Education and Exam Regulations

1. **Education Regulation**
   - Admission conditions
   - Enrolment regulations and fees
   - Types of contracts and routes
   - Programme of study of individual students
   - Study progress measures

2. **Exam Regulations**
   - Everything concerning exams and deliberations

https://www.kuleuven.be/education/regulations/2015/?faculteit=50000725&locatie=8
Regulations on Education and Examinations 2015-2016

as approved by the Academic Council on 28/04/2015
with the complementary and deviating regulations of Faculty of Kinesiology and Rehabilitation Sciences

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Purpose of regulations

To efficiently organize fair and valid examinations.

The job of the examiner is to determine if the student has the required knowledge and the associated competencies.
Art. 38: 3 exam periods

• **1st period** – “January” sitting (available at IES – individual exam schedule)
• **2nd period** – “June” – sitting (available at IES)
• **3rd period** – “August-September” – resit (available from 28/7/16 at IES, planned between 11/8 ad 3/9/2016)
**Organisation**

**Art. 42:** intermittent test: if these count towards the final result → described in the ECTS course description

**Art. 44:** Right to an observer at oral exams (request 7 days before, notify chairman of exam committee and ombuds)

**Art. 45:** Only students following a standard route, are guaranteed to have an examination schedule in which not more than one obligatory course unit is examined per day.

All students must keep to the official exam schedule, Rescheduling an exam is only done by the ombudsperson in case of severe circumstances!
Participation

Art. 46: Conditions to take part in the examinations

→ Registered in ISP and tuition fee paid

→ Attendance may be required
  - sport
  - practical training
  - Internships

→ See ECTS course description and Toledo

→ Identity verification: student card

→ You can request a written proof of participation

→ Third examination period: registration=COMPULSORY!
  (DEADLINE = 15/7/2016)
Participation

Two exam chances in a single Academic Year (AY)

Unenroll for / cancel an exam = losing an exam chance

**Art 47**: Retakes are ONLY organised in September

**Art 48**: Catching up on examinations of the 1st ex. period ONLY allowed in case of force majeure

**Art 49**: Evaluation after the first semester for master's thesis/internship/course

- for students who can graduate
- you have to ask permission
Participation

Art 50: not taking part in examinations

• *It’s mandatory to unenroll!*
• *HOW? -> online KU Loket*
• *information: https://help.faber.kuleuven.be → FAQ*
• *Cancelation does not mean a new chance*
• *Cancelation: due to serious reasons → contact ombuds* (https://help.faber.kuleuven.be AND call 016/32 90 01)
• *What about your study credit? = no problem if you take the exam in September*
Special groups

Art 51: Examination regulations for special groups

- *Students with serious disability*
- *Medical grounds*
- *High level athletes*
- ...

→ https://www.kuleuven.be/english/education/target-groups/exam-deferral

→ contact the ombuds person: www.help.faber.kuleuven.be
Running of the examinations

Art. 62: Information prior to examinations

→ Via ECTS course description fiche AND TOLEDO

→ Via slide in first lesson and the 1st page of your exam

- Prerequisites and expected outcomes
- Exam expectations and system + coefficients
- What if you do not pass in the paper (on time)
- Attendance and participation in group work
- Deadlines for submittings papers
- Eventual changes in Resit
Where can I find the ECTS course description?

- https://onderwijsaanbod.kuleuven.be/opleidingen/e/index.htm
Duration and result

- **Art 65**: Exam form and duration
  - Duration: max half a day (±4h)
  - At least 20min preparation time for oral exam

  *Special groups: bv. dyslexia – 1/3 more time
  → via ombudsperson*

- **Art 66**: Assessment
  - Score on /20
  - Unenroll = not taken ‘NA’
Exam commission

Art 69: Composition

For every bachelor and master program

Authority

- Determines the results after every exam period
- Decides if student graduates or not
- Settles disputes
- Takes decisions in cases of irregularities
- Formulates advices
- Decides on “Force Majeure” or other special circumstances
Exam commission

Art 70: The “select” exam commission

- Chairman, Secretary
- Ombuds
- Prepares the Deliberations, determines the results and deals with problems such as fraud
Pass the course

Art 77: A score of 10 or more or a “Pass”

You receive no information after (oral) exams

In both cases you obtain “credit”
% of successful students normally achieving the grade

0-9: F fail
10: E. sufficient pass 10%
11-13: D satisfactory 25%
14-16: C good 30%
17-18: B very good 25%
19-20: A excellent 10%

<table>
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<th>Grade</th>
<th>Total number awarded in the reference group</th>
<th>Percentage of the total number</th>
</tr>
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<td>85210</td>
<td>10.96%</td>
</tr>
<tr>
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<td>11.23%</td>
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<td>Totaal</td>
<td>777169</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Weighted percentage

**Art 79:** Each course grade is weighted by the coinciding study points in order to establish the percentage obtained for a whole programme of study.

The 2 master years are counted equally.
Duration and result

**Art 80: Rounding results**

- The rounding criteria for the results of a course are the responsibility of the teacher of the course (ECTS and Toledo).
- If no specific rounding procedure has been announced, the usual rounding rules for decimal numbers are applied.
  - 0.1-0.4: rounded to the lower percentage
  - 0.5-0.9: rounded to the next percentage
- If the course in question has multiple component marks, then the teacher should transparently announce the method of rounding to the students.
- The rounding of partial evaluations can only take place after the settling of the component marks, and cannot be applied to the separate component marks.
Duration and result

Composition of your result for a course (default)

- every ACTIVITY within a course counts =
- every part within an ACTIVITY counts =
- NA for one part: course = NA

*If the professor does not use the ‘default’ it should be specified on Toledo or ECTS*
Graduation

Art 81:
A student receives the diploma if:

- He passes all the courses taken or receives equivalent credit (> 10/20 or “Pass”)
- For the Master of Rehab Sciences and Physiotherapy also when: Weighted % ≥ 68% + max. 1x 9/20 except internship and/or master’s thesis (unless exam commission decides otherwise)
  - Faculty can decide which other courses are intolerable
Art 82: Levels of achievement

- Pass < 68%
- Distinction ≥ 68%
- Great distinction ≥ 77%
- Greatest distinction ≥ 85%
- Greatest distinction with congratulations of the examination committee by the jury ≥ 90%

No levels of achievement are given to students in the EMMAPA and IMAPA
Irregularities

Art 84: definition

EXAMINATION FRAUD
Any action by a student influencing a correct evaluation during an examination.

PLAGIARISM
...irregularity 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...
Sanctions

Art 86: Sanctions

- Retake on a moment determined by the faculty
- Adapted grade for the exam or paper
- ‘0’ for the examination or assignment
- No marks for some or any examinations during the specific exam period
- Exclusion from a programme for the remainder of the year and loss of marks for the exam period of the sanction
- Lose the right to enroll in the next academic year or the two next academic years. This sanction is valid for all programmes of study at KU leuven

Don’t do anything stupid!
Sanctions

Art 86: In case of plagiarism

Taking into account the:

- **Extent**
- **Type** *(poor referencing, missing references, copying...)*
- **Experience as student** *(Had the student been taught about what he or she was doing and the consequences. Was it a first year or final year student)*
- **Was there clear intention?**
Students enrolling at the KU Leuven are expected to behave, both within and outside the university community, in a way that shows respect for others, for society and its goods, to not commit acts that are incompatible with the elevated mission of the university in general and the principles on which this university is founded, in particular.
Announcement and discussion of exam results

Art 87: announcement

- **Where?** KULoket – “my results”
- **When?** Faculty calendar
What information do you get with your grade

- Results for the present exam period
- Results from previous exam periods
- Cumulative Study Efficiency
- The amount of credits obtained so far
- The weighted percentage the student has obtained for the programme of study
- (possibly) The notification that the student shall be refused the right to register for a subsequent enrolment for a programme of study or its course units
For the purposes of comparison, these students shall also be given the opportunity of taking cognizance of the averaged general examination results of the student population that is relevant to them for the course units for which they sat examinations in the relevant academic year.
Announcement and discussion of exam results

Art 88: Discussion and right to feedback

- **within 5 calendar days** following the announcement of the results (protest)
- Professors should post their office hours on Toledo (send a mail if not)
- You can request to look at your exam paper up to 1 month after the end of the AY (only for exceptional reasons please!)
Resit

• **Art 89:**
  - You *must* enroll for the 3rd exam period online
  - Via KU Loket
  - Registration possible after the 2nd examination period

**DEADLINE IS JULY 15th !!!**
Resit, credits and repeats in a new AY

• The result of credit certificate is definitive.
  ➔ *You cannot retake the course to get a higher result*

• You need to redo all parts (unless an exception is specified in the ECTS course or Toledo)

• Look up (ECTS, TOLEDO) if there is no difference between the 1\textsuperscript{st} of 2\textsuperscript{nd} period and the 3\textsuperscript{th} examination period

• If the result of the 3\textsuperscript{th} examination period is lower than that of the first or 2\textsuperscript{nd} examination period, the result of the 1\textsuperscript{st} or 2\textsuperscript{nd} period will be definitive.

• If a student does not pass a course after the 3\textsuperscript{rd} period, he or she has to register in the next AY for all failures!
Conflicts - Protest

Art 92:

Conflicts or irregularities between student and examiner which influence the grade are reported asap to the chairman eventually via the ombuds.

Art 104: internal appeal

A student who feels that his/her rights have been violated may lodge an internal appeal.

- Informally: chairperson of the examination committee.
- Formal complaint: to the Vice-Rector for Student Affairs within a period of five calendar days.
- If you wish to postpone until after a discussion with the examiner, you can initiate a provisional appeal.

https://www.kuleuven.be/english/education/appeal
Study progress measures

Art. 34:

Refusal of enrolment based on failure of a particular course unit after sufficient examination attempts

- **FAIL for 2 AY + CSE>50%**
  - \( \rightarrow 3rd \) enrollment allowed

- **FAIL for 2 AY + CSE<50%**
  - \( \rightarrow \text{Refusal for 1 AY (course + any study programme incl this course)} \)

- **FAIL for 3 AY**
  - **Refusal for 3 AY (course + any study programme incl this course)**
Cumulative study efficiency

Cumulative study efficiency is a central parameter

\[ \text{CSE} = \frac{\text{Study points Passed over all years}}{\text{Total study points registered over all years}} \]

\[ \begin{align*}
\text{AJ 15-16: EVA registers for} & \quad 60 \text{ stp} \\
\text{She passes courses for} & \quad 22 \text{ stp} \\
\text{22/60} & \rightarrow 37\% \text{ CSE}
\end{align*} \]

\[ \begin{align*}
\text{AJ 16-17: Eva registers for} & \quad 60 \text{ stp} \\
\text{She passes courses for} & \quad 50 \text{ stp} \\
22+50/60+60 & \rightarrow 60\% \text{ CSE}
\end{align*} \]
Practical

- Bring your student card
- Coats, Back packs, etc leave at the entry
- Writing material and e.g. calculators allowed by the examiner (NO SMART PHONES)
- Toilet stops are normally not allowed
- Turn in copy of exam and all worksheets
- No food or drinks allowed
- Everyone has to stay for 1/3 of the duration of the exam
Practical

- ILL?
  - Contact the ombudsperson via 016 32 90 54 (not in WE) and create a ticket on [http://faber.kuleuven.be/helpdesk](http://faber.kuleuven.be/helpdesk)

- Did you miss the train, flat tire,...? This is no reason to miss an exam. Be sure that you are in time.
Practical

- Check you EER regularly
- Check examens@faber
- Check our FAQ on http://faber.kuleuven.be/helpdesk if you have questions
- The studyroom is opened between 8-18h on weekdays (closed from 24/12/15-03/01/16)
Contactpersons

• **Ombuds** via: [http://faber.kuleuven.be/helpdesk](http://faber.kuleuven.be/helpdesk) and if very urgent 016/32 90 01
  - Conny Claes: ombuds Rehab Sc, ombuds EMMAPA, ombuds IMAPA, ombuds erasmusstudents Rehab Sc
  - Mieke Van Hoof: ombuds erasmusstudents movement sciences

An ombuds person is available to deal with all personal problems outside the normal system. The ombuds works confidentially. This persons also deals directly with exam problems. You should not deal directly with the professor.

• **Faculty Coördinator for Student affairs**
  - Prof. Jan Seghers via [jan.seghers@faber.kuleuven.be](mailto:jan.seghers@faber.kuleuven.be)
Infosession on KU Leuven examination regulations

- Infosession on **KU Leuven examination regulations** (Clothilde Smedts, General Process Coordination), on **the role of the ombudsperson** (Arne van Stiphout, Ombudsperson, Faculty of Engineering Science) and on **cultural differences in evaluation, style and expectations** (Karel Joos, Study Advice Service)

- Monday 7th of December 2015, 8 P.M. (20h), AV 91.12, AV Auditoriacomplex, Parkstraat 49, 3000 Leuven.