

## Academisch reglement\_Examination regulations

# REGULATIONS ON EXAMINATIONS

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## Part 1. Scope and exceptions

§1. This text contains the regulations on education and examinations of the Institute of Tropical Medicine in Antwerp (ITM). It outlines the admission and assessment regulations for students admitted to a short course (SC) or a training programme that leads to a postgraduate certificate or master degree.

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

§3. Training programmes offered:

Postgraduate for nurses and other health professionals, leading to a postgraduate certificate in Introduction in Tropical Medicine and Challenges in International Health.

Postgraduate for clinicians, leading to a postgraduate certificate in Advanced Tropical Medicine and Challenges in International Health.

Postgraduate for clinicians, leading to a postgraduate certificate in Tropical Medicine and International Health.

Postgraduate for health professionals, who want to strengthen their research skills, leading to a postgraduate certificate in Research Approaches and Challenges in International Health.

Advanced master leading to a degree of Master of Science in Global One Health : diseases at the human-animal interface (MScGOH);

Advanced master leading to a degree of Master of Science in Public Health (MScPH) with a content specific focus in Health Systems and Disease Control (HSDC);

Advanced master leading to a degree of Master of Science in Tropical Medicine (MScTM) with orientations in the clinical sciences and biomedical sciences.

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

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

## Section 1. Acronyms and abbreviations

BaMa: Bachelor-Master structure

DELF: Diplôme d'Etude en Langue Française

ECTS: European Credit Transfer and Accumulation System

CEFR: Common European Framework of Reference for Languages

FPU: Foundation of Public Utility

IELTS: International English Language Testing System

REE: Regulations on Education and Examinations (ER in Dutch)

PAC: Previously acquired competencies (EVC in Dutch)

PAQ: Previously acquired qualifications (EVK in Dutch)

SC: Short course

TOEFL: Test of English as a Foreign Language

ZAP: Senior academic staff (Dutch abbr. Zelfstandig Academisch Personeel)

## Section 2. Definitions

A

### Academic year

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

### Assessment (Exam)

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

### Assessment decision

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

- Pass
- Fail
- Justified impediment

C

### Course component

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

### Credit

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

### Credit certificate

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

D

### Degree

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

### Deliberation

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

### Diploma

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

**Diploma contract**

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

**Diploma supplement**

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

**Disciplinary exam decision**

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

**Distance learning**

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

**E**

**Examination body**

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

**Examination board per training programme**

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

**Exemption**

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

**F**

**Feedback**

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

**Fraud**

The intentional act or omission by a student that has the effect of making it impossible, in whole or in part, to form a correct judgment of his knowledge, understanding, and skills.

**G**

**Grading according to the ECTS**

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

**M**

**Master programme**

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

**Master exam/assessment**

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

**O**

**Orientation (major)**

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

**P**

**Plagiarism**

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

**Postgraduate certificate**

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

**Postgraduate certificate training**

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

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

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

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

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

**S**

**Short course (SC)**

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

**Study guide**

A document that, for a training programme, provides detailed information about admission, organisation, content, course structure and components, learning outcomes/objectives and additional regulations in accordance with Art. II.221 of the Codex (2013) of the Flemish decrees on higher education. This document is made available to students in the language of the training programme. The information from the student handbook / study guide can be offered through the ITG website and/or the learning management platform (Moodle)

**Study load**

The number of hours attributed to a course component or training programme, in relation to the ECTS.

**Study plan**

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

**T**

**Teaching and learning activities**

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

**Training programme**

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

**Tuition fees**

The amount in euros that must be paid by the student at registration to participate in educational activities and examinations. The tuition fee includes the registration fee and a credit fee. The registration fee is only due once per academic year or per programme.

## Part 2: Regulations on education

### Section 1. Admission, selection and enrolment

#### Art.1 Admission in general

§1. Successful completion of a university training with a study load equivalent to 240 credits or a master degree in the Bachelor-Master structure is a requirement for admission to a training programme, except for enrolment in the training programme leading to a postgraduate certificate in Introduction in Tropical Medicine and Challenges in International Health, for which a professional bachelor or equivalent degree suffices.

§2. Specific admission and selection criteria and procedures (if applicable) are described in the Study guide as presented on the website.

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

#### Art.2 Language requirements at admission

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

- English: TOEFL iBT (internet-based test) score of 79-93, IELTS score of 6.5 or other qualifying evidence of an English CEFR level of B2-C1 meaning a higher tier B2 or C1. A higher tier B2 means a B2 on all components of language proficiency and has to be evidenced.
- French: CEFR level C1 (DALF-C1 or equivalent) or high-B2 (DELF-B2 or equivalent)

Native English or French speakers are exempt from these respective language requirements. Applicants whose first language is neither English nor French are equally exempt if they have obtained a degree with a minimum of 60 credits from an English or French training programme at a domestic or a foreign higher education institution. Non-native English speakers are also exempt from the English language requirement if they have a higher education diploma issued by a higher education institution recognized by the Flemish Community.

Other than native English-speaking students enrolling in a master's programme may be exempt from this requirement if they can demonstrate a level of, or equivalent to, Internet-Based TOEFL 60-78 or IELTS 6.0 (or CEFR B2) during a formal evaluation or interview and enroll in the language programme academic English organized through the ITM. This provision does not apply to candidates for a doctoral programme.

If not exempt, this language requirement needs to be fulfilled at the time the course starts.

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

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

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

#### Art.4 Fraudulent applications

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

#### Art.5 Enrolment

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

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

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

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

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

§6. If, after payment and enrollment, the student decides not to take the programme / course component, the tuition fee will be refunded after deduction of the registration fee. If the student already took part in some of the study activities, only the corresponding credit fee for the courses that were not taken will be refunded. Reimbursement will only take place after settlement by the student support service of any monetary amounts advanced to the student in the context of, for example, housing or a scholarship.

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

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

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

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

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

- Postgraduate Certificate / Certificat de Postgraduat
  - introduction to Tropical Medicine and Challenges in International Health (for nurses and other health professionals) / - en Introduction à la Médecine Tropicale et Défis en Santé Internationale, 20 credits
  - in Advanced Tropical Medicine and Challenges in International Health (for clinicians) / en Médecine Tropicale Approfondie et Défis en Santé Internationale, 25 credits
  - in Tropical Medicine and International Health (for clinicians), 30 credits
  - in Research Approaches and Challenges in International Health (for health professionals who want to strengthen their research skills), 20 credits
- Master degree: Master of Science in Global One Health: diseases at the human-animal interface - 60 credits
- Master degree: Master of Science in Public Health - 60 credits
- Master degree: Master of Science in Tropical Medicine - 60 credits

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

- Credit Certificate with a variable number of credits.

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

§1. The training programmes leading to the Postgraduate Certificate in Introduction to Tropical Medicine and Challenges in International Health, and the Postgraduate Certificate in Advanced Tropical Medicine and Challenges in International Health are organised annually in English and French. The 'Advanced Tropical Medicine and Challenges in International Health' programme offers an in-depth understanding of the complex picture of health challenges globally in general and in deprived, vulnerable settings in particular; and focuses on descriptive pathology, laboratory practices and clinical decision-making adapted to low-resource settings and tropical district hospitals.

§2. The training programme leading to the Postgraduate Certificate in Tropical Medicine and International Health is organised annually in English for medical doctors and other health professionals.

§3. The training programme leading to the Postgraduate Certificate in Research and Challenges in International Health is organised annually in English for health professionals who want to strengthen their research skills.

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§4. The Master of Science in Global One Health: diseases at the human-animal interface (MScGOH) is a 60-credit international "master after master" programme, organized as a "blended joint programme" with the University of Pretoria - South Africa, for health professionals and researchers in the field of human and animal health, as well as policy makers in the field of One Health. With an integrated "One Health" approach, the programme focuses on: the relationships between infectious and parasitic human and animal diseases (zoonoses), diseases and ecosystem health in order to improve disease control strategies, ecosystem sustainability, food security and rural development.

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

§6. The Master of Science in Tropical Medicine / (MScTM) is a 60-credit international "master after master" for university-trained clinical or biomedical professionals or researchers. This programme offers two orientations that respectively offer, to this target group, the additional competencies necessary for research in clinical sciences and biomedical sciences in resource-constrained settings, taking into account the local context and the broader public health framework.

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

§8. Short Courses leading to credit certificates broaden and deepen learning at a master level. These courses combine, to a variable extent, thematic as well as methodological and/or ethical perspectives.

§9. Detailed information about short courses is published on the website and via the learning management system.

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

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

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

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

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

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

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

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

§1. The marking of written assessments may or may not be organised anonymously. This policy adopted by the training programme or short course is defined in the Study guide, learning management system and/or webpage. If anonymity is chosen, the concerned course secretariat will provide every student with a personal identification code.

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

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

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

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

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

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

- The date of the assessment/exam
  - The assessment location
  - The starting time
  - Name, telephone number and e-mail of the ombudsperson
- §8. The examiner must be available to the examinees during the exam.

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

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

#### **Art.12 Assessment and resit**

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

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

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

§4. An additional opportunity to be evaluated after a failed resit can only be provided after re-enrollment and payment of the credits for the course in question.

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

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

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

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

§9. The course coordinator informs the Education Office and Student support (if applicable and needed) about the student's admission for the master exam/assessment resit.

#### **Art.13 Public nature of assessments**

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

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

#### **Art.14 Assessment results**

§1. The assessment result (mark) for a course component is expressed in points.

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

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

§4. The final mark for a master training programme is based on three component parts:

1. An assessment result (mark) for the different course components (excluding the master exam/assessment), weighted in proportion to the number of credits for each component;
2. The written master thesis;
3. The master oral examination including a presentation and a defence of the dissertation.

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

§1. Students unable or unwilling (only applicable to non-scholarship students) to participate in an assessment activity have to inform the relevant programme coordinator and director of their decision via email prior to



the assessment or at the latest within 24 hours after the assessment date. They will consequently be considered excused for the relevant assessment and keep their right to a second assessment. The earliest next assessment opportunity will be the second assessment moment of the concerned course component.

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

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

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

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

#### **Art.16 Pass conditions**

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

§2. Postgraduate certificate: a pass means that students obtained an average final mark of 50%.

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

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

#### **Art.17 Deliberation and condonement rules**

§1. The deliberation principle applies to the programmes; more specifically, to master programmes and postgraduate certificates.

§2. Only the assessment mark of a complete course component can be the subject of a condonement during a deliberation.

§3. Every programme can indicate in its specific regulations whether and which course components do not qualify for condonement. The programme component 'Master's thesis or dissertation' never qualifies for condonement.

§4. A maximum of 20% of the credits (e.g. for a master programme this is max. 12 credits out of 60) can be condoned if the assessment mark(s) are greater than or equal to 8/20. Course component for which an exemption was obtained are counted in the denominator.

§5. A course component that is condoned is marked as such on the diploma supplement.

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

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

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

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

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

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

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

§2. An exam jury, consisting of at least three members (including the two assessors of the written master dissertation (thesis) assesses the master oral examination. In case of three members only one of them can be a staff member of the ITM. If there are 4 or more members two can be staff members of the ITM. The ITM aims to appoint at least one non-Belgian jury member, preferably from the (Global) South

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

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

## Section 2. Examination board

### Art.21 Composition of the examination board

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

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

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

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

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

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

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

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

### Art.22 Functioning of the examination board

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

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

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

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

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

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

§7. For the calculation of the final mark of a programme, only whole course components for which an exemption was granted can be taken into account if the evaluation grade is transferred to an ITM grade by means of a grading table (ECTS grading table).

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

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

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## Section 3. Fraud

### Art.23 Irregularities during assessment activities

- §1. A student caught cheating during an assessment activity in the form of an exam, or suspected of serious irregularities that may interfere with the fairness of the exam, will immediately be warned by the examiner or the invigilator. The student has the right however to finish the exam.
- §2. The involved examiner or invigilator reports the incident to the training programme director or course leader who hears both the student and the examiner or invigilator in the presence of the ombudsperson.
- §3. If the training programme director or course leader has evidence of fraud, the student gets a score '0' for the exam. In cases where the training programme director or course leader concludes that there is no or not enough evidence, the score is based on the finished work.
- §4. Alleged fraud in the form of plagiarism in the final version of the written master dissertation (thesis) will be reported to the student and the chairperson of the examination board by the coach/supervisor or a member of the exam jury. The chairperson of the examination board hears the student in the presence of the ombudsperson after having examined the document (thesis).
- §5. In the latter case, the examination board chairperson will report to the members of the examination board about the facts and the content of the hearing. During the deliberation meeting, the examination board can autonomously decide to sanction the student. The maximum penalty is a score '0' for the dissertation (thesis). If by simple majority the examination board is convinced that there has been fraud, a sanction is imposed. If the examination board assesses that there is no evidence for fraud a mark is given based on the finished product.
- §6. In case of repeated fraud despite warning (previous sanction) of the student, a decision may be made to cancel the registration.

## Section 4. Announcement of results

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

- §1. The end-results of a training programme are provided by the ITM director or the chairperson of the examination board during a public ceremony which is preferably held on the same day as the deliberation meeting (if applicable). If this is not possible, the ceremony will be held within the following week.
- §2. The end-results of a SC are provided within one month after the teaching and assessment activities have ended.
- §3. Students that passed, receive their credit certificate / postgraduate certificate or diploma, and in the latter case also a diploma supplement, within a month after the end-results were announced.
- §4. Students who failed may receive a certificate confirming their attendance to a SC or training programme.

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

- §1. The diploma and diploma supplement, the certificate or the credit certificate is drawn up in the language of the training programme.
- §2. The diploma states:
- The name, first name, date and place and country of birth of the student;
  - The name of the training programme taken and if applicable the orientation (major);
  - The name of the obtained degree and the study-load in number of credits of the full training programme;
  - The accreditation decision, temporary recognition or recognition as a new training programme;
  - Place and date of award of the diploma;
  - The mention that the diploma is awarded in accordance with the Flemish structural decree for higher education
  - The name and signature of the director;
  - Official name and logo of the ITM;
  - Registration number of ITM as Foundation of Public Utility.
- §3. The diploma supplement provides the following data:

The text, which according to the decree of 12 December 2014, has to appear in the heading of the diploma supplement: "the diploma supplement follows the model by....". Information on the diploma supplement must include the 8 following items as stipulated by the decree of 12 December, 2014.

- Information on the student's identity;

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

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

Within a month after the announcement of the end-result the course secretariat issues a written overview of each student's individual assessments marks. The final mark will be communicated with a grading table as stipulated by the European Credit Transfer and accumulation System (ECTS). For training programmes the overview of the assessment marks are communicated via the diploma supplement.

### **Section 5. Settlement of disputes**

#### **Art.27 Ombudsperson**

§1. The ombudsperson is a member of the senior or other academic staff but cannot be a course (component) leader or lecturer in the training programme concerned. This function is in principle assigned to the head of the Education Office and the head of the Research Office of the ITM, to act jointly as ombudspersons for education and exam related issues.

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

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

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

#### **Art.28 Dispute before the deliberation**

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

#### **Art.29 Dispute after the deliberation**

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

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

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

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

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

### **Part 4. Final provisions**

#### **Art.31 Publication of the REE**

§1. The Regulations on Education and Examinations (REE) will be communicated to the students in writing in Dutch or in English.

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

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### Art.32 Protection of personal data

§1. Students have the right to the protection of their personal data in accordance with the privacy policy of the ITM (<https://www.itg.be/E/privacy>). All students may, in accordance with the legislation on the protection of personal data, once a year request inspection and, if necessary, correction and copying of the personal data that the ITM holds about them electronically. This can be done by addressing a request to the head of the Education Office.

§2. By their registration, students give permission to:

- to have documents that they submit in order to obtain certain rights checked for authenticity and veracity by the issuing authorities;
- to confirm or disconfirm the authenticity of documents that the ITM has or would have issued to them when third parties so request.

### Art.33 Implementation, evaluation and adjustment

§1. These regulations apply as of the academic year 2022-2023.

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

§3. Changes to these regulations can only be made by the director and the management committee of ITM on advice of the Academic Council.

Approved by the Academic Council of 12/01/05. Revised by the Academic Council on 05/03/09, 14/02/2011 and 27/04/2015. Approved by the Board of Directors on 01/06/2015. Revised and approved by the ITM Management Committee on 09/01/2018. English version added & revised on 04/10/2018. Revised on 24/07/2019. Revised on 19/07/2022 (GvH). Revised on 4/10/2023 (EO). Revised on 26/10/2023 (EO).

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

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