



Examination regulations Thomas More



Academic year 2016-2017



2 Examination regulations

Art 31. Scope

These regulations establish the rules that ensure a smooth and correct running of the examinations at Thomas More. The present examination regulations only apply to examinations that are taken as of the academic year 2015-2016.

2.1 Organisation of the examinations

Art 32. Examination periods

An academic year contains three examination periods:

- the first examination period during the first semester, for examinations on the course units taking place throughout that semester;
- the second examination period during the second semester, for examinations on the course units taking place throughout that semester;
- the third examination period in August and September, in which a student can take a second examination attempt.

If a student, after the third Wednesday of the semester, signs up for a course unit of which the first examinations were already taken, these missed examinations will count as a first examination attempt. The student takes these course units in the annual programme at his own risk. For course units that last the entire academic year, the evaluation moments can be planned during the first and the second examination period. The final mark is determined during the second examination period.

If an evaluation is not organised at the end of the semester, it will be stated in the programme overview.

At the end of each examination period, deliberations and the announcement of the results take place.

In exceptional cases, the chairperson of the examination committee may keep an examination period open. For the third examination period, this is possible until 30 September.

The programme manager can exceptionally allow a student to take his second examination attempt in the second examination period for course units for which he did not obtain a credit certificate in the first examination period and which he must or wishes to retake. The student can request this permission if he meets all of the following conditions:

- he can graduate after the second examination period;
- he participated in all examinations in the first examination period or he was legally absent;

- he retakes all examinations in the second examination period or applies tolerance for them if necessary.

The student applies for this in writing to the programme manager before the third Wednesday of the second semester.

Art 33. Location of the examination

All examinations are held in a Thomas More classroom, except for examinations with specific methods or in case of circumstances beyond one's control, determined by the chairperson of the examination committee.

Art 34. Examination schedule

The examination schedule of (parts of) course units is either announced before the start of the academic year or no later than five weeks prior to these examinations.

A student who only subscribes for course units of one study programme stage, is guaranteed to have an examination schedule without conflicting scheduled examinations.

Examiners and students shall strictly abide by the examination schedule that is set. Examinations can only be rescheduled for a sound reason; as decided by the programme manager.

Art 35. Deviating examination schedule for individual students

On the basis of individual examination measures for a student, the examination schedule can be adapted for that student (Art 81.).

If, for a sound reason, a student is not able to comply with the planned examination schedule, the student must notify the ombudsperson. If this is for religious reasons, his absence is justified on holidays of his officially recognised religion. The Flemish government determines when these holidays take place.

Following the advice of the ombudsperson, the programme manager draws up another examination schedule for the student.

Art 36. Deviating regulation for graduating students

A student following course units that are organised in the second semester, but who wishes to graduate after the first examination period, must submit a written request to the programme manager prior to the third Wednesday of the first semester.

In case of a positive decision, the student is allowed to take the examinations of course units organised in the second semester or spread over the academic year, in the first examination period. If, after this decision, he does not take an examination in the first examination period, this counts as a missed examination attempt.

Art 37. Examinations on course units when combining enrolments

If a student is registered with multiple contracts for an identical course unit in the same academic year, he only takes one examination per examination period. The mark obtained counts as first examination result for both contracts.

2.2 Taking part in the examinations

Art 38. Verification of identity

The student must be able to prove his identity at the examination.

Art 39. Non-participation in the examinations and resit examinations

§1. If a student fails to attend an examination, he may resit the examination, provided that:

- the student informs the ombudsperson before the examination starts, unless this is impossible due to reasons beyond one's control;
- the student gives the ombudsperson a certificate that justifies his absence within 2 calendar days after the examination day;
- the ombudsperson will determine whether the student's absence is justified;
- it is feasible to organize.

The procedures and sanctions for examination fraud also apply to fraudulent use of absence certificates.

§2. The programme manager determines when the catching-up examination will take place. A student can never take more than one examination attempt per examination period.

§3. If a student is illegally absent for a catching-up examination, he does no longer have the right to request catching-up exams during the current academic year.

2.3 Examinations taken in another programme or in another institution

Art 40. Time and place of the examinations

When a student takes course units in another course programme or in another institution of higher education at home or abroad, the examination on these units takes place at the time and place determined by the programme of study or institution in question and in compliance with the conditions set forth by said course or institution.

Art 41. Deliberation

Under the supervision of the select examination committee it is possible, if necessary, that the result of an examination taken at another institution of higher education is converted according to the ECTS guidelines. Students are notified about the conversion rules before departure.

Art 42. Replacement by an equivalent course unit

The chairperson of the examination committee may grant permission to outgoing exchange students - who did not obtain a credit certificate for a course unit in the context of their international programme - to take an exam for an equivalent course unit in the third examination period of the same academic year at Thomas More. For this purpose, the chairperson of the examination committee chooses a unit from the selection of course units the student exchanged in the context of his international programme.

2.4 Running of the examinations

Art 43. Examiner

Each exam or part of an exam is carried out by the coordinator or lecturer(s) of the course unit.

The programme manager will appoint the examiner:

- in case of circumstances beyond one's control;
- in the case of blood or family ties up to and including the fourth degree between a student and an examiner.

If a course unit has multiple lecturers and a student is evaluated by one lecturer or several of them, the examination schedule will mention which lecturers evaluate which students.

Art 44. Examination form

The study programme mentions the examination forms for every examination period.

The programme manager can decide that an examination is to be organized in another examination form:

- in case of catching up an examination;
- in case of a rescheduled examination;
- in case of students with special exam arrangements;
- in case of absence of the examiner at an oral examination due to circumstances beyond their control.

Art 45. General examination regulations

Students can only use materials, tools and electronic devices that are mentioned in the course programme. Students are not permitted to have devices on them that are capable of communication or devices capable of storing data.

Students who received the examination questions are not permitted to leave the examination room during the examination unless they are escorted by a member of staff.

Students will register their presence before they leave the examination room.

Students are not permitted to take along questions/answers from the examination, nor are they permitted to send them from the examination room.

Violations will be punished as exam fraud.

Art 46. Oral exams

§ 1. An examiner can ask a member of the educational staff to attend an exam, in consultation with the chairperson of the examination committee.

§ 2. It is possible for a student to have an observer attend an oral exam.

The observer:

- has not been enrolled for the same course unit;
- does not have blood or family ties up to and including the fourth degree.

The observer may only take written notes.

The student must notify the chairperson of the examination committee at least five calendar days beforehand. The chairperson will notify the examiner involved in due course.

Art 47. Written exams

A written exam can take no longer than half a day.

The student cannot leave the classroom until 30 minutes after the start of the exam.

A student who is more than 30 minutes late, will no longer receive the exam questions and will be considered absent.

Art 48. Evaluation

§ 1. Only one exam mark for each course unit is presented on the deliberation.

An examination will:

- either be evaluated on twenty points. The final mark of a course unit is expressed in whole numbers. If the final mark of the course unit lies between 7 and 8 or 9 and 10, the lecturers of the course unit will decide how to round the mark.
The usual rounding rules for decimal numbers are applied for the rounding of other marks (i.e. decimals 0.5-0.9 will be rounded up).
- or be evaluated in terms of a pass/fail decision. A fail-evaluation is equated to a non-tolerable fail mark (see Art 66).

§ 2. If a course unit exam consists of various evaluation activities, the total score is calculated on the basis of a weighted average, unless another rule is mentioned and accounted for in the programme overview on the basis of separately assessed learning outcomes.

§ 3. If a student does not participate in an evaluation activity, the result 'Not Taken' will be noted as a 0-score for the evaluation activity.

2.5 The examination committee deliberation

Art 49. Composition of the examination committee

The programme manager is the chairperson of the examination committee. The chairperson of the examination committee appoints the secretary and the members of the examination committee, before the academic year starts. These members are all examiners in the course programme.

The examination committee comprises at least six members, except in those programmes in which all examiners put together, the chairman and secretary of the committee included, do not reach this number.

The chairperson and the secretary of the examination committee form the select examination committee of a course programme.

The ombudsperson attends all meetings of the select examination committee with an advisory vote.

The select examination committee prepares the deliberation done by the examination committee as a whole. The select examination committee can determine the results of departing exchange students for whom the results reached Thomas More too late.

The examination committee determines the examination marks and the measures of study progress after every examination period, as stipulated in Art. 25 and Art. 26, and decides whether a student has passed a programme and with which level of achievement.

Art 50. Number of deliberations

At the end of each examination period a deliberation takes place.

The chairperson of the examination committee can decide to organise more than one deliberation per examination period.

Art 51. Deliberation of a continuing programme

An examination committee can only deliberate with regard to passing and the level of achievement of a student who is enrolled for a continuing programme, after he has passed the previous programme.

Art 52. Attendance

All members of the (select) examination committee and the ombudspersons take part in the deliberation. The examination committee only decides validly when at least half of all members is present. A member who is legally absent, reports this as soon as possible to the chairperson of the examination committee. The students concerned must be accessible by phone during the deliberation.

Art 53. Secrecy

The members of the examination committee and all present persons, are obliged to secrecy about the deliberations and votings.

Art 54. Voting rights

All members of the examination committee have got a vote.

A member of the examination committee does not take part in the deliberation on a student or a group of students when:

- they make decisions about relatives and in-laws up to and including the fourth degree;
- they propose that a mark that was given is unreasonable.

Art 55. Consultation of outsiders by the examination committee

Every examiner who is not part of the examination committee, can be heard on request. This happens in every case before an examination committee makes a decision with a connection to:

- exam fraud;
- unreasonable exam marks.

Every student may request the chairperson of the examination committee to be heard by a (select) examination committee. They will make a decision about that student.

Art 56. Rules for decisions and votings

A decision about a student is settled by an examination committee. When the chairperson has a proposal or when a member of the commission or an ombudsperson requests it, they organise a secret vote to decide. The invalid votes

and the abstentions do not count at votings. When there is a suspension of votes, the most favourable proposal for the student will count.

Art 57. Adaption of the exam notes by the examination committee

When the select examination committee decides that there needs to be an adaption of the exam note, they present it to the whole examination committee. They will decide whether or not the proposed mark is unreasonable and are able to adapt the proposal of the examiner.

Art 58. Weighting and percent calculation

§1. The (grade) percentage calculation is based on the whole of the actually taken credits of the programme. Course units evaluated by the model pass/fail do not count in the calculation of the percentage.

§2. In order to establish the percentage obtained, a weighting should be applied to the results of each course unit in accordance with the numbers of credits involved.

Art 59. Criteria for succeeding in a Bachelor's programme

Students pass a Bachelor's programme if they have taken all the examinations accompanying the study programme and if every examination leads to a credit certificate or meets the following 3 conditions.

- they obtain at least 50% as a weighted percentage for the programme as a whole;
- they obtain maximum 10% tolerable fails;
- they obtain no non-tolerable fails.

The calculation of the number of tolerable fails which the student is entitled to, takes place on the whole of the actual credits of the programme, without taking into account the credits that the student takes in addition to the total number of credits of the model route for the programme. For rules regarding tolerances, see also Art. 66 up to Art. 68.

The examination committee may exceptionally declare a student judged to meet the prioritised learning outcomes for the complete programme passed, even though (s)he does not meet the above mentioned requirements to succeed in a programme.

Art 60. Criteria for succeeding in a postgraduate course

Students succeed in a postgraduate course if they pass for every course unit.

Art 61. Criteria to obtain a level of achievement

Students obtaining the degree of Bachelor will be awarded with the following level of achievement:

- passed (cum fructu), if they obtain less than 68%;
- distinction (cum laude), if they obtain at least 68%;

- great distinction (magna cum laude), if they obtain at least 77%;
- greatest distinction (summa cum laude), if they obtain at least 85%;
- greatest distinction (summa cum laude) with the congratulations of the examination committee, if they obtain at least 90%.

The calculation covers the entire programme.

An individual student who does not meet the criteria to obtain a particular level of achievement may nevertheless be awarded this level of achievement.

No level of achievement will be awarded:

- for a postgraduate programme;
- to students whose actual programme of study amounts to less than 20 credits.

2.6 Retaking (examinations on) course units and keeping tolerable fail marks

Art 62. Number of examination opportunities

Per academic year, students can take an exam on a course twice. One opportunity in the first or the second examination period and an additional opportunity in the third examination period.

There are some exceptions:

- an exam not (re)taken is considered a taken examination opportunity;
- the ECTS course description states whether students, on the basis of the nature of the course, can only take one exam per year;
- the result of a credit certificate is final. Once a credit certificate has been obtained in a certain examination period, the student cannot retake this course within the same programme;
- any student enrolling after the examination has been taken, loses that particular examination chance.

Art 63. Retaining the highest mark for a course unit

If a student retakes a fail mark in the same academic year, the first result for the course is maintained if this is higher than the result obtained in the next examination period. This applies to re-examinations within one academic year and to re-examinations in a following academic year.

Art 64. Transfer of partial results

An obtained component mark of at least 10/20 or with a 'pass' evaluation is transferred to the next examination period within the same academic year.

A result of at least 10 out of 20 points or 'pass' assessment awarded for a separately assessed educational activity shall be transferred to a next academic year in case the course unit concerned

- consists of 2 separately assessed educational activities and;
- contains 5 credits at the most.

In case of partial transfers the transferred part grade is calculated in the new final mark for the course unit. The student retakes only the evaluation activity/activities which had no transfer of the result.

If the student wishes to give up the transfer of partial results, he has to notify the chairperson of the examination committee in writing within 15 calendar days.

Art 65. Transfer of (partial) results in an academic year when there is no second examination attempt

In case there is not a second examination attempt for a (or part of a) course unit, the first examination result will be transferred to a next examination period.

Art 66. Tolerance: general principle

§1. A student can apply tolerance for course units of a bachelor's degree only. These tolerances are restricted to 10% of the total credits to apply to the diploma contract or diploma examination contract; with 18 credits at the most.

Students who acquired less than 60 credits of one study programme (possible exemptions inclusive) can apply 12 credits for tolerating failed exams at the most.

The marks 8 or 9 out of 20 can be tolerated. Lower marks cannot be tolerated.

The programme overview states

- which course units cannot be tolerated in case of failure;
- which groups of course units allow only a restricted number of failed exams. This volume is expressed in terms of credits.

Art 67. Tolerances applied by the student

A student can apply tolerances only when he reached a cumulative study efficiency of at least 50%.

A student who has not graduated yet, can decide to apply tolerances after the second or third examination period. He can also take this decision after the first examination period, if his individual annual programme does not contain course units from the second semester.

The student indicates in his tolerance file for which course units he wishes to retain a tolerated exam and he saves this as a definite choice. He has 15 calendar days to do so, starting from the first day his results are visible in KULoket.

After the third examination period, tolerances will become definite when 15 calendar days have passed, even when students only saved them provisionally.

If the student fails to take a decision to apply tolerances within the specified time-frame, it is assumed that he will retake the (exams on the) course units.

The decision to keep a tolerable fail mark cannot be revoked.

Exceptionally, on special request and with the approval of the chairperson of the examination committee, students can - at the end of their programme - renounce an applied tolerance. They will then need to reregister for the course unit in question and take the exam, based on the subject matter covered in the current academic year.

Art 68. Tolerance applied by the examination committee

The examination committee may decide to apply tolerance if the student will then be able to obtain his Bachelor's degree.

Students who disagree with the decision of the examination committee to apply tolerances, communicate this to the chairperson of the examination committee at the latest 15 calendar days after the announcement of the examination result.

If students make use of this possibility, the general result of the programme (pass/fail and possible level of achievement) is provisionally undone. The student retakes the course unit.

2.7 Exam fraud

Art 69. What is exam fraud?

Examination fraud involves any conduct on the part of a student during an examination in an attempt to make it completely or partially impossible to arrive at an accurate assessment of his own knowledge and skills or those of other students.

Plagiarism is a form of examination fraud that consists of the action of copying the work (ideas, texts, structures, images, plans, ...) of someone else without adequate acknowledgement, in an identical form or slightly changed.

Art 70. Procedure

Any member of staff who suspects examination fraud, takes the following course of action:

- he confiscates the part of the examination already completed and/or any other incriminating evidence;
- the student may continue his exam. If it is a written exam, he will receive another copy, on which he can answer the remaining questions;
- the staff member should notify the chairperson of the examination committee as soon as possible.

The chairperson of the examination committee will convene the select examination committee as quickly as possible.

The select examination committee will take the following steps:

- It will hear the student. The ombudsperson will be present;
- It will hear the examiner and the member of staff that reported the assumed exam fraud;
- If there is a possible case of plagiarism, it will verify, possibly in discussion with the designated expert, whether the possible infringement can be qualified as plagiarism. It will also examine the seriousness of the infringement;
- If it qualifies the infringement as fraud, it will convene the examination committee within four weeks.

The examination committee will impose a possible sanction.

The chairperson of the examination committee will communicate and explain the sanction in writing to the student.

Pending the verdict of the select examination committee and the examination committee, the student in question may continue the examination session.

Sanctions

§1. In case of plagiarism, the seriousness of the infringement and the sanction to be imposed shall be considered taking into account the following elements:

- the proportions of plagiarism;
- the kind of plagiarism;
- the intention to commit fraud.

§2. On the grounds of irregular conduct (cheating) at an examination, the examination committee may decide the following:

- The student has not taken the exam in a valid way, and therefore needs to retake it;
- The examination committee determines the moment and the evaluation form;
- The student will be awarded an appropriate mark for the examination or assignment;
- The student will be awarded a 0 for the examination or assignment of the course unit or a part of it;
- The student will not be awarded marks for some or for any of the examinations in the examination period during which the cheating took place;
- The student will be excluded from a course unit: he receives a 0 for that examination period for the course unit in question and will only be able to retake the examination for that course unit in the next academic year;
- The student is rejected for a study programme: the student can re-enrol for the next academic year at the earliest. The student loses all examination grades in the exam period and can be required to take another subject and/or supervisor for the Bachelor thesis;

- The student loses the right to enrol for the next academic year or the next two academic years. This penalty applies to all classes at Thomas More and can only be pronounced in combination with a rejection for a study programme.

The examination committee may also decide that the rule of conservation of the highest exam result is withdrawn.

A student can appeal against decisions regarding exam fraud as defined in Art 96..

2.8 Communication and discussion of the examination results

Art 71. Communication of decisions of the examination committee

The chairperson of the examination committee will determine the moment, after each examination period, when the exam results and the decisions of the examination committee are reported to the students in writing.

Art 72. Right of feedback

During the first seven calendar days after the release of the examination results, the students receive the possibility of feedback. This feedback is organised in the form of an enquiry of their written test and/or an individual and/or a collective debriefing of the exam. The arrangement for feedback and debriefing is communicated at least one week before the release of the results.

The student can be accompanied by a person of their own choice.

For a copy of an examination or deliberation report, the student follows the procedure of Art 79.. Besides this possibility, it is prohibited to make a reproduction/copy of the documents by means of any device listed above (e.g. photo via smartphone, ...).

2.9 Material mistakes

Art 73. Material mistakes determined after a deliberation

§ 1. Material mistakes can always be adjusted in favour of the student.

Material mistakes can only be adjusted in disadvantage of the student within seven calendar days after communication of the results, except in the case of a violation of the legal conditions or fraud by the student.

Procedure

- The student or lecturer who finds the material mistake, reports it formally to the chairperson of the examination committee;

- A mistake that does not affect the passing of the course programme nor the level of achievement, will be rectified by the select examination committee.

However, if the determined mistake can affect the passing of the course programme or the level of achievement, the chairperson will call together the examination committee within five days following the notification of the mistake.