

## FACULTY EDUCATION AND EXAMINATION REGULATIONS ACADEMIC YEAR 2022–2023

### FACULTY OF ENGINEERING AND ARCHITECTURE

(approved by the Faculty Council of 15 June 2022)<sup>1</sup>

The faculty additions are added in *italics*.

#### *GENERAL FACULTY ADDITIONS*

*Each student is obliged to have a laptop, starting from the first bachelor's year in Engineering Technology and from the first bachelor's year in Engineering and Engineering: Architecture.*

*In the Faculty of Engineering and Architecture, the following faculty regulations also apply:*

- Faculty rules for traineeships that entitle to credits*
- Faculty procedures with regard to the master's dissertation*
- Doctorate and doctoral training Faculty of Engineering and Architecture*
- Faculty rules for the appointment of lecturers-in-charge and co-lecturers Faculty of Engineering and Architecture*
- Curriculum rules Faculty of Engineering and Architecture*

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#### <sup>1</sup> General remark:

An English translation is available as a service to the non-Dutch speaking students and staff of Ghent University. The English translation is provided "as is". No warranty of any kind, either expressed or implied, is made as to the accuracy, correctness, or reliability of the translation. Discrepancies or differences created in the translation are not binding and have no legal effect for compliance or enforcement purposes. If any questions arise related to the accuracy of the information contained in this translation, please refer to the official Dutch version that was approved by the Faculty Board.

Section II Access Requirements

Subsection I Degree Access Requirements

**Article 5 Access requirements for bachelor's programmes**

§5. Compulsory non-binding admission tests (calibration tests): for enrolments in the Bachelor Bioscience Engineering Technology, Bachelor Bio-industrial Sciences, Bachelor Veterinary Medicine, Bachelor Engineering Technology, Bachelor of Engineering and Engineering: Architecture, Bachelor Bio-Engineering, Bachelor Mathematics, Bachelor Physics and Astronomy and Bachelor Pharmaceutical Sciences the additional access requirement is the compulsory prior participation in a non-binding admission test (i.e. a calibration test). In the supplementary faculty regulations, the faculty determines the specific modalities, the possible deviations from the compulsory participation for the study programme(s) involved and, if applicable, the non-binding conditions.

*Participation in the calibration test (ijkingstoets) is an additional mandatory admission requirement for:*

- *Enrolment in the first Bachelor's year in Engineering and Engineering: Architecture, with a degree contract;*
- *Enrolment in the first bachelor's year in Engineering Technology, with a degree contract;*
- *Enrolment via a credit contract for courses from the first Bachelor's year in Engineering and Engineering: Architecture;*
- *Enrolment via a credit contract for courses from the first bachelor's year in Engineering Technology.*

*Holders of proof of one of the following exceptions are exempted from the compulsory participation in the calibration test (ijkingstoets):*

- *A certificate of participation (in 2022) in a calibration test (ijkingstoets) of another study programme;*
- *A certificate of participation (in 2022) in the entrance exam for the medicine and dentistry study programmes;*
- *A certificate of participation (in 2022) in the admission test of the Royal Military Academy;*
- *A certificate of participation (in 2022) in the entrance exam for the engineering studies (burgerlijk ingenieur) at a university of the French Community in Belgium;*
- *Students who have obtained 60 credits at the time of enrolment in an academic bachelor's degree programme in Belgium.*

*Students who reorientate (heroriënteren, even if they have not yet acquired 60 ECTS-credits in their previous programme) in of one of the following situations, are also exempted from the compulsory participation in the calibration test:*

- *Reorientation from a Bachelor in Engineering or a Bachelor in Engineering: Architecture (from another educational institution that is recognized by the Flemish Community) to a Bachelor in Engineering Technology;*

- *Reorientation from a bachelor in Engineering Technology (from another educational institution that is recognized by the Flemish Community) to a bachelor in Engineering Technology: Industrial Design;*
- *Reorientation from a bachelor in Engineering, Bachelor in Engineering: Architecture or a Bachelor in Engineering Technology (from another educational institution that is recognized by the Flemish Community) to the same programma at Ghent University.*

*Candidate students who do not meet one of the above exceptions and who have not participated in the calibration test (iJkingstoets) are referred to the faculty's curriculum committee.*

### Subsection II Language Access Requirements

#### Article 10 Language requirements

§4. Language requirements for Master's programmes:

At the recommendation of the study programme committee, the Faculty lays down which [level of proficiency](#) (cf. §9) in Dutch and English is required upon enrolment for each Master's programme. For an interuniversity co-operation, which has included specific language requirements in the agreement concerned, the Faculty may use these requirements instead of a level of proficiency.

Any changes for academic year X - X + 1 must be communicated before 01/07/X-1 to the Registrar's Office of the Department of Educational Policy, via [onderwijs@ugent.be](mailto:onderwijs@ugent.be).

Any amendments must be reported to the Department of Educational Policy (by e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) before 1 January preceding the academic year concerned.

If the Faculty fails to specify the language requirements for the Master's programme, the following applies:

- for Master's programmes with Dutch as the language of instruction:
  - required level of proficiency in Dutch: B2
  - required level of proficiency in English: 0
- for Master's programmes with English as the language of instruction:
  - required level of proficiency in Dutch: 0
  - required level of proficiency in English: B2

*The FEA has specific language requirements for the master's programmes.*

### Section III Enrolment

#### Article 26 Working student status

For each academic year, students can be registered as working students with the Registrar's Office of the Department of Educational Policy, via [oasis.ugent.be](http://oasis.ugent.be). In doing so, they need to present a supporting document or certificate confirming that they are employed for at least 80 hours per month or at least half-time (i.e. 50% of what counts as full-time employment within their sector) or that they are self-employed and work at least 80 hours per month. They are to submit their request at the start of the academic year, unless exceptional circumstances prevent them from doing so.

Under the Faculty regulations, the Faculties specify which facilities may be awarded to students who have working student status. The Faculty may choose to do so for each individual study programme or they may make the same arrangements for the Faculty as a whole.

The Faculties inform the director of the Department of Educational Policy of any amendments to their regulations in this respect by sending an e-mail to [onderwijs@ugent.be](mailto:onderwijs@ugent.be) before 1 April prior to the academic year concerned.

*The following facilities may be granted to students with working student status:*

- *an exemption from educational activities requiring student attendance. In this case, a task may be imposed instead or the educational activity may be organized at a different time within the same academic year for this student;*
- *one or several evaluations rescheduled to a different time in the same academic year;*
- *an alternative time slot for feedback.*

*The deadlines and modalities in article 25 §9 also apply to students with working student status. Facilities are always granted in joint consultation with the lecturer-in-charge. The lecturer-in-charge can –in consultation with the faculty Director of Education or with the chair of the Study Programme Committee– refuse an allocated facility, only if it affects the essential study programme competencies or if it is practically impossible to provide the facility.*

## Section IV Contracts

### Article 30 The student's curriculum

§4. Establishing the curriculum under a contract to obtain a diploma

Students submit a curriculum proposal via OASIS according to the Faculty guidelines and deadlines.

When composing the curriculum, the Curriculum Committee will take the following stipulations into account:

1° Students who have enrolled in a Bachelor's programme always need to take up all the course units of the first year of the standard learning track (BA1).

The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status and students who have already obtained a Bachelor's diploma.

In addition, substantiated exceptions are granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Faculty Director of Studies as well as a student representative from the Educational Council. If students wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the general guidelines concerning study progress.

2° Students who have not yet passed all the course units of the first year of the standard learning track of a Bachelor's programme are required to take up all remaining course units of that first year when they enrol for the same programme again. This will guarantee that they may still pass the first deliberation set of the Bachelor's programme.

The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status. Students who, on the basis of the special status or working student status, have received the exception not to include all course units of the first model learning track, must at least include all course units of their initial package for which they have not yet passed in their curriculum during a subsequent registration in the same study programme. The Curriculum Committee may allow exceptions to this.

In addition, substantiated exceptions are granted on an individual basis by the director of the Department of Educational Policy. If such a request is dismissed, the director of the Department of Educational Policy is first required to seek the substantiated recommendation of the Faculty Director of Studies as well as a student representative from the Educational Council.

3° Students can only get a personalized learning track combining the Bachelor's programme and consecutive Master's programme (or linking or preparatory programme) if they have acquired credits for all course units from the first year of the standard learning track, if they have been declared to have passed course units (cf. art. 67) or if they have obtained exemptions.

4° The Curriculum Committee will take into account the optimal order of the course units in accordance with the standard learning track and any required sequentiality (in accordance with the stipulations of article 41, 10°) governing the course units in the suggested learning track, as well as its expediency and suitability.

5° All students are allowed to compose a curriculum consisting of at least 60 ECTS-credits, unless

- the student cannot yet take up a personalized learning track combining a Bachelor's programme and a consecutive Master's programme (or a consecutive linking or preparatory programme) because they have not yet acquired credits for all course units from the first year of the standard learning track;
- sequentiality is applied (cf. article 41, 10°);
- the Curriculum Committee decides that the student cannot yet start the Master's dissertation. This decision can only be made in exceptional cases and must be motivated.

6° With regard to the composition of individualized learning tracks, the Curriculum Committee pursues a policy in which it avoids students incurring unnecessary study duration delays by allowing them, where feasible, to take sufficiently large curricula so that they can make up for delays in their studies as quickly as possible.

7° From the second year of the standard learning track onwards, a student who obtained at least 750/1000 in the first year of the standard learning track can submit a motivated request to the Curriculum Committee to take up an accelerated learning track by means of an extended curriculum.

8° For students taking a consecutive programme based on a diploma from another educational institution, the Curriculum Committee may adjust the personalized learning track depending on how similar the contents of the study programmes at Ghent University and the other institution are. However, the total study load must not be altered.

9° Unless there are exceptional circumstances, which need to be assessed by the Curriculum Committee, supernumerary course units are not allowed.

10° The total number of ECTS-credits of the obtained credit certificates, exemptions and tolerated fail marks that are shown in the diploma supplement may only deviate from the total study load of the programme as a consequence of

- the impact of the ECTS-credits from elective courses that were taken up within the study programme. A negative deviation cannot be allowed;
- study programme revisions: in the event of programme changes, the faculty established transitional measures for students in a standard learning track. For students in a personalized learning track first and second (or later) year, the Curriculum Committee is authorized to take the necessary transitional measures for these students;

- exchange (cf. 12°)

11° For outgoing students, the Curriculum Committee will determine the exchange courses based on the content of the Learning Agreement. In this process, the committee aims to substitute a set of course units from the study programme at Ghent University for another set of exchange courses offered at the receiving institution, instead of substituting separate course units. Substituting the set of course units from Ghent University with the set of exchange courses offered by the receiving institution may cause deviations (in a positive or negative sense) from the total study load of the Ghent University programme. The negative deviation may only amount to a maximum of 2 ECTS-credits.

12° If an outgoing exchange student has not passed a particular exchange course from such a set at the end of the academic year, the Curriculum Committee will decide which course unit taught at Ghent University the student should add to his/her curriculum instead in one of the following academic years. This will allow the student to still acquire the programme competences that s/he has not yet acquired.

The Curriculum Committee then notifies them of their fixed curriculum before 15 November at the latest via OASIS. If a student has not submitted a curriculum proposal before 15 November, the Curriculum Committee will determine one itself, and inform the student of the fixed curriculum before 1 December at the latest.

In accordance with §6, s/he is then entitled to appeal against this decision of the Curriculum Committee.

*Students are required to submit a curriculum proposal via Oasis, in accordance with the faculty's guidelines and deadlines ('Curriculumregels').*

#### §6. Possibility of appeal:

Students may file an appeal against an unfavourable decision on their application concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Faculty Council. The composition of said appeals body shall differ from that of the Curriculum Committee, is presided by the dean, contains professorial staff members who are not members of the Curriculum Committee, and is mentioned together with its contact details in the supplementary faculty regulations.

Students may seek the advice of a legal adviser, who is to hold a written power of attorney on pain of inadmissibility of the appeal, except if s/he is registered with the Bar or on the list of trainee lawyers.

The appeal is to be filed with the Dean by means of a dated and signed petition that is sent by registered post on pain of inadmissibility of the appeal. At a minimum, this document is to specify the student's identity, the disputed decision(s) and a description of the facts and arguments, on pain of inadmissibility. At the same time, the student should inform the Dean by sending him an electronic version of this letter by e-mail.

The appeal is to be filed within a peremptory time limit of 7 calendar days, counting from the calendar day after the one on which the student was informed of the decision concerned.

The appeals body deals with the appeal based on documentary evidence. However, it may also invite anyone whom they may need to hear and whose testimony may be useful for the further development of the case.

The decision of the appeals body is to be communicated to the student (and, if appropriate, to his/her legal adviser) within 20 calendar days, counting from the day after the one on which the appeal was filed. This notification is to be made by e-mail and by registered post. If the

competent faculty body cannot reach a decision on the petition on time, this will be reported to the student and his/her legal adviser within the same term of 20 calendar days, in which case a date is set by which the student must be given notice of the decision.

*The faculty's appeal body for the composition of the curriculum is composed of: Patrick De Baets (dean, ex-officio), voting members: Filip De Turck (academic secretary, ex-officio), Kurt Stockman, Jeriffa De Clercq, Bart Verschaffel and Mia Loccufier; advising member (invited to explain the file of the submitter, but not taking part in the discussion nor the decision-making process): Hennie De Schepper (director of studies, ex-officio).*

## Section V Study Programme Committee, Study Programme and Course Unit

### Subsection III Course Unit

#### Article 40 Class time slots and class schedules

§3. For the academic study programmes that are integrated in 2013, departures from §1 and §2, 1° are possible because of practical concerns. However, these departures are only possible if they are requested by the Faculty before the start of the academic year (through [onderwijs@ugent.be](mailto:onderwijs@ugent.be)) and are approved by the director of the Department of Educational Policy.

*For the academic programmes that are integrated in the FEA in 2013–2014, the following departures in the class time slots apply because of practical concerns: the educational activities of the course units offered in the Engineering Technology programmes are divided into time slots comprised of 60 minutes.*

## PART III EXAMINATION CODE

### Section I Assessment per Course Unit

#### Article 53 Provisions for assessment

§6. Unless expressly communicated otherwise to students, it is not allowed to use any tools or resources during examinations.

*If calculators are permitted in the end-of-term assessment and/or the continuous assessment, only a calculator of the type TI-30XB Multiview or the type TI-30XS is permitted, unless otherwise expressly communicated by the lecturer-in-charge.*

*If other calculators are permitted by the lecturer-in-charge, their memories have to be cleared beforehand, unless expressly communicated otherwise.*

### Section III Assessment per deliberation set

#### Article 66 Composition of the examination board per deliberation set and its authority to deliberate

§1. The composition of the Examination Board per deliberation set is determined by the Faculty Council, on the understanding that the lecturers-in-charge of the mandatory course units concerned shall always be members of the Examination Boards per deliberation set. The chair and the secretary of the Examination Board per deliberation set are the same as those of the Examination Board per study programme of the study programme concerned (cf. article 70).

*The lecturers-in-charge of all the course units included in the students' deliberation sets are part of the Examination Board and are entitled to vote.*

*The Director of Studies and the chair of the applicable Study Programme Committee are appointed Chairman and Secretary, respectively, of all examination boards per deliberation set.*

*For the interuniversity programmes Master of Science in Engineering: Biomedical Engineering / Master of Science in Biomedical Engineering and European Master of Science in Photonics "the Examination Regulations for the purpose of the interuniversity master programmes for which enrolment at more than one university is possible", as specified in article 48 §5, applies.*

*For programmes organized in conjunction with other higher education institutions in the Flemish or French Community or from abroad (e.g. Erasmus Mundus programmes), the specific agreements between the institutions apply, as indicated in Article 48 §6.*

### Section IV Assessment per Study Programme

#### Article 70 Composition and competence of the examination board per study programme

§1. The composition of the Examination Board per study programme is determined by the Faculty Council.

The Faculty Council determines the composition of an Examination Board per preliminary

programme and per bridging programme. These examination boards have the same authority as an examination board per study programme. For each Examination Board, the Faculty Council shall appoint a chair and a secretary, who may or may not themselves be examiners, and who are active professorial staff members.

*The lecturers-in-charge of all the course units included in the students' deliberation sets of the programme followed by the students form part of the Examination Board and are entitled to vote.*

*The Director of Studies and the chair of the applicable Study Programme Committee are Chairman and Secretary, respectively, of all examination boards per deliberation set.*

*For the interuniversity programmes Master of Science in in Engineering: Biomedical Engineering / Master of Science in Biomedical Engineering and European Master of Science in Photonics "the Examination Regulations for the purpose of the interuniversity master programmes for which enrolment at more than one university is possible", as specified in article 48 §5, applies.*

*For programmes organized in conjunction with other higher education institutions in the Flemish or French Community or from abroad (e.g. Erasmus Mundus programmes), the specific agreements between the institutions apply, as indicated in article 48 §6.*

#### Article 73 Grade of merit

§1. Students who successfully pass a Bachelor's or a Master's programme, are awarded a grade of merit by the Examination Board per study programme.

In calculating the grade of merit, the examination marks for all course units which the student has taken under his contract to obtain a diploma for a study programme are factored in. This is done in due consideration of the weighting coefficients connected to the course units of the standard learning track of the study programme concerned, which are established by the Faculty Council and which are communicated to students at the start of the academic year.

Course units taken at a foreign institution for which exceptionally "pass" or "failure" was granted as determined in Article 56§1 are not taken into account when calculating the grade of merit.

*The weighting factors mentioned are as follows:*

- *For a bachelor's programme, the weighting factors of the course units of the first, second and third deliberation set are 0.5, 1 and 1, respectively.*
- *For a master's programme, all course units of the first and second deliberation set account for 70% of the total, the master's dissertation accounting for the remaining 30%.*
- *For master-after-master's programmes, only the weighted average (according to credits) of all course units counts.*

## Section V Special Circumstances

#### Article 78 Fraud or irregularities

§2. Committing plagiarism is a form of fraud. For the study programme concerned, the Examination Board per study programme can complete or specify the basic definition of

“plagiarism” that is outlined in the present code. This information is to be communicated to the students taking the study programme in question. The evaluator in charge is free to test the originality of the papers and assignments submitted – which always need to be submitted in electronic format – by means of anti-plagiarism software.

If a lecturer-in-charge has reason to suspect a student has committed plagiarism and this is likely to affect the evaluation, s/he shall promptly notify the chair of the Examination Board per study programme.

*In addition to the basic definition of ‘plagiarism’, specified in the E&E Code:*

*Plagiarism will be considered, upon submitting papers (projects, theses, ...): copying of texts (either wholly or in part), including translations, of any source (publications, internet, books, courses, ...) without the use of quotation marks or other ways of referring to quotes and without mentioning the source. Furthermore, it also encompasses the copying, without citation, of trial results, figures, diagrams, tables and graphs.*