed.

2° If information from the file manifestly shows that a following registration in higher education will not yield a positive result, the admissions committee has the right to refuse an application for enrolment. The decision to refuse an application for enrolment will be notified to the student by the chairman of

the admissions committee by registered letter or with proof of receipt at the latest on the 15th 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 examination series take place are indicated on the calendar for each School of Arts. 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

Every examination period students only have one chance to take an examination for every course they are enrolled in, except when the nature of the course does not allow a second examination. In that case this is explicitly specified on the ECTS sheet and the motives for this are noted in the additions for each School of Arts to the Education and Examination Regulations. Students must therefore make optimum use of these opportunities.

Their second chance to take examinations expires if they obtain credits in the first examination period.

Additions for the Royal Conservatoire Antwerp

For some courses it does not make pedagogical or organisational sense to allow resits (because of their important practice-oriented aspects, continuous assessment and/or process evaluation or essential artistic evolution over longer periods of time).

The ECTS sheet indicates whether a course can be resat.

Art. 14.3 Examination schedules

The authorised person of the School of Arts must put together an examination schedule in consultation with the students' representative(s) and make a final version of it available to the students at the latest twenty-one calendar days before examinations are due to start.

Examination schedules cannot be changed unilaterally by the School of Arts, unless for reasons of force majeure. Students are expected to be available during the entire examination period. Examination schedules are not adjusted to students' individual study routes.

Examination schedules must clearly indicate the time allotted and permitted to the student to take their examinations and contain instructions as to where and from what time the student must register and/or be present.

15 Absence and presence at examinations

Art. 15.1 Taking part in examinations

Students are automatically registered for the first examination period as they enrol for the academic

year.

Students are automatically registered for the second examination period if they have failed one or more courses in the first one, with the exception of a second examination opportunity for open examinations. In order to participate in the second examination period for open examinations, the student must register individually. The student will be notified of this through his AP e-mail address. Participation in an examination is only possible if the student's enrolment is in accordance with [article 10.1](#). Furthermore, participation in an examination, for students 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**

The student and supervising member of staff must sign a presence list for each examination in one examination series or during the second examination period. Students must show their student badge. This way, they can be certain they have proof that they took the examination.

This rule may be deviated from:

- for online tests;
- in other cases specified by the Schools of Arts.

In the latter case, the individual additions for each School of Arts describe how proof of participation is ensured.

Additions for the Royal Conservatoire Antwerp

A written report will be made of the jury evaluation by the chairman/secretary, which will serve as proof of the student's participation in the examination. Given the individual nature of this examination, no attendance list must be signed.

Art. 15.3 **Examination documents**

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

Once they have finished, students must return their 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, unless in application of [article 21.1](#) (related to examination fraud).

Art. 15.4 **Absence and late presence at examinations**

Students who arrive more than half an hour after the time a written or digital examination officially starts, cannot take part in the examination anymore. Students taking part in examinations 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 students are absent from an examination or partial examination organised in or outside of an examination series in the first or second examination period, they receive an absence code, unless they are entitled to a catch-up examination in accordance with [article 15.6](#).

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

When more than one examination is organized for a course (whether or not spread over course components) and students 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 final result for a course will be considered as a zero when calculating the percentage of the attempted credits in the whole course package.

Art. 15.6 **Catch-up examinations**

Students who have missed one or more examinations or partial examinations in one examination series for medical reasons or due to force majeure, can catch up under the conditions below. If possible from an organisational point of view, the authorised person of the School of Arts will organise catch-up examinations for these students at a time determined by the school. 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:

- a) the student notified the School of Arts secretariat of their absence from the examination or partial examination at the latest on the day the examination or partial examination was due to take place;
- b) the student has proven the reason for their absence from the examination or partial examination they wish to catch up for with a valid sick note, as described under definition no. 42 or has provided the necessary evidence for a force majeure event;
- 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 the student was absent on; '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 was put together;
- d) students must submit their application for a catch-up examination with the necessary proof within 4 calendar days after the examination day they missed and at the latest at twelve o'clock (noon) on the last working day before the catch-up day. If the 4th calendar day is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day. If they do not comply with this condition, they cannot take any catch-up examinations. The certificate to prove the reason for the absence, can be submitted digitally. However, in case of digital filing, the student shall retain the original certificate so that it can still be retrieved in case of ambiguities;
- e) to apply for a catch-up examination, students must follow the conditions as contained in the additions for each School of Arts;
- f) the student cannot request to catch up with an examination or partial examination they have already taken;
- g) their application for a catch-up examination is final; this means students cannot change an application for a catch-up examination afterwards.

In exceptional circumstances, the authorised person of the School of Arts can deviate from these rules if they motivate their decision. Students can contact the ombuds, if they think there are particular reasons to deviate from this rule.

If no catch-up examination can be organised due to organisational reasons of a force majeure nature, the student may appeal by registered and individually signed letter to the Flemish Council for disputes concerning study progress decisions in order to retrieve their study credit.

Their petition must contain:

1. all details of the student: date of enrolment or the date their enrolment agreement was submitted, study, 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 serving as force majeure;
3. any medical and other evidence that must prove the force majeure event;
4. the official results of prior internal appeal procedures.

If the Council for disputes concerning study progress decisions deems it right 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 to return the student's lost study credit.

Additions for the Royal Conservatoire Antwerp

Students must notify the student secretariat by telephone and send an e-mail to conservatorium@ap.be before 9 am on the day of the examination.

16 Examination stipulations

Art. 16.1 Examination formats

The authorised person of the School of Arts determines the examination format (oral, written or digital exam, continuous assessment, portfolio, etc.) and includes this in the ECTS sheet.

If the enrolment agreement or its appendix contains individual adjustments related to examinations, the student can obtain permission from the Dean of the School of Arts to take examinations in a different way than usual. The Dean of the School of Arts can also permit such deviations in other very exceptional circumstances if they motivate their decision.

Digital examinations can be monitored to discourage any examination fraud. When monitoring is provided, students will be informed and have to 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 examination fraud.

With a view to proper supervision the university college reserves the right to make video recordings during examinations. Students will be informed at the latest at the start of the examination, when video recordings will be made.

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

Art. 16.2 Examination time and tools

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

Only previously agreed tools explicitly indicated on the examination papers can be taken into the examination room.

Individual adjustments related to examination time and tools must be applied if contained in the enrolment agreement.

Art. 16.3 **Mobile phones and other electronic data carriers**

Students must turn off their 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 examination fraud.

Art. 16.4 **Right of consultation**

Students have the right to consult the documents (written examinations, digital examinations, tests, reports of oral examinations and other examination formats) that have led to their final examination grades.

The School of Arts gives students 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 School of Arts on the digital learning platform.

Students can ask the ombuds to be present when they consult their examinations, if they think there is cause to do so.

Art. 16.5 **Openness of examinations**

§1 For written and digital examinations the openness of examinations determines that the student may consult the documents at the time previously fixed by the School of Arts, in accordance with [article 16.4](#).

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

- At the student's request, the Dean of the School of Arts can grant permission for a third party to be present at an oral examination. For this, the student will address a written request to the Dean of the School of Arts, at the latest 7 calendar days before the day of the exam in question.

The third party is:

- not a student partaking in the same studies;
 - not a student partaking in studies in which the concerned course is also included;
 - not a student who will take an examination with the concerned examiner within the same academic year;
 - no blood or other relative up to the 4th degree.
- At the request of the examiner the Dean of the School of Arts can grant permission for the presence of another member of the teaching staff at an oral examination. For this, the examiner will address a written request to the Dean of the Schools of Arts at the latest 7 calendar days before the day of the exam in question.

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

§3 For the jury and the open examinations: the manner in which the openness of these examinations is warranted, is detailed in the jury regulations of the School of Arts.

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

In case of consanguinity or affinity up to and including the fourth degree between a student and the examiner or when the examiner thinks there is a potential conflict of interests, the examiner asks the chairman of the examination committee to appoint a substitute.

When, due to force majeure, the examiner is unable to examine the students, the chairman of the examination committee appoints 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**

Unless in cases of non-numeric examination results, as stated in the ECTS sheet, students receive an examination grade expressed as a whole number out of 20 for each course they have taken an examination in. The examination grades for course components are expressed in numbers with up to one decimal.

The examination grades for courses are always rounded to the closest whole number.

The examination grades for courses with several components take the weighted average of all the separate examination grades for each of the course components and then round this average to the closest whole number out of 20.

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.

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 to the students in an individual report on iBaMaFlex. This will take place on a date previously indicated on the Schools of Arts' calendar and in any case:

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

If the School of Arts makes provisional examination grades available to students, their provisional nature and the way they will be made available must be indicated to this effect in the additions of each School of Arts to the Education and Examination Regulations.

Art. 17.3 **Validity of examination grades**

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

If students 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 students 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.

When a student does not obtain a credit for a course with several 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 determines this. When an examination grade for a course component is transferred in accordance with the ECTS-sheet, students cannot waive this transfer.

When a student does not obtain a credit for a course with several components in the second examination period, the 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 or course component concerned determines that this cannot be done. Students cannot 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 determines this. When a partial grade for a partial examination is transferred in accordance with the ECTS-sheet, students cannot waive this transfer.

18 Passing a study

Art. 18.1 Passing a study as a whole

A student can be declared 'passed' for a study in the following cases:

§1 Students in a **bachelor study, master study or Teaching Qualification (SLO)** with a diploma contract or examination contract with a view to obtaining a diploma are automatically declared to have passed for their study if they have obtained credit certificates for all courses of their study and/or obtained exemptions.

§2 Students in an **advanced bachelor study or postgraduate study** are automatically declared to have passed for their study as a whole if they have obtained credit certificates for all courses of their study and/or obtained exemptions.

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

When students themselves think there is a question of special circumstances on the basis of which they can be declared 'passed' for a study as a whole and that could justify convening the examination committee, they must be able to prove these special circumstances and that they have generally achieved the aims of the study programme. They must submit a written, motivated request to the ombuds, as quickly as possible and at the latest one working day before the final examination grades are made available, in accordance with [article 23.1](#) §2.

The fact that the student has been declared passed overall, does not mean that they are eligible for a credit certificate for those courses they have failed.

Students who have taken all examinations belonging to the study programme and fulfil the conditions as described in §1 and 2 above, can be declared 'passed' for their study at a date indicated on the Schools of Arts' calendar and in any case:

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

Art. 18.2 Awarding a degree of merit for a study

When a student is declared passed for a study, a degree of merit is automatically awarded following the rules below:

1. 'Satisfactory' if the student has passed and achieved a weighted average of less than 65%;
 2. 'With distinction' if the student has achieved a weighted average upwards from 65%;
 3. 'With great distinction' if the student has achieved a weighted average upwards from 75%;
 4. 'With the greatest distinction' if the student has achieved a weighted average upwards from 85%.
- For students to be eligible for a degree of merit, the number of courses they have taken examinations for, must represent half of the total number of credits in the study.

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 study, expressed in whole numbers out of 20, that have led to a credit certificate. 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 Creation

Each academic year the School of Arts' Council puts together an examination committee for each study with the Dean of the School of Arts or the person appointed as such, as chairperson of the examination committee;

Art. 19.2 Composition and functioning

The examination committee is put together by the Dean of the School of Arts and must be representative of the study in question with one member to replace each voting member if necessary. The examination committee consists of minimum 3 voting members who are the people responsible for the courses in the study concerned.

The chairperson appoints the committee's secretary.
The chairperson, secretary and ombuds are non-voting members.

The Dean of the School of Arts 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 is announced to the students at the latest on the 20th of October.

The examination committee can only deliberate in a valid manner if half of its members plus one and minimum 3 members are present.

Art. 19.3 **Authorisations of the examination committee**

In accordance with [article 18.1](#) §3 above, the examination committee can declare that students who do not fulfil the conditions as described in [article 18.1](#) §1 or §2 have passed a study as a whole if they have taken all examinations belonging to the study programme and if the examination committee deems that the aims of the study programme have generally been achieved. The committee must motivate its decision.

The chairperson must convene the examination committee at their own initiative or upon request of the head of programme or the Dean of the School of Arts, if the latter does not chair the committee.

In accordance with [article 23.1](#) below, students can also consult the ombuds for special circumstances that could justify convening the examination committee. They must do so as quickly 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 the chairperson must ensure that the deliberations of the committee take place in good order and that each student is treated with reason - also outside of what regulations strictly stipulate. It is the ombuds's task to help ensure the 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 elements 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 involved to the student files administrator of the School of Arts, at the latest five calendar days after the date the examination grades are made available.

If a clerical error is identified, it must be corrected by the School of Arts' administrator and if necessary a new examination decision must be taken in accordance with applicable regulations. The authorised

person of the School of Arts informs the student involved of this correction and if necessary of the new decision within five calendar days after the clerical error was reported.

21 Examination fraud and disciplinary decisions

Art. 21.1 Examination fraud

Any behaviour of students within the context of an examination or the organisation of it that makes or attempts to make a correct assessment about their own or other students' knowledge, insights and/or skills wholly or partially impossible, 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) Members of staff of the university college who detect a student committing irregularities during an examination must:

- notify the student of this;
- confiscate all tools the student has available to make wrongful use of as well as all examination documents;
- provide the student with a new examination copy, so they can continue with their examination; examiners 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 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 ombuds.

b) If examiners spot irregularities during or after the evaluation of an examination or a practical assignment, they must inform the chairperson of the examination committee and the ombuds in writing, including all relevant evidence, as soon as possible and at the latest one day after they have detected them.

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

Art. 21.3 Right to be heard in establishing irregularities

Students alleged to have committed an irregularity at an examination are heard by the chairperson of the examination committee or their substitute within nine calendar days counting from the day the irregularity was detected, in the presence of the ombuds and the person who detected the irregularity. If a holiday period starts within these nine days, the period is extended by the number of days' holiday. A report is drawn up of this meeting, signed by the student and added to the file. Once the student has been heard, the chairperson will convene a disciplinary committee, unless he makes a motivated decision not to do so and to discontinue the disciplinary procedure.

Art. 21.4 Investigations by the disciplinary committee

The disciplinary committee will investigate the imputed facts and consider if the irregularity concerned can be deemed examination fraud.

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

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

- a) the examination committee's chairperson;
- b) the examination committee's secretary whose task it is to write the report;
- c) the ombuds.

Art. 21.5 **Disciplinary decisions**

If the disciplinary committee deems there is evident examination fraud, they 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 disciplinary committee's deliberations contain the composition of the disciplinary committee, those present at the meeting and the decision taken and its motivation for each student.

The minutes must also contain the ombuds's comments concerning certain complaints and decisions if they explicitly request for them to be recorded.

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

The chairperson of the 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 these 14 calendar days include a holiday period, they will be extended by the number of days' holidays.

22 Study certificates

Art. 22.1 **Examination grade report**

All students receive a report with their examination grades through iBaMaFlex when the final results are officially made available. Grades obtained in Erasmus programmes are included in this report.

Art. 22.2 **Obtaining credit certificates**

Students pass a course and obtain a credit certificate if they have achieved a grade of at least 10 out of 20, unless the ECTS sheet indicates a different, non-numerical examination grading format.

Students with exemptions for course components or part of a course, obtain a credit certificate for the whole course, if they achieve a grade of at least 10 out of 20 for the remaining course component or part of the course.

Art. 22.3 **Validity of a credit certificate**

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

Art. 22.4 **Receiving credit certificates**

Students with a credit or examination contract with a view to obtaining credit certificates, receive a credit certificate for each course they pass.

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

Art. 22.5 **Waiving credit certificates**

Students cannot waive a credit certificate they have obtained for a course.

Art. 22.6 **Diplomas**

Students who have passed a study receive a diploma, with the seal of the university college, signature of the Principal and a diploma supplement, detailing the credit certificates the student obtained.

Students may request a preliminary certificate while they await receipt of their official diploma and diploma supplement.

Art. 22.7 **Certificates**

Certificates are issued to students who enrolled in and passed a postgraduate study, 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 the School of Arts.

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

§ 4 Course certificates are signed by the Dean of the School of Arts.

§ 5 Credit certificates are signed by the Dean of the School of Arts.

§ 6 Certificates of aptitude obtained by candidates going through the procedure of the Association of University and University Colleges of Antwerp

(<http://www.auha.be/main.aspx?c=.AUHA&n=73629>) in one of the studies at Artesis Plantijn

University College, are signed by the Dean of the School of Arts.

23 Students' legal status

Art. 23.1 **Ombuds**

§1 Creation of the ombuds

Each year the School of Arts' Council appoints one or more ombuds and substitute ombuds before the start of the academic year.

The ombuds belongs to the teaching or administrative staff of Artesis Plantijn University College Antwerp.

Members of the teaching staff cannot act as ombuds for students in their own study. Student coaches cannot act as ombuds for students under their care.

The Dean of the School of Arts makes the name of the ombuds, their substitute and where they can be found, known to the students at the start of the academic year.

§2 Mission of the ombuds

The ombuds acts as a mediator in disputes between a student and one or more members of staff.

Disputes can be related to:

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

The ombuds may only act for students from the studies allocated to them.

Students must submit complaints as soon as possible to the ombuds.

The ombuds investigates and mediates in all complaints related to teaching, examinations, the admissions committee's decisions, examination decisions, including decisions by the examination and disciplinary committees, and any other actions and circumstances deemed to be unreasonable. They must inform students of how things are going and keep things confidential.

If necessary and requested by the student, they must report to the examination, disciplinary or admissions committee or to the person responsible who must take a decision concerning the student involved.

If necessary, the ombuds will inform students about internal procedures to appeal against a study progress decision as described in [article 23.7](#).

Before students decide to appeal their study progress decision, they must contact the ombuds who will then assess if there are special circumstances that could justify convening the examination committee.

The student must report these special circumstances to the ombuds as quickly as possible and at the latest one working day before the final examination grades are made available. The ombuds must notify the Dean of the School of Arts or the head of programme hereof, so they may convene the examination committee, in accordance with [article 19.3](#).

§3 Right of information

To carry out their mission as well as possible, the ombuds 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 ombuds therefore has the right to consult any and all relevant documents.

§4 Deliberations

The ombuds may attend the deliberations of the admissions committee as a non-voting member upon their own request, upon the chairperson's request or upon the student's request.

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

The ombuds acting as a non-voting member due to an irregularity or dispute concerning the deliberations of the admissions, examination or disciplinary committees, must in any case have heard the student they are acting for.

Art. 23.1bis **Point of contact in case of unwanted behaviour**

Students confronted with unwanted and inappropriate behaviour at the university college can contact the point of contact in case of unwanted behaviour by sending an email to meldpuntgog@ap.be. The professional caretakers at the point of contact handle each question and report with utmost discretion and guide students through any following action.

Art. 23.2 **Students' rights**

§ 1 In accordance with the Belgian Act for the protection of personal Information, students and alumni have the right to consult their personal information which the university college has electronically stored and request for its correction. To do so, students must apply in writing to their Schools of Arts' student secretariat.

§ 2 Students may consult and change the details they provided to the university college within the framework of research to support the university college policy and increase educational chances at the time they first enrolled. Students may also withdraw their permission to use this information. Students exercise their rights through the general student administration department and must contact them if they think their details are being handled without due care. Students' information is stored for a period of maximum ten years after they 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 applicable Belgian legislation concerning transparency, students have the right to consult and make copies of the admissions and examination committee's minutes. To do so, students must apply in writing to the student secretariat of their School of Arts.

Art. 23.3 **Students' obligations and code of conduct**

§ 1 Students must behave fairly towards their fellow students, staff and the institution itself. All members of staff are responsible for the university college's good functioning. Students must comply with staff instructions and must behave fairly towards the neighbourhood they live and study in.

§ 2 Students must abstain from any and all fraudulent conduct against the institution.

§ 3 Students must not take initiatives on behalf of Artesis Plantijn University College Antwerp or the Association of University and University Colleges of Antwerp, unless they are asked to do so by or have permission from the university college's Principal.

§ 4 Students who 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, are liable for this, unless in case of proven force majeure or fault from a third party. The university college may decide to demand this damage is compensated, if concrete circumstances give cause for it to do so.

§ 5 The costs of any emergency calls outside of the university college's opening hours, as described in the additions for each School of Arts, due to negligence or abuse by the student can also be charged to the latter.

Additions for the Royal Conservatoire Antwerp

The campus's usual opening hours are:

- Mondays to Thursdays: from 8 am until 11 pm;
- Fridays: from 8 am until 6 pm.

On certain holidays, bridging days and during some holiday periods, the opening hours deviate. Students will be informed about the opening hours by the screens at the campus.

To use the rooms and infrastructure during weekends, a motivated request must be sent to the head of programme.

The admission is valid for one academic year and needs to be renewed yearly.

To use the rooms on Saturdays or Sundays, students need to have an admission and have to book a room at the reception before Thursday at 4 pm.

- § 6** Students are expected to consult the information on the screens at the campus, on the digital learning platform and the messages they receive at the e-mail address the university college gave them when they enrolled, at regular intervals for potentially urgent messages.
- § 7** Students are responsible for their own possessions, also when they are stored.
- § 8** They must strictly follow the rules in the Library and ICT Regulations which can be consulted on the website of the university college and on the digital learning platform.
- § 9** Students may not make recordings from teaching or examination activities, unless the authorised member of staff has given their explicit permission. Under no circumstances must such recordings be given to any third parties, whether or not against payment, be put on the internet or made public in any other way.
- § 10** Students must turn their mobile phones, other electronic data carriers and communication devices off during all teaching activities, unless the member of the teaching staff gives their express permission. This out of respect for their fellow students and the teaching staff. The teaching staff will arrange the use of laptops or tablets during their teaching activities at the start of the teaching period.
- § 11** Students have a sense of etiquette, respect and courtesy, and respect legislation using internal and external means of communication (including social media). Inappropriate, legally prohibited or offensive communication such as insults, threats, intimidation, bullying, obscenities or infringing on the privacy of a third party, cannot be tolerated by the university college. Students have to make sure neither their reputation, nor the reputation of the university college, internship location, other students or staff will be damaged by using 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 the School of Arts, and only under supervision of a designated person. 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** Possessing illegal drugs is prohibited on the university college's premises and the university college will notify the police in any case.

§ 15 Dealing in legal drugs, cannabis, illegal drugs and medication is prohibited on the university college's premises and the university college will notify the police in any case. The sale of alcohol can be permitted for special occasions by the Dean of the School of Arts, but only under supervision of a designated person.

§ 16 The School of Arts' Council may adopt regulations for the use of specific infrastructure, material and equipment. These are, when applicable, published on the digital learning platform.

§ 17 Health, safety and environment guidelines can be found on the digital learning platform.

Art. 23.4 Presence for teaching activities

Students are not required to be present at teaching activities, unless otherwise indicated on the ECTS sheet of the course concerned.

Art. 23.5 Disciplinary regulations for students

Students who display behaviour that is irreconcilable with [article 23.3](#) of this document may have sanctions imposed on them through a disciplinary procedure.

§1 Potential measures may be:

- a) A written warning;
- b) An alternative disciplinary measure aiming to compensate for material or immaterial damage;
- c) Exclusion:
 - 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 study 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 School of Arts which the student belongs to, based on their primary enrolment;
- 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 belongs to, based on their primary enrolment;
- c) the head of the administrative department of the School of Arts which the student belongs to, based on their primary enrolment;
- d) the ombuds for the study which the student belongs to, based on their primary enrolment.

If one member of the disciplinary committee is also the person who came across the occurrence, they are replaced by a colleague in a different study, department or School of Arts with a similar role. The ombuds is a non-voting member.

§3 The disciplinary procedure:

1. The one to come across the occurrence reports it to the Dean of the School of Arts and puts together 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 facts imputed to them;
 - place, date and time the student can consult the complete file;
 - place, date and time they will be heard, taking into account 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 someone to counsel him;
 - the fact that the ombuds will be mandatorily present during this hearing.

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

3. The Dean of the School of Arts convenes the disciplinary committee.

4. The disciplinary committee hears the student and person who came across the facts involved.

5. The disciplinary committee decides if the concerned behaviour is irreconcilable with [article 23.3](#) and if so, takes a decision on a disciplinary measure by secret ballot.

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

- the sanction(s) being considered and the grounds on which this sanction(s) is/are based;
- the place, date and time the student can consult the complete file;
- the place, date and time of the hearing by the Principal, taking into account 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 someone to counsel him;
- the fact that the ombuds 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 the School of Arts will draw up the minutes of this hearing and sign them together with the student involved and the ombuds.

8. The disciplinary committee's chairperson or the Principal will notify the student by registered letter of their decision taken within a reasonable period of time and send a copy of it to the ombuds.

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

§4 The Dean of the School of Arts or the Principal can decide to suspend the student by way of urgent and preliminary measure.

This is not considered a sanction as such and the student's exclusion will expire if the University College Board does not confirm it within one month.

The Dean of the School of Arts or the Principal will notify the student by registered letter of the student's suspension, imposed by way of urgent and preliminary measure. The ombuds receives a copy of this letter to the student.

§5 Internal appeal procedure against disciplinary measures:

Students can appeal against a disciplinary decision

- by registered and individually signed letter to the Principal within seven calendar days counting from the day they were officially notified of the decision. The Principal must take a decision within five calendar days counting from the date they received the appeal.
- Students can appeal this decision by registered and individually signed letter to the chairperson of the University College Board within seven calendar days counting from the day they received the decision. The University College Board must then make a decision at its first meeting after receipt of the appeal. If the appeal is declared valid and justified, the file is immediately returned to the Principal who must make a definitive decision within fourteen calendar days counting from the date of the University College Board's decision.

Art. 23.6 Copyright

All inventions, findings, creations, productions, pieces and products (this list is not limitative or exhaustive) created within the framework of the student's study, are, in principle, and under reservation of any agreements to the contrary, the sole property of Artesis Plantijn University College, and this without prejudice to Belgian copyright and intellectual property legislation.

When taking copies of any data carrier whatsoever, all parties must explicitly take into account the Belgian Copyright Act of the 30th of June 1994.

Art. 23.7 Internal appeal against study progress decisions

As defined in [article 23.1](#) the ombudsperson can 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. Students can appeal internally in case of severe disputes concerning study progress decisions.

Pursuant article I.3 of the Flemish Higher Education Code of the 20th of December 2013, study progress decisions include:

- 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 study or for a study in its entirety;
- examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;
- granting certificates of aptitude, indicating that the student has achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
- granting exemptions: absolving the student from their obligation to take an examination for a course or part of it;
- decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
- imposing study progress monitoring measures, as meant in article II.246 of the Flemish Higher Education Code;
- refusing to include a particular course in a contract in which the student who is following an individual route, has not previously enrolled;
- decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant article II.256 of the Flemish Higher Education Code;
- an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit lower or equal to 0, if not the result of a general regulation.

Students must submit a request for reconsideration of the decision within seven calendar days from:

- a) if it concerns an examination decision: the day after the one on which the examination grades were officially made available;
- b) if it concerns another study progress decision: the day after the one on which the decision is communicated to the student.

Students must make their request for reconsideration in writing to the Principal, the chairperson of the internal appeal commission, detailing their arguments and any supporting evidence they deem necessary, and deliver it by hand against receipt to the contact person 'Interne beroepsprocedure', Lange Nieuwstraat 101, 2000 Antwerp, Belgium on any working day between 9 am and 4 pm. If the seventh calendar day of the appeal term is a Saturday, Sunday or Belgian public holiday, the term is extended until the first coming working day.

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

- a) it was submitted against confirmation of receipt within the terms specified to the contact person 'Interne beroepsprocedure';
- b) it is signed and dated by the student or their counsellor;
- c) it contains at least the name and address of the student, disputed decision and an actual description and motivation of the arguments.

Students who believe a decision in relation to a certificate of aptitude violates any of their rights, can start the appeal procedure established by the Association of University and University Colleges of Antwerp.

The chairperson will convene the internal appeal commission.

Each internal appeal commission consists of the following voting members:

- a) Principal, chairperson of the commission;
- b) Director of Academic Affairs;
- c) two people from the School of Arts involved, appointed from amongst: the Dean of School of Arts, the chairperson of the examination committee, the head of programme or the head of the administrative department;
- d) Head of Student administration.

The secretary of the internal appeal commission is a non-voting member.

If the Principal, the Director of Academic Affairs or the Head of Student administration cannot be present due to force majeure, they are substituted by Artesis Plantijn University College's general administrator or, if the latter or several of said members are absent, by a Dean of department or School of Arts who is not involved in the disputed study progress decision.

Appeal procedures lead to:

- a) a motivated rejection of the appeal based on its invalidity;
- b) a motivated decision confirming or reviewing the original decision.

If the appeal is declared valid and justified, the internal appeal commission will take a new decision in the place of the involved person responsible for the concerned course, examination, admissions or disciplinary committee.

The appeal commission's chairperson will notify the concerned student about the decision by registered letter within twenty calendar days counting from the day after the one on which the appeal was formally filed and will inform the student of the possibility to appeal externally by registered and individually signed letter to the Flemish Council for disputes concerning study progress decisions

within seven calendar days counting from the day after the one on which the decision from the internal appeal commission is communicated to the student.

Art. 23.8 Insurance

Artesis Plantijn University College Antwerp insures students for civil liability and personal accidents in Belgium and abroad within the framework of the study (studies) and related teaching activities they are enrolled in. Any applicable additional cover is included in the School of Arts' additions to the Education and Examination Regulations.

Art. 23.9 Privacy protection

§1 Pursuant the Belgian Privacy Act and the General Data Protection Regulation, personal information gathered upon students' enrolment, will be handled as follows:

- a) student files are held by Artesis Plantijn University College Antwerp, Lange Nieuwstraat 101, 2000 Antwerp, Belgium;
- b) details gathered when students enrol are processed:
 - to take care of student administration, including for examinations;
 - to calculate, invoice and receive payment of any amounts owed;
 - to refund any tuition fees;
 - to follow up alumni;
 - to support students;
 - to provide social facilities;
 - to provide societal services and research;
 - to inform students about employment offers;
 - to allocate special statuses.

All students have the right to consult their details and have them corrected for free, if necessary. Students may make use of this right by submitting a written request to the School of Arts' secretariat.

§2 For additional information, please contact the Belgian Privacy Commission, Drukpersstraat 35, 1000 Brussels, Belgium, www.privacycommission.be.

24 Additional stipulations

The documents listed below can be found in appendix to these Education and Examination Regulations:

- Appendix 1 - Artesis Plantijn University College Antwerp Calendar
- Appendix 2 - Calendar of the Royal Conservatoire Antwerp