



CODE

UCT

Academic year 2021-2022

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Preamble

The present Code applies to all language courses organised by the UCT during the academic year 2021-2022. A specific set of rules applies to the Preparatory Year of Dutch courses, which can be found in a separate code.

The present Code does not apply to the language tests organised by the UCT. For the language tests of English (Interuniversity Test of Academic English) and Dutch (Interuniversitaire Taaltest Nederlands voor Anderstaligen) the rules can be found on the official website of ITACE and ITNA: www.ITACE.be and www.ITNA.be. For the other language tests organised by the UCT the general rules mentioned on the website of the UCT apply.

Covid-19

1. There is currently an outbreak of corona worldwide. The UCT abides by the general guidelines of Ghent University concerning covid-19, which can be consulted on the website of Ghent University: <https://www.ugent.be/en/news-events/coronavirus-updates.htm>.
2. The UCT refers in particular to the specific guidelines for hygiene and safety that apply to the UCT and that can be consulted at the entrance of the UCT building. These guidelines are also communicated to all registered participants by email.
3. The UCT is also committed to a careful consideration of what is feasible in terms of a qualitative offer of 'tuition on campus' and distance learning, with respect to restrictions laid down by the approach of the pandemic.

Ufora and the exclusive use UGent email addresses

All communication concerning courses, assignments, announcements and so on will therefore be done exclusively via Ufora, the electronic learning platform of UGent. This implies that only the UGent email addresses of all registered participants will be used in the communication by and to the UCT. Participants are therefore encouraged to consult Ufora on a regular basis for updates and new messages. The publication of messages on Ufora is considered to be a sufficient means of communication.

List of Acronyms

CEF

Common European Framework

ECTS

European Credit Transfer System

ET

Final Test

ITACE

Interuniversity Test of Academic English

ITNA

Interuniversitaire Taaltest Nederlands voor Anderstaligen

NVA

Dutch for speakers of other languages

OER

Education and Examination Code

OT

Placement Test

UCT

University Language Centre

UGent

Ghent University

VJN

Preparatory year of Dutch

VTO

Foreign Languages and Communication Skills Training

ZAP

Professorial staff

EDUCATION REGULATIONS

1 Course Programme

1.1. Foreign Language Courses

Foreign Language Courses are organized three times a year: during the first and second semesters as described in article 2 of the Ghent University Education and Examination Code and in August/September. During the first and second semesters most courses take place in the evening; a number of courses are taught during the day. In July, August and September however, only intensive daytime courses are taught.

The UCT offers an campus courses as well as online courses. The online classes are organized the same way as on campus courses and adhere to the same rules. The OT and ET of the on campus classes will be organized on campus, whereas the OT and ET of the online classes will be held online.

During the academic year, which starts and ends as stipulated in article 1 of the Ghent University Education and Examination Code, both semestral (12 sessions) and half-yearly (15 sessions) courses are organized.

The semestral courses take the Ghent University examination calendar into consideration and will end at the latest during the week reserved for rehearsal activities as stipulated in article 2 of the Ghent University Education and Examination Code. This might result in courses of 11 sessions instead of 12 sessions, in which case extra tasks with feedback will be provided.

The half-yearly courses do not take the examination calendar into account and carry on through the examination period as stipulated in article 2 of the Ghent University Education and Examination Code. There are always 15 sessions.

When the covid-19 situation or another force beyond its control urges the UCT to alter the programme, the UCT can decide to change the organization of a course from tuition on campus to complete or partial distance learning and vice versa without participants having right to any form of compensation, except on certain conditions as stipulated in 6.8. This also applies when a teacher is quarantined due to covid-19. The on campus lessons will then be replaced by online classes.

1.2. Dutch for Speakers of Other Languages

The Dutch courses for Speakers of Other Languages are mostly intensive daytime courses. There are evening courses at beginners and advanced level for foreign exchange student. For non-exchange students, we offer an evening programme for beginners and advanced learners.

The UCT offers an campus courses as well as online courses. The online classes are organized the same way as on campus courses and adhere to the same rules. The OT and ET of the on campus classes will be organized on campus, whereas the OT and ET of the online classes will be held online, with the exception of those test sessions for which the ITNA is used (final test of NVA5, entrance test of NVA6 and final test of NVA6)..

When the covid-19 situation or another force beyond its control urges the UCT to alter the programme, the UCT can decide to change the organization of a course from tuition on campus to complete or partial distance learning and vice versa without participants having right to any form of compensation, except on certain conditions as stipulated in 6.8. This also applies when a teacher is quarantined due to covid-19. The on campus lessons will then be replaced by online classes.

2 Holidays

As much as possible, the semestral Foreign Language Courses are organized in accordance with Ghent University holidays. All other courses follow the (secondary) school holidays as much as possible. On the website of the UCT, there is a schedule of school holidays.

In case a class cannot take place or, for some reason, for example illness of the teacher, the participants will be notified by email. This class will then be rescheduled.

The UCT will be closed on public holidays and holidays determined by decree as well as on collective Ghent University holidays. Additional closing days will be mentioned on the website of the UCT.

3 Language Courses

The UCT offers a broad selection of language courses. The courses on offer may vary each year. Similarly, the course timetables can be different from one year to another.

Essentially, each language course consists of several levels. Prospective participants can find an overview of all courses on offer during that particular academic year on the UCT website.

4 Teaching Language

4.1. Foreign Language Courses

The teaching language in the foreign language courses is generally that of the language taught in that particular course. At beginners level this may not be the case, especially during the first few classes. In these cases, the language of instruction is Dutch. Therefore participants are expected to have a basic knowledge of Dutch (A2 of the CEF). In levels 1 and 2 of the French courses participants are expected to have a basic knowledge English (A2 of the CEF).

4.2. Dutch for Speakers of Other Languages

The teaching language in the Dutch courses for Speakers of Other Languages is Dutch from the beginners level onwards. In level 1 the teacher will repeat a number of instructions in English and/or French. Participants are therefore required to have a basic knowledge (A2 of the CEF) of at least one of these languages. Participants of the Preparatory Year of Dutch are expected to have a basic level of English (A2 of the CEF).

When a participant does not have the necessary minimum knowledge of English and/or French, the UCT may refuse or cancel his/her enrolment. In case of a cancellation by the UCT after the start of the course, there will be no refund of the course fee.

5 Admission Requirements

5.1. General Provisions

Participants wishing to enrol have a degree of higher secondary education or are final year students of higher secondary education. Exceptions can only be made by UCT co-ordinators on the basis of the following criteria: motivation, maturity and perspective on study progress.

5.2. Foreign Language Courses

Participants who have already attended a course at the UCT and want to attend the next level up, must pass the Final Test of the previous level. If a participant does not pass, he/she takes the Placement Test.

Participants who have not yet attended a course at the UCT and want to take part in level 2, take the Placement Test during the first lesson. Participants can also exceptionally take this test during the second lesson. After the second lessons, Placement Tests can no longer be taken.

Before registering for a course of English, French, Italian or Spanish, participants take the self-test on the website of the UCT. This test refers the participants to the course that correspond with their level. In order to confirm this and thus acquire a complete and accurate view on the participant's knowledge of the language, the teacher will decide on the actual level of the participant. This might lead to a rescheduling of the course for which the participant is registered.

5.3. Dutch for Speakers of Other Languages

Participants who have already attended a course at the UCT and want to take part in the next level up must pass the Final Test of the previous level. If a participant does not pass, he/she can take part in the Placement Test for the next level up no sooner than three weeks after the Final Test of the previous level. This Placement Test is obligatory and the results are binding.

The results of a Final Test are valid for one year only. Participants who want to attend the next level up a year after the previous Final Test, must pass the General Placement Test. The General Placement Test is obligatory and the results are binding. Participants will lose the paid course fee when they do not show up for the compulsory Placement test without informing the UCT at the latest one week before the test.

Participants who obtain 5/20 or less on the Final Test, must wait for 6 months before they can register for a new course of Dutch for Speakers of Other Languages at the UCT.

The results of the Final Test are valid for one year. Participants who want to register for a level 2 or up after one year, have to take the General Placement Test. This test is obligatory and the results are binding.

Participants who have not yet attended a course at the UCT and want to attend a higher level than level 1 must take the General Placement Test. Based on the results of the General Placement Test, participants will be assigned to the level most suited to their capabilities. Participants can only take the General Placement Test after they have registered as a participant at the UCT and have paid the fee for the test. Upon registration for a course, the test costs will be deducted from the course fee. These tests costs will under no circumstances be refunded after the test has been done.

The General Placement Test will determine whether participants can start in level 2, 3, 4 or 5. Participants with a high score (higher than level 5) can take the entrance test of level 6, which is the ITNA. See 7.1.

Participants who do not master any Dutch enrol for level 1.

VJN participants have to present on the first day of the course.

6 Enrolment

6.1. General Provisions

Participants can register via the website or during opening hours of the Registration Office at the UCT. The opening hours can be found on the website: www.uct.UGent.be.

By registering for a language course at the UCT participants declare themselves in agreement with the Code of the UCT.

The UCT respects and protects the privacy of individuals. Personal data of participants will not be provided unless participants give the UCT the explicit authority to do so. This does not include those cases in which this is explicitly implied, for instance in case of the integreees who follow a level 1 course of Dutch within the framework of their integration programme, subsidized by the Flemish Community, the participants who receive a grant of the city of Ghent to follow a Dutch course at a reduced fee, and participants who follow Dutch classes subsidized by the VDAB.

The data acquired by the UCT through registrations for courses, workshops and test, are shared with relevant departments of Ghent University, as the UCT is part of this university.

A registration will only be valid when the course fee has been paid in full. Participants will not be able to attend a course before payment has been completed. Faculty members and employees from other Ghent University departments can pay the course fee using an internal order in SAP, which will be considered as a proof of the payment.

Enrolment for a course implies registration for both the Placement Test (in the event a participant did not pass the previous level or he/she has not yet attended a course at the UCT) and the Final Test.

6.2. Time of Enrolment

Participants can register as long as places remain available, and except for the constraints mentioned in 6.1. VTO participants register before the third lesson. After the third lesson registrations are no longer possible for these courses.

The Placement Test can only be taken during the first or the second class. We strongly advise participants to take part in this test. Participants who do not take the Placement Test, like other participants, cannot change their level nor cancel anymore. NVA participants always register before the start of the course.

NVA participants register before the start of the course.

6.3. Re-enrolment

Participants are not automatically enrolled for the subsequent levels. They register for each level separately. This does not apply for the VJN: see <http://www.ugent.be/lw/uct/en/courses/dutch-nt2/general/preparatory-year-of-dutch.htm>.

6.4. Payment

You can pay

- by debit card (bancontact) or credit card at the Registration Office
- by bank transfer (before the due date mentioned on the UCT website)
- by training cheques for employees (only for courses of Dutch)
- by training cheques for employers. The application has to be approved at least one day before the start of the course on www.BEAweb.be or www.agentschapondernemen.be/themas/kmo-portefeuille.

The UCT does not except cash.

6.5. Number of Enrolments

Participants can register up to three times for one course within a period of 12 months.

6.6. Student card

Participants of the UCT who have not enrolled at Ghent University can apply for a special access card of Ghent University (<https://www.ugent.be/lw/uct/en/useful-information/faq/acces-card.htm>). This card enables participants to eat at the University restaurants and make use of the university sports facilities.

6.7. Attestations and certificates

Participants who have passed the Final Test can print their certificate via Oasis (www.oasis.UGent.be).

The UCT only issues certificates for courses for which a final test was taken. Participants of NVA courses who have not passed the Final Test but have passed the Placement Test at the start of the next level up, can obtain a certificate stating they passed the previous course. Participants can also print a certificate of attendance.

6.8. Cancelling or Changing your Enrolment

6.8.1. Courses

Participants can cancel their registration up to two weeks before the scheduled start of the course.

Cancellations have to be done in writing by email to uct@ugent.be, by the participants themselves. If participants cancel their registration themselves, the UCT will charge a cancellation fee. If participants cancel their registration at least two weeks before the scheduled start of the course the cancellation fee amounts to 50 euro per course. In this case, Ghent University will refund the participant by depositing the course fee – minus the cancellation fee – into the participant's bank account.

Registrations cannot be cancelled less than two weeks before the scheduled start of the course. Course fees will not be reimbursed from this point onwards. Students of higher education whose schedule at Ghent University overlaps with their UCT course, can cancel free of charge. This is no longer possible after the first course week.

Students of higher education who have exams in August and September can cancel their summer courses free of charge. They have to cancel at the latest on 15 July. Cancellations after 15 July are subject to cancellation costs.

For VJN courses, different cancellation conditions apply. Please consult the website: <http://www.ugent.be/lw/uct/en/courses/dutch-nt2/general/preparatory-year-of-dutch.htm>.

Should a participant choose to register online, he/she is entitled to cancel his/her registration without having to pay a cancellation fee or having to state a reason for cancelling only if this is done no later than fourteen workdays after the online registration.

According to the law, this is no longer the case if the participant has been making use in one way or another of the UCT and/of Ghent University services, which include - among others - taking the Placement Test and attending classes.

Participants can only switch from one Foreign Language Course to another or from one Dutch for Speakers of Other Languages course to another. Participants are not allowed to change their registration for a Dutch for Speakers of Other Languages course to a registration for a Foreign Language Course. Moreover, you can only switch courses within the academic year that you had registered for. Participants cannot switch their registration for one academic year to a registration for another academic year. They can, however, cancel their registration up to two weeks before the start of the course and then reregister for the next academic year. Cancellation costs of 50 euro per course will then be charged.

It should be noted that changes in registration are only allowed if there are places available.

The UCT can, as is mentioned in 4.2 and 7.1, decide to cancel a participant's registration without the participant's right on a refund. The UCT is entitled to cancel a course due to lack of candidates, after which a full refund of the course fee will be executed.

Refunds have to be asked for by the participants within twelve months of the starting date of the cancelled course. For VJN there are other rules of cancellation.

The UCT can refuse or cancel the registration of an NVA participant in case of an insufficient knowledge of English or French.

6.8.2. Language Tests

Language test can be done on open test sessions or on appointment.

For the open test sessions participants can cancel up to two workdays before the test. The cancellation costs are then 25 euro.

For tests on appointment participants can cancel up to one week (seven calendar days) before the test. The cancellation costs are 50 euro. The UCT will cancel the test on appointment when the payment has not reached the UCT seven workdays before the test.

6.9. Code of conduct

- We start classes on time. Therefore we ask the participants to be present when classes start.
- Teachers may ask participants to turn off their cell phones thus avoiding disturbing their fellow participants.
- For the online classes the following technical facilities are required:
 - During the lesson the participants switch on their camera so that they are visibly present. Teachers can refuse participants who have switched off their camera and are thus not visibly present in class.
 - For the tests the participants have a camera, a microphone and a keyboard. During the test the camera is switched on. If this is not the case, the test is not valid and is considered not taken, which means that there will be no exam score.
- The UCT welcomes participants from different countries and cultures. We expect our participants to show mutual respect. Violence, harassment, aggressive and disruptive behaviour, intimidation or sexual harassment are not tolerated and can entail immediate exclusion from courses, either temporarily or permanently. This equally applies for behaviour in the registration office. Should any such incidents occur, the UCT reserves the right to contact the police.
- Everyone likes to work and learn in a tidy environment. That's why we ask participants not to drink nor eat in the classrooms. We also want to ask them to put all waste in the various bins.
- There is an absolute no-smoking policy in the centre. No alcohol, or drugs are allowed in the UCT. Intoxicated participants will not be allowed into the classrooms, or in the registration office.
- It is not allowed to copy our books and other materials, including audio and other digital materials.

COVID-19

Participants have to abide by the safety guidelines concerning entering and leaving the premises, the classrooms and the corridors. They also have to adhere to the guidelines concerning hygiene and the use of face masks.

Participants are also required to abide by the rules of Ghent University as laid down in <https://sharepoint.ugent.be/sites/codex/SiteAssets/spdict/codex.aspx>.

7 Examination Code

The under mentioned Examination Code concerns all UCT courses, including the Preparatory Year of Dutch. For the ITNA and ITACE there is a specific procedure, available on www.itna.be and www.itace.be.

Participants pass their test if they score a minimum of 10/20 and if they meet the specific examination conditions of the course they have followed, as communicated by their teacher.

Differences between Foreign Language Courses and Dutch for Speakers of Other Languages courses are specified.

Disabled participants who believe to be entitled to individual facilities, have to get in touch with the UCT at the latest 3 weeks before the test.

7.1. Placement Test

7.1.1. General Provisions

7.1.1.1. Foreign Language Courses

Nearly all courses from level 2 onwards start with a Placement Test. Participants can find out whether or not there is a Placement Test for the chosen course on the website.

Participants who are referred to a different course after having taken the Placement Test, are obliged to take part in that course.

Should the UCT be unable to offer an alternative course at a time convenient for the participant, he/she will be reimbursed in full (only if the course materials are returned in mint condition; if the participant does not return the course materials or if the course materials are damaged in any way, 20 euro will be charged).

7.1.1.2. Dutch for Speakers of Other Languages

Participants wishing to start a course from level 2 must pass the previous level. If a participant does not pass, he/she can take part in the Placement Test for the next level up no sooner than three weeks after the Final Test of the previous level.

This Placement Test is obligatory. Participants will lose the paid course fee when they do not show up for the compulsory Placement test without informing the UCT in advance.

If participants fail the Placement test and there is a possibility to take this test one more time before the start of the course for which they are registered, the UCT will automatically register the participants for this test. The UCT will notify the participants of this new test by email. If participants do not want to retake this Placement Test, they can cancel by email up to one week before the test. Participants who do not show up for the Placement Test without notifying the UCT at least one week before the test, will not be refunded.

The courses of those participants who failed the Placement Test approximately one week before the start of the course, will be automatically cancelled by the UCT. A full refund of the course fee will then be possible.

Participants can retake the Placement Test no sooner than three weeks after the original Placement Test. Participants are only allowed to take a Placement Test to get into a certain level twice, even if they have repeated the previous level and did not pass the final test. If a participant registers for a Placement Test and fails it twice, his/her registration will be cancelled automatically at no extra cost. Participant can opt to repeat the level with a maximum of three registrations for that course. Should participants fail to pass the Final Test of a level three consecutive times, then they are barred from taking a course of Dutch at the UCT for a period of 6 months. After 6 months, these participants can take the General Placement Test.

Participants who have a score of 5/20 or less on the Placement test, are barred from taking a course of Dutch at the UCT for a period of 6 months.

Participants who have not yet attended a course at the UCT and want to attend level 2 or a higher level must pass the General Placement Test. Based on the results of the General Placement Test; participants will be assigned to the level most suited to their capabilities. Participants can only take the General Placement Test after they have registered as a participant at the UCT and have paid the course fee in full.

The Placement test of level 6 is the ITNA. This test is organized following the specifications laid down by the IUTC, the interuniversity testing consortium of the Flemish UCTs. These specifications can be found on www.itna.be.

A specific regulation code applies to participants of the Preparatory Year of Dutch courses: participants who fail a level have to retake this level.

7.1.2. Types of Evaluation

The Placement Test consists of a written test and an oral test.

If a participant does not pass the Placement Test and cannot be referred to an alternative course, he/she can take the Placement Test at the beginning of the next course cycle, no sooner than three weeks after the previous Placement Test.

For one course, participants can take the Placement Test up to two times.

The Placement Test can usually be taken on the first day of the language course as far as the foreign language courses are concerned. For the Dutch courses there are fixed dates for the Placement tests. This date can be found on the participants' certificates of registration. Should this date change, the participants will be sent a new certificate of registration stating the correct test dates.

For the VTO courses the results show which level the participant is referred to. For the NVA courses the result is a mark on 20. Participants need to have at least 10/20 in order to pass. Participants of NVA courses who have a score of 5/20 or less, are barred from taking a course of Dutch at the UCT for a period of 6 months.

7.1.3. Time and Location

The Placement Test will take place at the time and location determined by the UCT or agreed upon with the participants, unless due to circumstances the UCT feels compelled to change the date, the time and/or location. No other exceptions can be made.

The UCT has the right to ask participants for identification by means of a passport or an ID card with a clear picture.

7.1.4. Feedback

Participants who did not pass the Placement Test can request feedback on their test results. Third parties cannot obtain feedback. Copies of written exams, written preparations used during written tests or oral tests and written assignments for non-periodic evaluation are kept by the UCT for the period of one year following the end of the course.

7.1.5. Irregularities during Evaluation

In the event of irregularities during the evaluation, the examination board of the UCT will be assembled. This board is entitled to provide a different test and/or exclude the participant from re-enrolling at the UCT or participating in courses for the remains of the academic year without prejudice to the possible sanctions as stipulated in the Ghent University Disciplinary Rules for Students.

Any participant who is of the opinion that an unfavourable decision has been made by the examination board of the UCT concerning the examination has access to the Internal Appeals Commission to give notice for appeal, as stipulated in the OER of UGent.

7.1.6. Technical Errors

In case of a technical error the regulation as stipulated in the OER of UGent.

7.2. Final Test

7.2.1. General provisions

At the end of each course level participants take a Final Test. The final score is based on this test.

There is one examination opportunity at the end of each course. Students who follow a UCT courses as an official course unit, have a second examination opportunity.

The UCT retains copies of written examinations for one year.

Participants who cannot be present on the day of the final test due to illness or another legitimate reason as described in article 75 paragraph 2 of the OER of UGent, can reschedule the final exam. Any absences need to be reported as soon as possible and no later than the day of the exam, and have to be proven by certificates to be handed in at the latest three days after the final exam. In case of illness or accident, a medical certificate is required from a doctor who declares that he or she effectively examined the students at the latest on the day of the missed examination and established the illness or the consequences of the accident himself or herself. Certificates are not accepted if they only report the student's explanation (i.e. dixit notes) or if they were drawn up after the day of the illness or accident (i.e. certificates after the event).

7.2.2. Dutch for speakers of other languages

Participants of Dutch who did not pass their final test, will be automatically registered for the Placement Test if they are registered for a higher level that is not immediately organised after the final test. See 7.1.1.2.

The registration for a higher level will be automatically cancelled if participants did not pass the final test and they are registered for a level that immediately follows the course for which they failed.

The final test of the courses Dutch for Speakers of Other Languages level 5 and level 6 is the ITNA. This test is organised following the specifications laid down by the IUTC, the interuniversity testing consortium of the Flemish UCTs. These specifications can be found on www.itna.be.

Participants of Dutch for Speakers of Other Languages who obtain 5/20 or less on the Final Test, must wait for 12 months before they can register for a new course of Dutch for Speakers of Other Languages at the UCT.

7.2.3. Time and Location

The Final Test will take place at the time and location mentioned on the website, unless due to circumstances the UCT feels compelled to change the date, the time and/or location, preferably agreed upon with the participants.

Participants cannot take the Final Test later than the date agreed upon at the start of the course.

For a number of courses an oral presentation is part of the final test. The dates of these presentations are announced by the teacher in class.

The UCT has the right to ask participants for identification by means of a passport or an ID card with a clear picture.

The oral exams for except for the level 5 course, take place before the final exam date of the course. The teachers will announce date on which the oral test of the courses of Dutch for Speakers of Other Languages is held, in class.

7.2.4. Certificate

Each participant who has passed a Final Test can obtain a certificate via Oasis (www.oasis.UGent.be).

Certificates of courses followed from the academic year 2010-2011 onwards, can be obtained without extra costs. Certificates of courses followed before the academic year 2010-2011 can no longer be obtained.

7.2.5. Credit Certificate

After taking the Final Test incoming exchange participants can obtain a certificate as well as a credit certificate on Oasis (www.oasis.ugent.be). The credit certificate can be handed in at their home university.

7.2.6. Feedback

As part of the discussion of the Final Test results, the participants have the right to consult their examination copy. Third parties cannot request feedback.

Copies of written examinations, written preparations for the oral exam and homework as part of the non-periodical evaluations are retained by the UCT for one year following the end of the course.

7.2.7. Irregularities during Evaluation

In the event of irregularities during the Final Test, the examination board of the UCT will be assembled. This board is entitled to take either disciplinary examination decisions as stipulated in article 84 of the Ghent University Education and Examination Code or may exclude the participant from re-enrolling at the UCT or participating in courses for the remains of the academic year.

Any participant who is of the opinion that an unfavourable decision has been made by the examination board of the UCT concerning the examination has access to the Internal Appeals Commission to give notice for appeal, as stipulated in article 95 of the OER of UGent.

7.2.8. Possibilities of Appeal and technical errors

A participant who is of the opinion that the results of the Final Test are affected by a violation of law, has access to the office of the institutional appeals commission to give notice for appeal, as stipulated in the OER of UGent.

In case of a technical error, the regulation applies as stipulated in the OER of UGent.

7.3. Examination Board of the UCT

7.3.1. Members

The members of the examination board of the UCT are:

- Stef Slembrouck, director of the UCT, chairman of the board
- Three ZAP members of the faculty of Arts and Philosophy: Renata Enghels for VTO, Ellen Simon for NVA, Geert Jacobs for LSP and Piet Van Avermaet for the language tests
- The language coordinator of the UCT responsible for the subject
- An ombudsperson from the faculty
- A teaching staff member of the UCT of the language involved
- The administrative coordinator of the UCT as advisory member

The chairman will appoint one of these members as secretary

7.3.2. Deliberation moments

The examination board can deliberate at any given moment and decide on disciplinary measures. The deliberations are confidential and take place behind closed doors.

When a member of the Board cannot attend a deliberation, he or she will notify the chairman of the board, who will appoint a replacement if he sees fit.

In case the chairman is absent, the board will appoint a replacement.

The institutional ombudsperson has a right to attend the deliberations as observing member.

7.3.3. Decisions of the examination board

The decisions of the examination board will be laid down in a report. These reports will be kept at the UCT during 5 years, after which they will be handed over to the university archives.

The participants will receive a copy of the decision that concerns them by a registered letter.