

## Education and Examination Regulations 2024-2025

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

## Art. 1.1 Definitions

### **Academic year**

The period starting on Monday the 16th of September 2024 and ending on Sunday the 14th of September 2025.

### **Acquired credits**

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

### **Aptitude assessment**

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

### **Bridging programme**

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

### **Catch-up examination**

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

### **Certificate of aptitude**

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

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

### **Competency**

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

### **Concordance table**

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

### **Council for Disputes Concerning Study Progress Decisions**

The Council for Disputes Concerning Study Progress Decisions is an administrative court for higher education. The Council rules on disputes about study progress decisions and on requests from a student to refund their learning credit because, due to a situation of force majeure, the student has been unable to participate in any or part of the examinations for which the student has taken up credits in an academic year. More information at <https://www.dbr.be/raad-voor-betwistingen-inzake-studievoortgangsbeslissingen>.

**Course**

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

**Course component**

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

**Credit**

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

**Credit certificate**

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

**Credit contract**

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

**Degree**

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

**Degree of merit**

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

**Degree specification**

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

**Degree type**

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

**Deliberated course**

A course for which you have not acquired a credit, but for which the examination committee decides it does not have to be retaken.

**Deliberation**

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

**Digital examination**

An examination in which you answer the examination questions in writing on a laptop, PC or tablet.

**Diploma contract**

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

**Disability**

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

**ECTS sheet**

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

**Enrolled student**

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

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

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

**Examination**

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

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

**Examination contract**

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

**Examination decision**

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

**Examination disciplinary decision**

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

**Examination period**

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

**Examination series**

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

**Exemption**

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

**External student**

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

**Final examination grades**

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

**Flemish educational leave**

Flemish educational leave is a framework for individual educational leave. It is defined as the right granted to employees in the private sector who follow certain programmes, to be absent from work while keeping their usual wages.

**Force majeure**

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

**Generation student**

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

**Individual adjustments**

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

**Individual path**

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

**Internal reporting desk Inappropriate Behaviour**

AP University College has established an internal reporting desk where inappropriate behaviour can be reported. Inappropriate behaviour is defined as: any violation of a person's integrity, including abuse of power, unwanted sexual behaviour, violence, discrimination and harassment.

**Latest date**

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

**Main subject**

Differentiation in a programme curriculum with a study load of:

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



**Medical certificate**

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

**Model path**

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

**Near-scholarship student**

You are a near-scholarship student if you are a citizen of a member state of the European Economic Area or fulfil the conditions set out in article 9 of the Flemish Decree of the 8th of June 2007 concerning study financing by the Flemish Community and do not receive a scholarship from the Flemish Community, but your reference income exceeds the financial maximum determined in the rules and regulations concerning scholarships by a maximum of 3000 euros. The amount of 3000 euros is indexed pursuant to article II.218 of the Flemish Higher Education Code of the 11th of October 2013.

**Ombudsperson**

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

**Oral examination**

An examination in which you answer the examination questions orally.

**Partial examination**

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

**Person responsible for a course**

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

**Preparatory programme**

A programme that may be imposed if you do not have a diploma granting direct admission to the programme you wish to enrol in. The purpose of the programme is to impart the missing competencies associated with the diploma that grants direct admission.

**Previously acquired competency (EVC: eerder verworven competentie)**

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

**Previously acquired qualification (EVK: eerder verworven kwalificatie)**

Any Belgian or foreign study certificate indicating that a formal learning path was completed successfully, whether or not within the regular education system, other than a credit certificate that

was achieved with the institution and programme where the student wishes to have the qualification recognised.

### **Programme**

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

### **Programme characteristics**

The profile identification elements of a programme, namely:

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

### **Programme curriculum**

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

### **Programme section**

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

### **Scholarship rate student**

You are a scholarship rate student if you:

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

### **Scholarship student**

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

### **Sequencing of a course**

The University College Board may set certain rules about having followed or passed a course, having your examination grade deliberated by the examination committee or used tolerance credit for a course before you can take an examination for another course. This is the sequencing of a course. Strict sequencing means that you must first have passed a course, have your examination grade deliberated by the examination committee or have used tolerance credit for a course before you can take an examination for another course. Within bachelor and master programmes, strict sequencing can only be imposed when a risk or safety problem could arise. This is the case if the student has acquired insufficient competencies (subject knowledge, skills or attitudes), giving rise to a danger or

risk for the student themselves, and/or fellow-students, and/or staff of the university college and internship location, and/or customers and patients at internship locations, and/or the general public and/or the internal and external learning, working and living environment. The risk or danger may be physical, moral and psychological, financial, material or reputational.

### **'Starttoets'**

An institution-neutral test that you must take as a condition for your first enrolment in a bachelor of education programme (cf. [art. 7.2 point 7.2.1](#)).

### **Student Center**

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

### **Student counsellor**

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

### **Study credit**

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

### **Study efficiency**

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

### **Study load**

The number of credits allocated to a course or programme.

### **Study path**

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

### **Study programme counsellor**

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

### **Study progress decision**

The following are considered study progress decisions:

- a) examination decisions: any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety;
- b) examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;
- c) granting certificates of aptitude, indicating that you have achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
- d) granting exemptions: absolving you from your obligation to take an examination for a course or component of it;
- e) decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
- f) imposing an individual study progress monitoring measure, within the meaning of article II.246 of the Flemish Higher Education Code;
- g) refusing to include a particular course in the contract in which the student who is following an individual path has not previously enrolled;
- h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant to article II.256 of the Flemish Higher Education Code;
- i) an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit less than or equal to 0, if not the result of a general regulation.
- j) an individual decision concerning the refusal to enrol based on not fulfilling a previously imposed measure for study progress monitoring, pursuant to article II.246 of the Flemish Higher Education Code.
- k) a decision on substantial differences in competencies if a credit certificate was acquired more than five years ago as stated in article II.225, §3, second paragraph of the Flemish Higher Education Code.

### **Study time**

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

### **Teaching period**

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

### **Threshold**

The package of courses a bachelor student takes up on his first enrolment in a particular initial bachelor programme at a higher education institution within the Flemish Community (cf. [art. 10.1](#)). By the end of the student's second enrolment at the latest, the student must have obtained a credit certificate for all these courses and/or having a specific fail grade for a course deliberated by the examination committee, and thus being declared to have passed this threshold, in order to be allowed to continue the programme (cf. [art. 13.2](#)).

### **Tolerance**

The choice made by a student to use tolerance credit for a tolerable examination result and therefore to keep the grade in accordance with the rules specified in [art. 18.3](#) to [art. 18.5](#).

**Tolerance file**

The student's file containing the tolerable examination grades for which the student wishes to use tolerance credit and therefore wishes to accept the examination grade in accordance with the rules specified in [art. 18.3](#) to [art. 18.5](#).

**Tolerated course**

A course for which you have not acquired a credit after the examination, but for which you have obtained a tolerable examination result for which you decide to use tolerance credit and therefore to accept the examination grade in accordance with the rules specified in [art. 18.3](#) to [art. 18.5](#).

**University college**

Any institution offering higher education outside the university.

**University College Board**

AP University College Antwerp's governing bodies.

**Working day**

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

**Working student**

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

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

**Written examination**

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

## 2 Introductory provisions

### Art. 2.1 The Education and Examination Regulations

How should you read the Education and Examination Regulations?

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

These Education and Examination Regulations contain the education, examination and legal position regulations for the students of the departments of the AP University College Antwerp (Artesis Plantijn University College Antwerp) for the academic year 2024-2025. The Education and Examination Regulations include the departmental academic calendars as appendices, which constitute an integral part of these regulations. The programme curricula and ECTS sheets of the programmes that are available at <https://ects.ap.be/en/> also form an integral part of these regulations.

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

## **Art. 2.2 Legislation**

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

## **Art. 2.3 Area of application**

These Education and Examination Regulations apply to all associate degrees, bachelor programmes, advanced bachelor programmes, and postgraduate programmes organised by the departments of the AP University College Antwerp during the 2024-2025 academic year.

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

## **Art. 2.4 Entry into force**

The present regulations will take effect on the day following their approval by the Supervisory Board for enrolments in the programmes offered in the 2024-2025 academic year.

# **3 Programme curriculum and study load**

## **Art. 3.1 Programme curriculum**

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

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

## **Art. 3.2 Provisions relating to programmes and courses**

The University College Board will determine for each programme:

- the degree it leads to, the degree type and, if applicable, the degree specification;
- its contents and objectives, the programme curriculum and its division into model paths and courses;
- if applicable, its main subjects and choice or differentiation packages;
- the sequencing of its various courses;

- if applicable, specific prior education requirements and additional conditions for admission, including conditions for candidate-students to enrol if they do not fulfil general prior education requirements;
- its study load in whole-number credits;
- its teaching language;
- the conditions under which you can follow courses and take examinations for them in other institutions for higher education in Belgium or abroad;
- regulations regarding the organisation of information sessions for first-time students.

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

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

The University College Board will make the ECTS sheets for the associate degrees, professional bachelor programmes, postgraduate programmes and advanced bachelor programmes available to students at the latest on the 1st of September 2024.

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

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

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

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

### **Art. 3.4 Changes to the programme curriculum**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

You can replace one or more courses from your own programme curriculum with courses from another programme of a higher education institution outside the Flemish Community. You then take the course at the other institution and take the examination there too. This means that you must participate for at least one month in the teaching and examination activities in the context of the relevant courses. You must submit a **motivated application** to the study programme counsellor to do this. The admissions committee will decide on your application.

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

- the objectives of the course that you wish to take elsewhere are sufficiently consistent with the objectives of your programme;



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

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

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

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

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

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

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

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

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

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

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

## 4 Language regulations

### Art. 4.1 Teaching language

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

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

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

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

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

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

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

#### **§2 Initial bachelor or master programmes in a foreign language**

AP University College Antwerp can offer initial bachelor and master programmes in a foreign language when these programmes are specifically prepared for foreign students or when the added value for the students and the professional field and the functionality for the programme can be properly proved. The university college can only offer an initial bachelor or master programme in a foreign language if an equivalent programme in Dutch is offered in the Flemish Community, unless the university college is granted an exemption from this equivalence condition.

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

#### **§3 Continuation courses**

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

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

## **Art. 4.2 Language support measures**

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

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

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

## **Art. 4.3 Language requirements for enrolment**

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

# **5 Structure of the academic year**

## **Art. 5.1 Division into teaching periods**

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

## **Art. 5.2 Academic calendar**

The academic year begins on Monday the 16th of September 2024.

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

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

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

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

### **Art. 5.3 Information sessions**

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

## **6 The admissions committee**

### **Art. 6.1 Formation**

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

### **Art. 6.2 Composition and deliberation**

Each admissions committee consists of the following voting members:

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

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

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

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

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

### **Art. 6.3 Authorisations**

The admissions committees are authorised to make the following decisions:

- a) grant permission to enrol to a candidate-student who has not yet met the additional departmental requirements imposed for admission to an advanced bachelor programme;
- b) process applications for enrolment after the deadlines for enrolment ([art. 10.1](#));
- c) process applications for changes to the content of enrolment agreements ([art. 11.6](#));
- d) process applications for changes to contract types ([art. 11.5](#));
- e) process applications to follow courses at another institution for higher education in Belgium or abroad ([art. 3.5](#) and [art 3.6](#));

- f) process applications for individual paths from newly enrolling students and process applications for individual paths in case of enrolment under a diploma contract deviating from the rules specified in [art. 11.3](#);
- g) process applications for exemptions ([art. 10.4](#) to [10.6](#));
- h) impose measures for study progress monitoring, as described in [art. 13.1](#) and [art. 13.2](#);
- i) process applications for individual adjustments and for changes to individual adjustments ([art. 10.7](#));
- j) process applications for an exception to the student's obligation to re-enrol at least for all courses for which the student has not obtained a credit certificate, their examination grade deliberated by the examination committee or used tolerance credit, due to force majeure or special individual circumstances the student can demonstrate ([art. 10.1](#) and [art. 11.6](#)).

## 7 Admission requirements

### Art. 7.1 Admission requirements for associate degrees

#### 7.1.1 General admission requirements for associate degrees

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

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

- a) a study certificate of the second year of the third stage of secondary education, that has been held for at least three years;
- b) a secondary education diploma, awarded up to the school year 2024-2025;
- c) a secondary education diploma, educational qualification level 3, awarded from the school year 2024-2025;
- d) a secondary education diploma, educational qualification level 4, awarded from the school year 2024-2025;
- e) a certificate of a social promotion secondary education programme with a minimum of 900 teaching periods;
- f) a certificate of a secondary adult education programme with a minimum of 900 teaching periods;
- g) a certificate of higher vocational education level 5;
- h) a diploma of higher social promotion education;
- i) a diploma of higher vocational education level 5;
- j) a higher education diploma short cycle with complete curriculum;
- k) a bachelor's or master's diploma;
- l) any study certificate recognised as equivalent to one of the above-mentioned diplomas, pursuant to any legal norm, European guideline or any other international agreement. You can consult a non-exhaustive list of such study certificates at <http://www.ap.be/toelatingsvoorwaarden>.

If there is no such recognition as described in l) the head of Student Administration may give candidate-students permission to enrol for a higher vocational education level 5 programme if they have obtained a diploma or certificate in a country outside the European Union that gives access to higher education in that country.

You must submit a written application for this permission to the Student Center at [admission@ap.be](mailto:admission@ap.be).

Deadline for submitting an application:

- no later than the 1st of September prior to the academic year in which you wish to enrol for candidate-students who are not citizens of a member state of the European Economic Area and do not yet have a visa for residence in Belgium;
- no later than the 1st of October for candidate-students who are citizens of a member state of the European Economic Area or candidate-students who are not citizens of a member state of the European Economic Area and already reside in Belgium with a residence permit.

Deadline for submitting an application to enrol for courses of the second semester only:

- no later than the 1st of December for candidate-students who are not citizens of a member state of the European Economic Area and do not yet have a visa for residence in Belgium;
- no later than the 1st of March for candidate-students who are citizens of a member state of the European Economic Area or candidate-students who are not citizens of a member state of the European Economic Area and already reside in Belgium with a residence permit.

Your application must contain the following documents:

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

The submitted file will be examined by the Student Administration's Office. The head of Student Administration will notify you in writing of its decision.

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

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

You must provide such proof according to the procedure described at [www.ap.be/graduaat/secundair-onderwijs](http://www.ap.be/graduaat/secundair-onderwijs).

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

To submit internal appeal against this decision, you do as follows:

1. You should write a letter to the Principal. This letter should contain at least:
  - a) your name and address;
  - b) the date;
  - c) the decision against which you are submitting an internal appeal;
  - d) a factual description and motivation of your objections to the decision;
  - e) your signature or a signature of your counsellor.
2. You should add all necessary pieces of evidence.
3. You should sent the letter and evidence to the Principal by registered letter.

4. You should do this within a period of seven calendar days, from the day after the notification of the decision taken.

Note: Your internal appeal is only admissible if it meets all the requirements stated in points 1, 3 and 4.

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

## 7.1.2 Deviant admission requirements for associate degrees

### §1 Deviant admission requirements for associate degrees

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

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

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

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

You must provide such proof according to the procedure described at [www.ap.be/graduaat/secundair-onderwijs](http://www.ap.be/graduaat/secundair-onderwijs).

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

## Art. 7.2 Admission requirements for bachelor programmes

### 7.2.1 General admission requirements for bachelor programmes

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

- a) a secondary education diploma from the Flemish Community, awarded up to the school year 2024-2025;
- b) a secondary education diploma, educational qualification level 4 from the Flemish Community, awarded from the school year 2024-2025;
- c) a higher education diploma short cycle with complete curriculum;
- d) a diploma from social promotion higher education from the Flemish Community, except certificates of Pedagogical Aptitude;
- e) a Higher Vocational Education diploma or certificate from the Flemish Community;
- f) a bachelor's or master's diploma;

- g) any study certificate recognised as equivalent to one of the above-mentioned diplomas, pursuant to any legal norm, European guideline or any other international agreement. You can consult a non-exhaustive list of eligible Belgian and foreign study certificates at <https://www.ap.be/en/admission-requirements>.

If there is no recognition as described in item g), the head of Student Administration may give candidate-students permission to enrol for a bachelor programme if they have obtained a diploma or certificate in a country outside the European Union that gives access to a bachelor's programme in that country that is comparable to a Flemish bachelor programme, and on condition that the diploma or certificate in question passes the authenticity check. You must submit a written application for this permission to the Student Center at [admission@ap.be](mailto:admission@ap.be).

Deadline for submitting an application:

- no later than the 1st of September prior to the academic year in which you wish to enrol for candidate-students who are not citizens of a member state of the European Economic Area and do not yet have a visa for residence in Belgium;
- no later than the 1st of October for candidate-students who are citizens of a member state of the European Economic Area or candidate-students who are not citizens of a member state of the European Economic Area and already reside in Belgium with a residence permit.

Deadline for submitting an application to enrol for courses of the second semester only:

- no later than the 1st of December for candidate-students who are not citizens of a member state of the European Economic Area and do not yet have a visa for residence in Belgium;
- no later than the 1st of March for candidate-students who are citizens of a member state of the European Economic Area or candidate-students who are not citizens of a member state of the European Economic Area and already reside in Belgium with a residence permit.

Your application must contain the following documents:

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

The submitted file will be examined by the Student Administration's Office. The head of Student Administration will notify you in writing of its decision.

**§2** As a requirement for a first enrolment in the bachelor programme of Education: Pre-primary Education, Primary Education or Secondary Education, you must take a 'starttoets'. For this reason, you must submit an electronic certificate of participation in the 'starttoets' for the programme concerned to the Student Center when you first enrol for that programme.

For the bachelor programme of Education: Pre-primary Education and the bachelor programme of Education: Secondary Education, the 'starttoets' consists only of a Dutch component. For the bachelor programme of Education: Primary Education, the 'starttoets' consists of the components French and Mathematics, in addition to a Dutch component.

If you have obtained a test result for a component of the 'starttoets' that is lower than the established pass grade of 10/20, you must take part in mandatory remediation for that component.



A candidate-student who applies for enrolment without being able to submit a certificate of participation in the 'starttoets', can only be enrolled under the resolutive condition that the candidate submits the certificate of participation within a period of 14 calendar days after the next test session of the 'starttoets' after that enrolment. If the student cannot submit the certificate of participation within this period, the university college will dissolve the enrolment.

A candidate-student who enrolls among other things for courses of the first semester of the programme after the last test-session of the 'starttoets' in November, must request an exemption from participation in the 'starttoets' from the Flemish Council of Universities of Applied Sciences and Arts due to special individual circumstances. The same applies to a candidate-student who only enrolls for courses of the second semester after the last test session of the 'starttoets' in March. This student must then take part in the mandatory remediation in any case.

Pursuant to art. II.188/1 of the Flemish Higher Education Code of the 11th of October 2013, AP University College Antwerp applies the 'Instellingsoverschrijdend reglement starttoets lerarenopleiding academiejaar 2024-2025' of the Flemish Council of Universities of Applied Sciences and Arts (VLHORA) in the context of the 'starttoets'. These regulations can be consulted at [www.vlaamsehogescholenraad.be/nl/starttoets](http://www.vlaamsehogescholenraad.be/nl/starttoets). You will also find further information there about the 'starttoets'.

## **7.2.2 Deviant admission requirements for bachelor programmes**

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

## **7.2.3 Admission requirements for shortened bachelor programme curricula**

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

# **Art. 7.3 Admission requirements for advanced bachelor programmes**

## **7.3.1 Advanced bachelor programme in Autism Spectrum Disorders: An Orthopedagogical Perspective**

The following admission requirements apply for the advanced bachelor programme in Autism Spectrum Disorders: An Orthopedagogical Perspective:

- You have an affinity with persons with autism.  
You work with people with autism in a professional work context or you commit yourself to do voluntary work from the second programme section onwards for at least 3 hours per week or to work in a professional context involving people with autism;  
and
- You must hold a professional bachelor's diploma Social Educational Care Work, Social Work, Occupational Therapy, Speech therapy, Applied Psychology, Pre-primary Education, Primary Education, Secondary Education or another bachelor's or master's diploma in one of the following study areas: Health Care, Medicine, Education, Applied Social Studies, Human Movement and Rehabilitation Sciences, Psychology and Educational Sciences or Social Health Sciences;

or

- Candidate-students who hold a bachelor's or master's diploma in a different study area must address a motivated application for enrolment to the chairperson of the admissions committee before the 1st of October 2024. The admissions committee takes a motivated decision within 14 calendar days after receipt of the written request; or
- Candidate-students who do not yet hold a bachelor's diploma and wish to enrol for the advanced bachelor programme in Autism Spectrum Disorders: An Orthopedagogical Perspective, must:
  - be enrolled in one of the following professional bachelor programmes at AP University College Antwerp: Social Educational Care Work, Social Work, Occupational Therapy or Applied Psychology;  
and
  - have obtained a credit certificate, been granted exemptions, their examination grade deliberated by the examination committee and/or used tolerance credit for all courses belonging to programme section 1 and 2 of the respective bachelor programme at AP University College Antwerp;  
and
  - have obtained a credit certificate, been granted an exemption, their examination grade deliberated by the examination committee and/or used tolerance credit, for at least 150 of the 180 credits of the initial bachelor programme at AP University College Antwerp;

For this, you must submit a motivated written request to the admissions committee by the 1st of October 2024. This motivated request is added to the application for an individual path and must comply with the departmental conditions and criteria.

The admissions committee takes a motivated decision within 14 calendar days after receipt of the written request. However, you can only obtain the diploma of the advanced bachelor programme after you have obtained the initial bachelor's diploma.

### **7.3.2 Advanced bachelor programme in Applied Gerontology**

The following admission requirements apply for the advanced bachelor programme in Applied Gerontology:

- You must hold a professional bachelor's diploma in Social Work, Family Sciences, Social Educational Care Work, Occupational Therapy, Nursing, Speech Therapy, Nutrition and Dietetics or Applied Psychology, or an academic bachelor degree in Criminological Sciences, Pharmacological Sciences, Medicine, Speech Therapy and Audiology Sciences, Educational Sciences, Psychology, Political Sciences, Sociology, Dentistry or equivalent.  
or
- Candidate-students who hold another bachelor's diploma must address a motivated request for admission to the chairperson of the admissions committee before the 1st of October 2024. In order to be admitted, they must follow a preliminary path consisting of webinars that are offered via a digital learning platform, and then take part in an intake interview. On the basis of the intake interview, the admissions committee will take a motivated decision within 14 calendar days after the interview.  
or
- Candidate-students who do not yet hold a bachelor's diploma and wish to enrol for the advanced bachelor programme in Applied Gerontology must:
  - be enrolled for a professional bachelor programme in Social Work, Family Sciences, Social Educational Care Work, Occupational Therapy, Nursing, Speech Therapy, Nutrition and Dietetics or Applied Psychology, or an academic bachelor programme in

Criminological Sciences, Pharmacological Sciences, Medicine, Speech Therapy and Audiology, Educational Sciences, Psychology, Political Sciences, Sociology or Dentistry;  
and

- be maximum 30 credits of the total study load of the programme away from obtaining the diploma of this bachelor programme.

For this, you must submit a motivated written request to the admissions committee by the 1st of October 2024. The admissions committee will take a motivated decision within 14 calendar days after receipt of the written request. However, you can only obtain the diploma of the advanced bachelor programme after you have obtained the initial bachelor's diploma.

## **Art. 7.4 Admission requirements for master programmes**

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

## **Art. 7.5 Admission requirements for postgraduate programmes**

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

## **Art. 7.6 Language requirements**

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

- by submitting a certificate of at least one successfully completed year in Dutch-language secondary education;
- by submitting a pass certificate in a programme or in one or more courses in Dutch-language higher education, with a total study load of at least 60 credits, or
- by submitting a pass certificate for the Interuniversity Dutch Language Test for Foreign Language Speakers ('Interuniversitaire Taaltest Nederlands voor Anderstaligen – ITNA') or for the Dutch state examination NT2, or a different certificate from a centre for adult education or a recognised language centre. This certificate must comply with the level of language proficiency specified below for the programme you wish to enrol in. The list of accepted language proficiency certificates and language certificates are listed at <https://www.ap.be/en/admission-requirements>.

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

The Dutch language level required is determined in accordance with the Common European Framework of Reference (CEFR). For the associate degrees the Dutch language level required is B1, except for the associate degree of Education: Secondary Education. For this programme and all other programmes the Dutch language level required is B2.

## **Art. 7.7 External students**

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

## Art. 7.8 Students from the last year of secondary education

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

## 8 Study credit

### Art. 8.1 Study credit

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

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

Study credit cannot be used in case of:

- an enrolment under an examination contract;
- an enrolment under a diploma contract for:
  - an associate degree;
  - a bachelor programme of Education if you have already obtained a bachelor's diploma;
  - an advanced bachelor programme;
  - a bridging or preparatory programme;
  - a postgraduate programme;
  - an Educational master programme if you have already obtained a master's diploma;
- for obtaining a certificate of aptitude or exemptions.

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

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

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

Per teaching period the following latest date applies:

	Teaching period 1	Teaching period 2	Teaching period 3	Teaching period 4
Year	15.10.2024			
Semester	15.10.2024	15.03.2025		
Module in case of the programmes using module system	30.09.2024	02.12.2024	17.02.2025	05.05.2025

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

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

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

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

**§8** In order to calculate your individual study credit at the start of the 2024-2025 academic year, the number of credits taken up and the numbers of credits acquired for the 2023-2024 academic year are taken into consideration. Changes to the number of credits taken up can be included in your individual study credit until the dates specified in §4.

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

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

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

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

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

## **9 Tuition costs**

### **Art. 9.1 Tuition costs**

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

Each year before the 1st of June, the University College Board establishes for the next academic year the contribution for the programme related fee, the fees for services provided, for participation in the

fashion show, for participation in the artistic entrance examination and the contribution for the aptitude assessment.

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

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

## 10 Enrolment

### Art. 10.1 Enrolment and deadline for enrolment

Enrolment for a programme in the academic year 2024-2025 is possible until the 15th of October 2024 at the latest. Enrolment limited to courses organised in the second semester is possible until the 15th of March 2025 at the latest, provided that the enrolment meets the rules for sequencing of courses. Notwithstanding this rule, for the programmes following a module system, i.e. the associate degrees Legal Administrative Support, Marketing and Communication Support and the bachelor programmes Hotel Management, Organisation & Management, and Business Management - main subject Paralegal Studies, enrolment only for courses organised in module 3 and/or 4 is possible until the 17th of February 2025 at the latest, provided that the enrolment meets the rules for sequencing of courses.

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

You can enrol if you fulfil all admission and language requirements in accordance with applicable legislation and other rules and regulations. Enrolment is connected to one particular academic year. Any enrolments by students who do not fulfil applicable admission and language requirements are null and void.

You can enrol in:

- a model path;
- an individual path.

If, during your previous enrolment in a particular programme, you did not obtain a credit certificate for all courses for which you were enrolled, did not use tolerance credit or the examination committee did not deliberate your grade, in your next enrolment for this programme you must at least re-enrol for all courses for which you have not obtained a credit certificate or used tolerance credit or the examination committee did not deliberate your grade. If one of these courses is an elective course, you may opt for a replacement elective course from the programme curriculum. If, in your next enrolment, you wish to change your main subject within your programme or change your educational subject within the

bachelor of Education: Secondary Education, you must re-enrol at least for all courses of the programme's common core for which you have not obtained a credit certificate, or used tolerance credit or the examination committee did not deliberate your grade.

In case of force majeure or special individual circumstances you can demonstrate, you can request the admissions committee for an exception to this obligation to re-enrol at least for all courses for which you have not obtained a credit certificate, your examination grade deliberated by the examination committee or used tolerance credit during your previous enrolment in the programme. For this purpose, you must contact the study programme counsellor prior to your re-enrolment.

If you have obtained a credit certificate, the examination committee did deliberate your examination grade or you used tolerance credit for a course in a particular programme and/or main subject (cf. [art. 18.1](#) to [art. 18.5](#) inclusive), you cannot enrol for the same course a second time.

Additional requirement within bachelor programmes for students who enrol for the first time in a particular initial bachelor programme in or after academic year 2023-2024:

When you enrol for the first time in a particular initial bachelor programme, you must enrol for the model path with a study load of 54 to 66 credits per academic year. This requirement does not apply if you:

- a) have already obtained a bachelor's or master's diploma or a diploma that is recognised as equivalent;
- b) because of a specific status, enrol for a model path of a particular initial bachelor programme with programme sections with a study load of less than 54 credits that is specifically intended for students with that status. For example, this might be one of the following model paths for a particular initial bachelor programme:
  - a shortened path/model path for a particular initial bachelor programme for holders of a particular associate degree;
  - a model path for working students;
  - a model path for evening students;
  - a model path for students who only start the programme in the second semester;
  - a model path for students who in secondary education followed a course of study in vocational secondary education or a course of study whose content is not related or insufficiently related to the bachelor programme in question;
  - a model path for a bachelor of education programme for students who have not obtained the pass grade in the 'starttoets' for the bachelor programme and have therefore had to undergo remediation;
  - a model path for students whose native language is not Dutch.
- c) have received approval for an individual path on the basis of your file (cf. [art. 11.3](#));

The courses that you take up in this first enrolment together form your 'threshold'.

If a student who must have passed the threshold at the latest after two enrolments in the initial bachelor programme in accordance with [art. 13.2](#) §1 and [art. 18.1](#), transfers from another university college to AP University College between the first and second enrolment in the initial bachelor programme concerned, without changing main subject or educational subject, then prior to the second enrolment it will be examined which courses constitute the final threshold of this student. This assessment will take into account the number of credits the student has taken up in the same programme on his first enrolment and the number of credits obtained during the first enrolment, and it will be determined which courses from the programme curriculum at AP University College will be part

of the final threshold of the student.

You have enrolled definitively when you:

- a) fulfil admission and language requirements in accordance with legislation and other applicable rules and regulations;
- b) have opted for a diploma contract, credit contract or examination contract. You may only enrol for one and the same course with one contract type;
- c) have signed an enrolment agreement and paid your tuition fees. Tuition fees must be paid within 14 calendar days from the day after the invoice is sent. The invoice will be sent after signing the enrolment agreement.

## Art. 10.2 Enrolment files

Your enrolment file must at least contain:

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

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

You must immediately notify the Student Center at [studentadministration@ap.be](mailto:studentadministration@ap.be) if any of the information in your enrolment file changes in the course of the academic year.

## Art. 10.3 Residence permits for foreign students

### §1 Mandatory visa

Students requiring a visa must present a Belgian residence permit for at least the duration of the academic year. Students requiring a visa are enrolled on a provisional basis, in accordance with [art. 10.1](#). If you are in this situation, you must submit a valid residence permit for at least the duration of the academic year to the Student Center before the 1st of May 2025. This is an essential condition, meaning that only in this case will you remain enrolled. In all other cases, your enrolment will be cancelled as of the 1st of May 2025.

### §2 No mandatory visa, residence in Antwerp

All foreign students, i.e. incoming Erasmus students and other foreign students who must enrol and who wish to reside in the city of Antwerp, but have not yet registered with the city's service for Alien Affairs, must follow the procedure 'Loket buitenlandse studenten' (foreign students counter). If this is your situation, you must present yourself at the Student Center to start this procedure before the 31st of October 2024 for enrolments for a full academic year and before the 1st of March 2025 for enrolments for the second semester only.

### §3 No mandatory visa, residence outside Antwerp

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



## Art. 10.4 Bases for exemptions

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

## Art. 10.5 Procedure for exemption applications

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

You must submit the application digitally via the relevant iBaMaFlex module. The admissions committee will take a decision about the application.

You must submit your application for exemption from courses as early as possible and at the latest on the 15th of October 2024.

If you enrol after the 15th of October 2024, you must submit your application at the latest fourteen calendar days after the day you enrolled for the programme.

The application must contain the following documents:

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

## Art. 10.6 Decision procedure for granting exemptions

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

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

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

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

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

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

## **Art. 10.7 Individual adjustments**

### **§1 What are individual adjustments?**

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

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

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

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

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

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

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

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

## §2 How do you request individual adjustments?

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

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

**For the programmes following a module system**, i.e. Hotel Management, Organisation & Management, and Business Management - main subject Paralegal Studies, Legal Administrative Support and Marketing and Communication Support.

*You enrolled by the 15th of October:*

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

*You enrolled after the 15th of October:*

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

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

### **For programmes following a semester system**

*You enrolled by the 31st of October:*

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

*You enrolled after the 31st of October:*

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

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

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

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

#### **§4 Can you change the granted adjustments?**

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

To change the content of your individual adjustments, submit an application to the student counsellor. You can find the contact details at <https://student.ap.be/en/individual-adjustments>.

Applications concerning among other things courses organised in the first semester, including year courses, must be submitted no later than the 15th of October. Applications concerning specifically courses organised in the second semester only, must be submitted no later than the 15th of March. If the 15th of March / the 15th of October is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day. In exceptional cases, the admissions committee may decide to consider a late motivated application.

The admissions committee takes a decision at the latest 28 calendar days after receipt of the application.

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

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

The admissions committee will then make a new decision.

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

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

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

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

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

#### **How do you submit an internal appeal?**

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

1. You should write a letter to the Principal, who is the chairperson of the internal appeals committee. This letter should contain at least:
  - a) your name and address;
  - b) the date;
  - c) the decision against which you are submitting an internal appeal;
  - d) a factual description and motivation of your objections to the decision;
  - e) your signature or the signature of your counsellor.
2. You should add all the necessary pieces of evidence.

3. You should send the letter and evidence as attachments to an email to [intern.beroep@ap.be](mailto:intern.beroep@ap.be). You will then receive a receipt by email.
4. You should do this within a period of seven calendar days, from the day after the notification of the decision taken.

Note: Your internal appeal is only admissible if it meets all the requirements stated in points 1, 3 and 4.

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

#### **Who sits on the internal appeals committee?**

The internal appeals committee consists of:

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

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

#### **How does the internal appeals committee handle your internal appeal?**

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

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

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

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

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

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

## **Art. 10.8 Flemish educational leave**

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

# 11 Enrolment agreements and changes after enrolling

## Art. 11.1 Enrolment agreements

Enrolment agreements include:

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

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

AP University College Antwerp offers the following contract types:

### **Diploma contract:**

You can enrol in:

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

### **Credit contract:**

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

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

### **Examination contract:**

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

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

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

If you are enrolled with an examination contract, you may not participate in the teaching activities of the courses involved or make use of supporting services, with the exception of the intranet for

students, Digitap and E-campus. By enrolling, you only gain permission to take part in the examinations included in the ECTS sheet.

## **Art. 11.2 Conditions to enrol for courses in model paths**

To enrol for a model path, you must have passed, been granted exemption for, have your examination grade deliberated by the examination committee or have used tolerance credit for all courses in any required previous programme sections.

If you are enrolling for the first time in a particular initial bachelor programme at AP University College Antwerp, you must enrol for the model path with a study load of 54 to 66 credits per academic year.

Only students to whom this requirement does not apply in accordance with [art. 10.1](#) may enrol for a model path for an initial bachelor programme with a study load of less than 54 credits.

## **Art. 11.3 Conditions to enrol for courses in individual paths**

**§1** An individual path is any study path that differs from the model path. It is a study path tailored to a particular student. Lecture and examination schedules are not individually adjusted to the individual paths.

**§2** You can automatically enrol for an individual path within an associate degree with a maximum of 60 credits and complying with the published rules of course sequencing if no binding conditions for enrolment were imposed the academic year before and you obtained a study efficiency of at least 60% in the previous academic year. In this case, you do not have to submit an application to the admissions committee.

You can automatically enrol for an individual path within a professional bachelor programme, an advanced bachelor programme or a postgraduate programme with a maximum of 72 credits and complying with the published rules of course sequencing if you have previously enrolled for the same programme at AP University College Antwerp or its legal predecessors, and if no binding conditions for enrolment were imposed the academic year before and a study efficiency of at least 60% was obtained in the previous academic year. In this case, you do not have to submit an application to the admissions committee.

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

**§3** Individual paths that do not comply with the conditions described in §2 must be put before the admissions committee for approval for all contract types. You must therefore submit an application via the relevant iBaMaFlex module. You should do so as soon as possible, and no later than the 15th of October. If you have enrolled after the start of the academic year, you must submit your application at the latest fourteen calendar days after the day you enrolled. The admissions committee examines the application on the basis of your file, taking into account the rules for sequencing of courses, the feasibility for the student, the imposed measures for study progress monitoring and in function of the organisation of the programme.

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

writing of its decision and invite you to sign the agreement at the latest 28 calendar days after receipt of the application.

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

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

#### **Art. 11.5 Changing the contract type**

You may apply to the chairperson of the admissions committee to change the contract you are enrolled with once the teaching period has ended and at the latest on the 15th of March. You must submit an application for them via the Student Center.

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

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

#### **Art. 11.6 Changing the content of enrolment agreements**

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

1. If you are enrolled with a diploma contract, changes may relate to:
  - switching from a model path to an individual one;
  - switching from a full-time model path to a part-time one and vice versa;
  - an application for an (additional) exemption;
  - changes to the content of an individual path.
  
2. If you are enrolled with an examination contract with a view to obtaining a diploma, changes may relate to:
  - an application for an (additional) exemption;
  - the courses you have included in the enrolment agreement.
  
3. If you are enrolled with a credit or examination contract with a view to obtaining credit certificates, changes may relate to the courses you have included in the enrolment agreement.

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

If you are enrolled for an **associate degree** (except Legal Administrative Support and Marketing and Communication Support), an **advanced bachelor programme** or a **postgraduate programme**, you must submit an application that relates, at least in part, to courses organised in the first semester,



including year courses, no later than the 15th of October, and an application that relates only to courses organised exclusively in the second semester no later than the 15th of March. Applications submitted at a later time will not be considered. If the 15th of March / 15th of October is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day.

If you are enrolled for the associate degree **Legal Administrative Support** or **Marketing and Communication Support**, you must submit an application relating among other things to courses organised in module 1, including year courses, no later than 30.09.2024, an application relating to courses organised in module 2 (and possibly 3 and 4) no later than 02.12.2024, an application relating to courses organised in module 3 (and possibly 4) no later than 17.02.2025 and an application relating only to courses organised in module 4 no later than 05.05.2025.

You must submit your application via the Student Center.

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

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

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

You may not drop courses for which you have had to re-enrol in accordance with [art. 10.1](#) because during your previous enrolment for this programme you did not obtain a credit certificate, the examination committee did not deliberate your examination grade or you did not use tolerance credit for these courses. In case of force majeure or special individual circumstances you can demonstrate, you can request the admissions committee for an exception to this obligation and ask to be allowed to withdraw from such a course. For this purpose, you must contact the study programme counsellor as soon as possible and no later than the deadline mentioned above.

## 12 Withdrawal and dropping courses

### Art. 12.1 Withdrawal due to ending the programme early

If you wish to stop studying during the academic year, you must first request an exit interview with the study programme counsellor. You should also contact the Student Center via the relevant iBaMaFlex module and confirm that you are withdrawing from the programme, are not participating in the examinations, and are aware of any potential consequences for your study credit by submitting a withdrawal application. Upon withdrawal, you should hand in your student badge and all access and ID badges, (locker) keys, and borrowed materials, if applicable, at the reception on campus.

If you stop studying during the academic year, you may withdraw with a refund of your study credit up to the specified latest date for the teaching period in which the course the change is related to is scheduled.

If this date has passed for a course, your study credit for that course will not be refunded when you withdraw from the programme.

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

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

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

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

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

The regulations concerning Tuition fees, study costs and various expenses describe possible refunds of the tuition fees and the contribution of the programme related fee in case of withdrawal. You can consult these regulations at <https://www.ap.be/en/regulations>.

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

## 13 Measures for study progress monitoring

### Art. 13.1 Measures for study progress monitoring within associate degrees

#### §1 Measures for study progress monitoring

1° If, on your first enrolment in the programme, after the announcement of the final examination results of semester 1, you have not obtained at least 40% of the number of credits for which you are enrolled and for which a final examination has been organised, you will receive study advice.

2° If you did not obtain at least 60% of the credits for which you were enrolled at AP University College Antwerp in a previous academic year, the admissions committee will impose binding conditions for enrolling again for the same programme.

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

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

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

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

If you did not fulfil the imposed binding condition, your enrolment for the same programme at AP University College Antwerp will be refused in a subsequent academic year.

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

3° If information from the file manifestly shows that a subsequent enrolment in higher education will not yield a positive result, the admissions committee has the right to refuse the enrolment. You will be notified of the decision to refuse the enrolment by the chairman of the admissions committee by registered letter or with proof of receipt at the latest on the 1st of October.

4° If your enrolment in a particular programme has been refused in accordance with the above provisions, you may re-enrol in the same programme if after the refusal of enrolment you have obtained a diploma of higher education, or after a waiting period of six academic years following the academic year in which the enrolment was refused.

5° Every student has the right to consult a student counsellor or study programme counsellor.

## **§2 Possible exception due to force majeure or special circumstances**

If the admissions committee will or may impose binding conditions for your enrolment in accordance with the provisions of §1, and if you can demonstrate force majeure or special individual circumstances on the grounds of which you would like to ask the admissions committee to refrain from imposing these binding conditions, you should immediately contact the study programme counsellor.

If, in accordance with the provisions in §1, your enrolment will be refused, and you still wish to re-enrol, you must submit a motivated request for re-enrolment to the admissions committee. You must be able to demonstrate that force majeure or special individual circumstances applied. You must submit this request to the study programme counsellor no later than the 1st of October of the academic year following the academic year in which you did not fulfil the binding conditions imposed for enrolment, using the 'study progress monitoring' application form. In exceptional circumstances, the admissions committee may also decide to consider applications received after the 1st of October. You will be notified of the decision regarding the motivated application for re-enrolment at the latest on the 15th of October for applications submitted no later than the 1st of October. For applications submitted after the 1st of October, you will be notified at the latest within 28 calendar days after the application is submitted.

## **Art. 13.2 Measures for study progress monitoring within bachelor programmes**

### **§1 Measures for study progress monitoring for students who after their first enrolment in a particular initial bachelor programme have not obtained a credit certificate for all courses of their threshold**

***These regulations apply as from academic year 2023-2024 for students who enrol for the first time in a particular initial bachelor programme in or after academic year 2023-2024.***

1° If you have not yet passed your threshold according to the provisions in [art. 18.1](#) after your first enrolment for the programme, then as a binding condition for your next enrolment for this programme, you must in any case, for all courses of your threshold for which you did not yet obtain a credit, obtain a credit certificate or an examination grade deliberated by the examination committee in order to pass your threshold. This provision also applies if you have replaced an elective course with another elective course on your second enrolment. This provision does not apply if you have changed your main subject within your programme or your educational subject within the bachelor of education: Secondary Education. This provision does neither apply to a course for which, due to force majeure or special individual circumstances you exceptionally received permission from the admissions

committee not to re-enrol for it during the second enrolment in accordance to [art. 10.1](#), or, you exceptionally received permission to withdraw during the second enrolment, in accordance to [art. 11.6](#).

If you do not fulfil this imposed binding condition, you may not re-enrol in the programme concerned at AP University College or at another higher education institution within the Flemish Community.

2° If your enrolment in a particular programme has been refused in accordance with the above provisions, you may re-enrol in the same programme if after the refusal of enrolment you have obtained a diploma of higher education, or after a waiting period of six academic years following the academic year in which the enrolment was refused.

### **§2 Additional measures for monitoring study progress for students on whom mandatory remediation has been imposed on the basis of the ‘starttoets’ for a bachelor of education programme**

1° If you have not taken part in the mandatory remediation imposed on you, the admissions committee may impose binding conditions on a new enrolment for the same programme.

If you did not fulfil the imposed binding condition, your enrolment for the same programme at AP University College Antwerp will be refused in a subsequent academic year.

2° If your enrolment in a particular programme has been refused in accordance with the above provisions, you may re-enrol in the same programme if after the refusal of enrolment you have obtained a diploma of higher education, or after a waiting period of six academic years following the academic year in which the enrolment was refused.

### **§3. Measures for study progress monitoring for all students in a bachelor programme**

1° If, on your first enrolment in the programme, after the announcement of the final examination results of semester 1 – and in the case of the three programmes following a module system, of module 1 and module 2 – you have not obtained at least 40% of the number of credits for which you are enrolled and for which a final examination has been organised, you will receive study advice.

2° If you did not obtain at least 60% of the credits for which you were enrolled at AP University College Antwerp in a previous academic year, the admissions committee will impose binding conditions for enrolling again for the same programme.

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

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

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

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

If you did not fulfil the imposed binding condition, your enrolment for the same programme at AP University College Antwerp will be refused in a subsequent academic year.

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

3° If information from the file manifestly shows that a subsequent enrolment in higher education will not yield a positive result, the admissions committee has the right to refuse the enrolment. You will be notified of the decision to refuse the enrolment by the chairman of the admissions committee by registered letter or with proof of receipt at the latest on the 1st of October.

4° If your enrolment in a particular programme has been refused in accordance with the above provisions, you may re-enrol in the same programme if after the refusal of enrolment you have obtained a diploma of higher education, or after a waiting period of six academic years following the academic year in which the enrolment was refused.

5° Every student has the right to consult a student counsellor or a study programme counsellor.

#### **§4 Possible exception due to force majeure or special circumstances**

If the admissions committee will or may impose binding conditions for your enrolment in accordance with the provisions of §1 to §3, and if you can demonstrate force majeure or special individual circumstances on the grounds of which you would like to ask the admissions committee to refrain from imposing these binding conditions, you should immediately contact the study programme counsellor.

If, in accordance with the provisions in §1 to §3, your enrolment will be refused, and you still wish to re-enrol, you must submit a motivated request for re-enrolment to the admissions committee. You must be able to demonstrate that force majeure or special individual circumstances applied. You must submit this request to the study programme counsellor no later than the 1st of October of the academic year following the academic year in which you did not fulfil the binding conditions imposed for enrolment, using the 'study progress monitoring' application form. In exceptional circumstances, the admissions committee may also decide to consider applications received after the 1st of October. You will be notified of the decision regarding the motivated application for re-enrolment at the latest on the 15th of October for applications submitted no later than the 1st of October. For applications submitted after the 1st of October, you will be notified at the latest within 28 calendar days after the application is submitted.

## **14 Examination periods and opportunities**

### **Art. 14.1 Examination periods**

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

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

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

## **Art. 14.2 Examination opportunities**

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

You must therefore make optimum use of these opportunities.

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

## **Art. 14.3 Examination schedules**

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

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

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

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

# **15 Absence from and attendance at examinations**

## **Art. 15.1 Taking part in examinations**

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

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

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

## **Art. 15.2 Proof of participation in examinations**

You and the supervising member of staff must sign an attendance list for each examination in an examination series or during the second examination period. You must show your student badge when doing so. This way, you can be certain that there is proof that you took the examination.

As an exception to this, online tests and digital examinations are only validated if they have been saved correctly by you on the digital examination platform and/or, if so required according to the instructions for the assignment, submitted via email.

### Art. 15.3 Examination documents

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

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

### Art. 15.4 Attendance and late arrival at examinations

If you arrive more than half an hour after the time a written examination officially starts, you may not take part in the examination. For digital and oral examinations, you must be present strictly on time. Anyone arriving after the starting time for a digital or oral examination will not be allowed to participate in that examination.

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

### Art. 15.5 Absence from examinations

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

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

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

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

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

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

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

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

### Art. 15.6 Catch-up examinations

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

- medical reasons, or
- another force majeure situation, or

- a religious holiday of a faith or denomination officially recognised in Belgium (Anglicanism, Islam, Judaism, Catholicism, Orthodox Christianity or Evangelical Protestantism) that is included in the list of 'Religious holidays' that is available on the intranet for students at <https://student.ap.be/en/notification-absence-due-religious-holiday> and which is based on the list of religious holidays of the Ministry of Education and Training of the Flemish Community, you may catch up under the conditions below. If possible from an organisational point of view, catch-up examinations will be organised at a time determined by the authorised person of the department. Catch-up examinations will in any case take place before the examination committee's deliberations, when the examination grades for the concerned examinations are definitively fixed.

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

- a) you gave notice of your absence from the examination or partial examination by completing the 'My absences' web module in iBaMaFlex before the (partial) examination in question started;  
In the event of an absence because of a religious holiday included in the list of 'Religious holidays' that is available on the intranet for students at <https://student.ap.be/en/notification-absence-due-religious-holiday>, you must also have indicated that if an examination or partial examination takes place on a specific religious holiday, you wish to submit an application for a catch-up examination. You must indicate this via the appropriate module on the intranet for students no later than the 15th of October (or in case of enrolment after the 15th of October, at the latest 14 calendar days after the day of enrolment);
- b) you prove the reason for your absence from the examination or partial examination for which you wish to request a catch-up examination, with:
  - a valid medical certificate, as described in [art. 1.1](#), in case of absence due to medical reasons, or
  - the necessary evidence in case of absence due to another force majeure situation.If you wish to submit an application for a catch-up examination for an examination you failed to attend because of a religious holiday included in the list of 'Religious holidays' that is available on the intranet for students at <https://student.ap.be/en/notification-absence-due-religious-holiday>, you must indicate the name of the religious holiday in your application;
- c) the number of catch-up examinations for the entire first examination period and the second examination period is always limited to those of one examination day on which you were absent; Catch-up examinations only refer to examinations or partial examinations organised in the examination series or in the second examination period for which an examination schedule has been compiled. If your absence from a catch-up examination during the first examination period was unjustified, you lose the right to a catch-up examination during the second examination period;
- d) you must submit your application for a catch-up examination with the necessary proof, as described in b), via the 'My absences' web module in iBaMaFlex. You must do this within 2 calendar days after the examination day you missed and at the latest at twelve o'clock (noon) on the last working day before the catch-up day. If the 2nd calendar day is a Saturday, Sunday, holiday or day off, the deadline is extended to the next working day. If you do not comply with this condition, you cannot take any catch-up examinations. You must retain the original certificate so that it can still be retrieved in case of ambiguities;
- e) you cannot request to catch up with an examination or partial examination you have already taken;
- f) the application for a catch-up examination is final. You cannot change an application for a catch-up examination afterwards.



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

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

If, due to a situation of force majeure, you were unable to participate in any or part of the examinations for the courses for which you have taken up credits in an academic year, you may submit a request to the Council for Disputes Concerning Study Progress Decisions to have the credits you have taken up but for which you were unable to take an examination, to be added back to your study credit. You will find the necessary information about how to submit this request at <https://onderwijs.vlaanderen.be/raad>. You must submit the request within a period of three years starting on the 1st of September of the academic year to which the request relates.

## 16 Examination arrangements

### Art. 16.1 Examination formats

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

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

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

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

### Art. 16.2 Examination time and tools

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

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

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

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

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

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

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

### **Art. 16.4 Right of consultation**

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

The department gives you the chance to consult these documents within three working days after the publication of the final examination results.

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

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

### **Art. 16.5 Public nature of examinations**

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

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

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

The third party must not be:

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

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

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

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

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

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

# **17 Examination grades**

## **Art. 17.1 Examination grades**

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

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

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

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

## **Art. 17.2 Publication of examination grades**

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

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

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

## **Art. 17.3 Validity of examination grades**

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

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

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

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

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

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

## **18 Passing the threshold and passing the programme**

### **Art. 18.1 Passing the threshold: for students who have enrolled for the first time in a particular initial bachelor programme in or after academic year 2023-2024**

The package of courses that you take up on your first enrolment in a particular initial bachelor programme is called the threshold.

You have passed the threshold:

- if you have obtained a credit certificate for all courses of this threshold at the end of your first enrolment or at the end of your second enrolment in the bachelor programme.
- or if, at the end of your first enrolment or at the end of your second enrolment in the bachelor programme, you are declared to have passed this threshold by the examination committee, with the committee deciding to deliberate a specific fail grade for a course according to the following deliberation rules:
  - a) you have a fail grade of 8/20 or 9/20 for a maximum of two courses and you have obtained a credit certificate for the other courses of your threshold;
  - b) this one or these two courses for which you have obtained a fail grade of 8/20 or 9/20 represent a total of maximum 20% of the total number of credits of your threshold;

c) deliberation is possible for the courses concerned. The department may decide that deliberation is not possible for certain courses and you must therefore pass them under all circumstances. If this is the case, this will be indicated in the ECTS sheet;

d) an Internship or Workplace Learning course is never open to deliberation.

If you do not agree with the decision of the examination committee to deliberate a specific fail grade at the end of your first enrolment according to the conditions described above, and thus have you declared to have passed the threshold, you must report this in writing to the chairperson of the examination committee. You should do this within a period of seven calendar days from the day after the notification of the publication of the final examination results. Thereby, the decision of the examination committee to deliberate the specific fail grades and thus have you declared passed for the threshold, will be cancelled. At your second enrolment, you must re-enrol for the one or two courses for which you had a fail grade and therefore did not obtain a credit certificate during your first enrolment.

You must have passed this threshold at the latest at the end of your second enrolment in the particular bachelor programme in order to be allowed to continue the programme at AP or at another higher education institution within the Flemish Community (cf. [art. 13.2 §1](#)).

If you have passed the threshold and if the use of tolerance credit applies within your programme, you may use tolerance credit for a tolerable fail grade, in accordance with the conditions described in [art. 18.5](#) in the continuation of your bachelor programme. You therefore may not use tolerance credit for a fail grade for a course that is part of your threshold.

## Art. 18.2 Passing a programme as a whole

A student can be declared to have passed a programme under the following conditions:

### §1 Associate degrees

- a) **Associate degrees in Social Work and Social Care, Social and Cultural Work, Social Educational Assistance and HR Support, and the associate degree of Education: Secondary Education:** you will be automatically declared to have passed the programme if you have obtained a credit certificate and/or been granted an exemption for all courses of the relevant programme.
- b) **All other associate degrees:** you will be automatically declared to have passed the programme if you have obtained a credit certificate and/or been granted an exemption and/or used tolerance credit for all courses of the relevant programme.

### §2 Bachelor programmes

- a) **Bachelor programmes in Occupational Therapy, Applied Psychology, Nursing and Midwifery and the shortened programmes of 45 credits and of 60 credits of the bachelor of Education: Secondary Education:** you will be automatically declared to have passed the programme if for all courses of the relevant programme you have obtained a credit certificate and/or been granted an exemption and/or your examination grade deliberated by the examination committee.
- b) **All other bachelor programmes:** you will be automatically declared to have passed the programme if for all courses of the relevant programme you have obtained a credit certificate and/or been granted an exemption and/or your examination grade deliberated by the examination committee and/or used tolerance credit.

**§3 Advanced bachelor programmes and postgraduate programmes:** you will be automatically declared to have passed the programme if you have obtained a credit certificate and/or been granted an exemption for all courses of the relevant programme.

**§4** Notwithstanding §1, §2 of §3, the examination committee can declare that you have passed a programme as a whole if you have taken all examinations belonging to the programme curriculum and if the examination committee deems that the objectives of the programme curriculum have generally been achieved. The committee must motivate its decision. The examination committee will test its final assessment against these objectives and any specialisation you have undertaken within the programme through your choice of specific broadening or deepening options. If you believe there are special personal or familial circumstances on the basis of which you can be declared to have passed a programme as a whole and that could justify convening the examination committee, you must be able to prove the existence of these special circumstances and that you have generally achieved the above-named objectives of the programme curriculum. To this end, you must submit a written motivation to the chairperson of the examination committee as soon as possible and at the latest one working day before the final examination grades are made available. The fact that you have been declared to have passed overall does not mean that you are eligible for a credit certificate for those courses you have failed.

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

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

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

The chairperson of the examination committee will communicate the examination decision to you at the latest 14 calendar days after receipt of your request.

## **Art. 18.3 The use of tolerance credit within an associate degree**

### **§1 Tolerance credit**

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

The inclusion of tolerable fail grades in your tolerance file is only possible within the limits of tolerance credit and in accordance with the conditions and regulations concerning the retention of tolerable fail grades, as specified in §2.

### **§2 Conditions for the use of tolerance credit for tolerable fail grades**

The use of tolerance credit for and retention of tolerable fail grades is subject to the following conditions:

- a) you must have obtained a cumulative study efficiency of at least 50% for the credits within the programme you enrolled for during the present and previous academic years;
- b) you may only use tolerance credit for fail grades of 8/20 and 9/20;
- c) if you are at least 2/3 of the total study load of the programme away from obtaining your diploma, you may use tolerance credit for a maximum of 10% of these 2/3 of the total study load of the programme;
- d) tolerance credit may not be used for internship or workplace learning courses;
- e) in addition, each department may decide that there are other specific courses for which no tolerance credit can be used and which you need to pass under all circumstances. If applicable, this condition is described in the ECTS sheet of the course concerned.
- f) the department may additionally decide that tolerance credit can be used in a certain group of courses for only a limited number of credits. If so, this is described on the intranet for students at <https://student.ap.be/en/tolerance-credit>;
- g) If in the context of [art. 3.5](#) or [art. 3.6](#) you replace a course from your own programme curriculum with a course from another programme at AP University College Antwerp or a programme at another education institution within or outside the Flemish Community, a fail grade for the course you take at the other programme or institution will only be tolerable if you can use tolerance credit for the course from your own programme curriculum that you have replaced, according to the ECTS sheet.

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

### §3 When can you use tolerance credit?

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

**If you are in the final stage of the programme and are therefore able to obtain the degree during the following examination period**, tolerance credit is automatically used after the first and after second examination period for one or several tolerable fail grades if this means you can be declared to have passed the programme. This automatic use of tolerance credit is only possible within the limits of tolerance credit and in accordance with the conditions and regulations for the retention of tolerable fail grades as described in §1 and §2.

If you do not agree with the automatic use of tolerance credit for tolerable fail grades, you report this in writing to the chairperson of the examination committee. You should do this within a period of seven calendar days starting the day after the publication of the final examination results.

When you do so:

- at the end of the first examination period, the automatic use of tolerance credit for these tolerable fail grades and the decision to declare you to have passed the programme will be cancelled. You will then take part in the second examination opportunity for these courses. If no second examination opportunity is organised for these courses, you have to re-enrol for them in a subsequent academic year;

- at the end of the second examination period, the automatic use of tolerance credit for these tolerable fail grades and the decision to declare you to have passed the programme will be cancelled. You have to re-enrol for these courses in a subsequent academic year.

## **Art. 18.4 The use of tolerance credit within a bachelor programme for students who have enrolled for the first time in this particular bachelor programme in academic year 2022-2023 or earlier**

### **§1 Tolerance credit**

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

The inclusion of tolerable fail grades in your tolerance file is only possible within the limits of tolerance credit and in accordance with the conditions and regulations concerning the retention of tolerable fail grades, as specified in §2.

### **§2 Conditions for the use of tolerance credit for tolerable fail grades**

The use of tolerance credit for tolerable fail grades is subject to the following conditions:

- a) you must have obtained a cumulative study efficiency of at least 50% for the credits within the programme you enrolled for during the present and previous academic years;
- b) you may only use tolerance credit for fail grades of 8/20 and 9/20;
- c) if you are at least 2/3 of the total study load of the programme away from obtaining your diploma, you may use tolerance credit for a maximum of 10% of these 2/3 of the total study load of the programme;
- d) tolerance credit may not be used for bachelor's thesis, internship or workplace learning courses;
- e) in addition, each department may decide that there are other specific courses for which no tolerance credit can be used and which you need to pass under all circumstances. If applicable, this condition is described in the ECTS sheet of the course concerned.
- f) the department may additionally decide that tolerance credit can be used in a certain group of courses for only a limited number of credits. If so, this is described on the intranet for students at <https://student.ap.be/en/tolerance-credit>.
- g) If in the context of [art. 3.5](#) or [art. 3.6](#) you replace a course from your own programme curriculum with a course from another programme at AP University College Antwerp or a programme at another education institution within or outside the Flemish Community, a fail grade for the course you take at the other programme or institution will only be tolerable if you can use tolerance credit for the course from your own programme curriculum that you have replaced, according to the ECTS sheet.

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

### **§3 When can you use tolerance credit?**

**If you are not yet in the final stage of your programme and therefore cannot yet obtain the degree**, you can decide to use tolerance credit for tolerable fail grades after the second examination period. You must report the tolerable fail grades for which you wish to use tolerance credit via iBaMaFlex, at the latest before re-enrolment for the next academic year. If you do not take part in the



second examination opportunity in the second examination period for a course for which you received a tolerable fail grade and for which you want to use tolerance credit, you must follow the same rule. If you do not indicate a choice concerning the use of tolerance credit by the deadline, it is assumed that you do not wish to use tolerance credit.

**If you are in the final stage of the programme and are therefore able to obtain the degree during the following examination period**, tolerance credit is automatically used after the first and after second examination period for one or several tolerable fail grades if this means you can be declared to have passed the programme. This automatic use of tolerance credit is only possible within the limits of tolerance credit and in accordance with the conditions and regulations for the retention of tolerable fail grades as described in §1 and §2.

If you do not agree with the automatic use of tolerance credit for tolerable fail grades, you report this in writing to the chairperson of the examination committee. You should do this within a period of seven calendar days starting the day after the publication of the final examination results.

When you do so:

- at the end of the first examination period, the automatic use of tolerance credit for these tolerable fail grades and the decision to declare you to have passed the programme will be cancelled. You will then take part in the second examination opportunity for these courses. If no second examination opportunity is organised for these courses, you have to re-enrol for them in a subsequent academic year;
- at the end of the second examination period, the automatic use of tolerance credit for these tolerable fail grades and the decision to declare you to have passed the programme will be cancelled. You have to re-enrol for these courses in a subsequent academic year.

## **Art. 18.5 The use of tolerance credit within a bachelor programme for students who have enrolled for the first time in this particular bachelor programme in or after academic year 2023-2024 and have passed the threshold**

### **§1 Tolerance credit**

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

If the examination committee has already deliberated 1 or 2 fail grades for courses from your threshold in accordance with the conditions described in [art. 18.1](#), your tolerance credit will be reduced by the number of credits of this course or these courses.

If you have passed the threshold, you may use tolerance credit for a tolerable fail grade in the continuation of your bachelor programme. The inclusion of tolerable fail grades in your tolerance file is only possible within the limits of tolerance credit and in accordance with the conditions and regulations concerning the retention of tolerable fail grades, as specified in §2.

### **§2 Conditions for the use of tolerance credit for tolerable fail grades**

The use of tolerance credit for tolerable fail grades is subject to the following conditions:

- a) you must have obtained a cumulative study efficiency of at least 50% for the credits within the programme you enrolled for during the present and previous academic years;
- b) you may only use tolerance credit for fail grades of 8/20 and 9/20;

- c) tolerance credit may not be used for bachelor's thesis, internship or workplace learning courses;
- d) in addition, each department may decide that there are other specific courses for which no tolerance credit can be used and which you need to pass under all circumstances. If applicable, this condition is described in the ECTS sheet of the course concerned.
- e) the department may additionally decide that tolerance credit can be used in a certain group of courses for only a limited number of credits. If so, this is described on the intranet for students at <https://student.ap.be/en/tolerance-credit>.
- f) If in the context of [art. 3.5](#) or [art. 3.6](#) you replace a course from your own programme curriculum with a course from another programme at AP University College Antwerp or a programme at another education institution within or outside the Flemish Community, a fail grade for the course you take at the other programme or institution will only be tolerable if you can use tolerance credit for the course from your own programme curriculum that you have replaced, according to the ECTS sheet.

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

### **§3 When can you use tolerance credit?**

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

**If you are in the final stage of the programme and are therefore able to obtain the degree during the following examination period**, tolerance credit is automatically used after the first and after second examination period for one or several tolerable fail grades if this means you can be declared to have passed the programme. This automatic use of tolerance credit is only possible within the limits of tolerance credit and in accordance with the conditions and regulations for the retention of tolerable fail grades as described in §1 and §2.

If you do not agree with the automatic use of tolerance credit for tolerable fail grades, you report this in writing to the chairperson of the examination committee. You should do this within a period of seven calendar days starting the day after the publication of the final examination results.

When you do so:

- at the end of the first examination period, the automatic use of tolerance credit for these tolerable fail grades and the decision to declare you to have passed the programme will be cancelled. You will then take part in the second examination opportunity for these courses. If no second examination opportunity is organised for these courses, you have to re-enrol for them in a subsequent academic year;
- at the end of the second examination period, the automatic use of tolerance credit for these tolerable fail grades and the decision to declare you to have passed the programme will be cancelled. You have to re-enrol for these courses in a subsequent academic year.

## **Art. 18.6 Awarding a degree of merit for a programme**

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

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

To be eligible for a degree of merit, the total study load of the number of courses in the programme you have taken examinations for must amount to 30 credits at least.

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

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

## **19 The examination committee**

### **Art. 19.1 Formation**

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

### **Art. 19.2 Composition and functioning**

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

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

The chairperson will appoint the secretary.

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

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

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

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

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

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

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

**§1** The examination committee is authorised to determine whether or not a student has passed the threshold at the end of the first enrolment and at the end of the second enrolment in a particular initial bachelor programme, and may decide to deliberate a specific fail grade in accordance with the conditions described in [art. 18.1](#).

**§2** In addition, if you do not fulfil the conditions as described in [art. 18.2](#) §1, §2 or §3, the examination committee may, in accordance with [art. 18.2](#) §4, declare that you have passed the programme as a whole if you have taken all examinations belonging to the programme curriculum and if the examination committee deems that the objectives of the programme curriculum have generally been achieved. The committee must motivate its decision. The examination committee will test its final assessment against these objectives and any specialisation you have undertaken within the programme through your choice of specific broadening or deepening options.

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

If you believe there are special personal or familial circumstances on the basis of which you can be declared to have passed a programme as a whole and that could justify convening the examination committee, you must be able to prove the existence of these special personal or familial circumstances and that you have generally achieved the above-named objectives of the programme curriculum. To this end, you must submit a written motivation to the chairperson of the examination committee in accordance with [art. 18.2](#) §4. You must do so as soon as possible and at the latest one working day before the final examination grades are made available. Students are notified of the examination committee's motivated decision on the day the final examination grades are made available in their individual report.

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

### **Art. 19.4 Decision-making**

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

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

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

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

## **Art. 19.5 Minutes of the examination committee's meetings**

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

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

## **20 Clerical errors**

### **Art. 20.1 Clerical errors**

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

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

## **21 Examination fraud and examination disciplinary decisions**

### **Art. 21.1 Examination fraud**

The following are regarded as examination fraud:

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

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

Plagiarism is also considered as examination fraud.

Plagiarism is a form of examination fraud that consists of any copying of the work of others or by artificial intelligence generated (unless and to the extent that the responsible lecturer has authorised the use of such system), in identical or under slightly modified form without adequate quotation of sources and letting it pass for one's own work. This includes the literal copying of work without acknowledgement of sources, as well as reproducing someone else's work in their own words (paraphrasing) and translations without mentioning the original author and source. This applies to all types of sources (texts, images, music, data files, etc.). The copying of (partially) one's own work without quotation of sources is also considered plagiarism.

## **Art. 21.2 Establishing irregularities**

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

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

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

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

The student concerned has the right to consult the examination disciplinary file and to be accompanied by a counsellor.

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

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

The student concerned will be heard within a period of nine calendar days, commencing after the irregularity has been detected. If a holiday period starts within these nine days, the period is extended by the number of days of this holiday. A report is drawn up of this meeting, signed by the student and added to the file. If the hearing is organised digitally, it will be done through Microsoft Teams or through another freely available application that will be communicated by the chairperson of the examination committee or his delegate if Microsoft Teams is not available. The digital hearing of the student will be recorded, and a report will be drawn up which is read out at the end of the hearing. The student concerned will be asked if he has any additional comments and to verbally confirm his agreement with this report. The report will then be sent to the student by email and added to the file together with the recording of the hearing.

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

## **Art. 21.4 Investigations by the examination disciplinary committee**

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

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

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

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

## **Art. 21.5 Examination disciplinary decision**

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

- a) grade 0 for the partial examination in question of the course or course component;
- b) grade 0 for the course component or the course in question;
- c) exclusion of the student from the second examination period for the course component or the course in question;
- d) grade 0 for all the course components or courses of the module or the semester for which the (partial) examination was taking place;
- e) grade 0 for all the courses in the examination period in question;
- f) 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 examination grade obtained for this course in the first examination period cannot replace this 0/20.

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

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

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

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

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

## **22 Study certificates**

### **Art. 22.1 Report with examination results**

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

### **Art. 22.2 Obtaining credit certificates**

You pass a course and obtain a credit certificate if you have achieved a grade of at least 10 out of 20, unless a different, non-numerical examination grading format is indicated on the ECTS sheet. If you have an exemption for a course component or part of a course, you will obtain a credit certificate for the whole course if you achieve a grade of at least 10 out of 20 for the remaining course component or part of the course.

### **Art. 22.3 Period of validity of a credit certificate**

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

However, after five years have elapsed, if the admissions committee can demonstrate substantial differences between the competencies the student acquired according to the credit certificate and the current intended competencies of a course, it may require the student to overcome these substantial differences by taking one or more courses in full or in part. The aforementioned period of five years will be calculated from the first day of the month October following the academic year in which the credit certificate was acquired.

### **Art. 22.4 Receiving credit certificates**

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

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

### **Art. 22.5 Waiving credit certificates**

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

### **Art. 22.6 Diplomas**

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

### **Art. 22.7 Certificates**

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



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

**§1** Diplomas are signed by the Principal.

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

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

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

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

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

## **23 Students' legal status**

### **Art. 23.1 Ombudsperson**

#### **§1 Appointment of the ombudsperson**

The University College Board appoints the ombudspersons and deputy ombudspersons.

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

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

#### **§2 Mission of the ombudsperson**

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

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

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

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

The ombudsperson will investigate all complaints relating to:

- teaching,
- examinations,
- decisions of the admissions committee,
- examination decisions, including decisions of the examination committee,
- decisions of the examination disciplinary committee,
- any actions and situations regarded as unfair.

The ombudsperson will mediate between the parties involved.

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

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

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

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

### **§3 Right to information**

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

### **§4 Participation in deliberations**

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

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

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

## **Art. 23.2 Reporting desk Inappropriate Behaviour**

Each student abstains from any form of inappropriate behaviour. Inappropriate behaviour is defined as: any violation of a person's physical or psychological integrity, including abuse of power, unwanted sexual behaviour, violence, discrimination and harassment.

The AP University College's code of conduct on inappropriate behaviour is also included in the deontological code for students of the university college and can be consulted at:

<https://student.ap.be/en/melding/deontological-code>.

A student confronted with inappropriate behaviour at the university college, can contact a confidential advisor of the reporting desk Inappropriate Behaviour at [meldpuntgog@ap.be](mailto:meldpuntgog@ap.be). You find the contact details of the confidential advisors on the intranet for students at: <https://student.ap.be/en/reporting-desk-inappropriate-behaviour>.

The confidential advisors are bound by professional secrecy and handle questions and reports of the student with complete discretion. They inform the student about possible further steps and assist them accordingly. Further steps are only taken if the reporter gives permission to do so. Reports are recorded in a register that can only be accessed by the confidential advisors. If desired, the student can request not to mention his name in the individual file.

The student can approach the confidential advisor for reports on inappropriate behaviour between students themselves and between a student and a staff member. The confidential advisor can be contacted by each party: the student who was affected by the behaviour, the person who believes to have crossed the boundaries of a student, a bystander or a third party who has been taken into confidence.

### **Art. 23.3 Students' rights**

- §1** In accordance with data protection legislation, as a student or alumnus you have the right to consult your personal information that the AP University College Antwerp has electronically stored and request that it be corrected. To do this, you must submit a written request via [gegevensbescherming@ap.be](mailto:gegevensbescherming@ap.be).
- §2** You may consult and change the details you provided to the university college within the framework of research to support the running of the university college and increase educational chances at the time you first enrolled. You may also withdraw your permission to use this information. You can find more information in the Privacy Statement of AP at [www.ap.be/en/privacy-and-cookie-statement](http://www.ap.be/en/privacy-and-cookie-statement). If you think your details are being handled without due care, contact the data protection officer at [gegevensbescherming@ap.be](mailto:gegevensbescherming@ap.be). Your information is stored for a maximum period of ten years after you have left the university college and deleted once this period has ended. The University College Board hereby guarantees that all information is processed anonymously, coded or uncoded under additional terms and conditions.
- §3** In accordance with transparent governance legislation, you have the right to consult and make copies of an admissions or examination committee's report. To do this, you must apply in writing to your department.

### **Art. 23.4 Students' obligations and code of conduct**

Students' obligations and code of conduct are contained in the order and disciplinary regulations of AP University College, which can be consulted at: <https://www.ap.be/reglementen-kalenders>.

### **Art. 23.5 Attendance of teaching activities**

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

### **Art. 23.6 Copyright**

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

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

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

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

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

## Art. 23.7 Internal appeal against study progress decisions

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

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

- a) examination decisions: any decision entailing a final assessment, whether or not resulting from deliberation, about a pass or fail for a course, for several courses in a programme or for a programme in its entirety;
- b) examination disciplinary decisions: any disciplinary measure imposed following examination irregularities;
- c) granting certificates of aptitude, indicating that the student has achieved certain competencies based on previously acquired competencies or previously acquired qualifications;
- d) granting exemptions: absolving the student from their obligation to take an examination for a course or part of it;
- e) decisions imposing bridging and/or preparatory programmes and specifying the required study load of such a programme;
- f) imposing an individual study progress monitoring measure, within the meaning of article II.246 of the Flemish Higher Education Code;
- g) refusing to include a particular course in a contract in which the student who is following an individual path, has not previously enrolled;
- h) decisions pertaining to the equivalence of a foreign higher education diploma to a Flemish one, pursuant to article II.256 of the Flemish Higher Education Code;
- i) an individual decision concerning the refusal to enrol based on insufficient study credit or a study credit less than or equal to 0, if not the result of a general regulation;
- j) an individual decision concerning the refusal to enrol based on not fulfilling a previously imposed measure for study progress monitoring, pursuant to article II.246 of the Flemish Higher Education Code;
- k) a decision on substantial differences in competencies if a credit certificate was acquired more than five years ago as stated in article II.225, §3, second paragraph of the Flemish Higher Education Code.

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

### How do you appeal against a study progress decision?

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

1. You should write a letter to the Principal, who is the chairperson of the internal appeals committee. This letter should contain at least:
  - a) your name and address;
  - b) the date;
  - c) the decision against which you are submitting an internal appeal;

- d) a factual description and motivation of your objections to the decision;
  - e) your signature or the signature of your counsellor.
2. You should add all the necessary pieces of evidence.
  3. You should send the letter and evidence as attachments to an email to [intern.beroep@ap.be](mailto:intern.beroep@ap.be). You will then receive a receipt by email.
  4. You should do this within a period of seven calendar days, starting:
    - a) in the case of an examination decision: on the day after the one on which the examination results were officially made available;
    - b) in the case of another study progress decision: on the day after the notification of the decision to the student.

Note: Your internal appeal is only admissible if it meets the formal requirements stated in points 1, 3 and 4.

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

### **Who sits on the internal appeals committee?**

The internal appeals committee consists of:

1. The Principal (= chairperson of the internal appeals committee);
2. The Director of Academic Affairs
3. The head of Student Administration.
4. Two people from the department involved, appointed from amongst: the Dean of department, the chairperson of the examination committee, the head of programme or the head of policy and organisation.

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

### **How does the internal appeals committee handle your internal appeal?**

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

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

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

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

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

In the decision of the internal appeals committee, the chairperson will mention the possibility of submitting an external appeal with the Council for Disputes Concerning Study Progress Decisions.

This can be done within a period of seven calendar days starting on the day after the written

notification of the decision of the internal appeals committee, by means of a registered, individually signed letter.

## **Art. 23.8 Insurance**

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

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

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

## **Art. 23.9 Protection of privacy**

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

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

You retain the right to view and correct your data. You have the right at all times to have inaccurate data corrected for free. You may exercise this right by submitting a written request to the Student Center at [gegevensbescherming@ap.be](mailto:gegevensbescherming@ap.be).

**§2** For additional information, please contact the Data Protection Authority, Drukpersstraat 35, 1000 Brussels, Belgium, [www.dataprotectionauthority.be/](http://www.dataprotectionauthority.be/).

## **Appendices**

Academic calendar(s) 2024-2025 of each department of AP University College Antwerp.