Education and Examination Code

University Language Centre (UCT)
Academic Year 2025–2026

Preamble

These regulations apply to all courses organised by the UCT during the academic year 2025–2026.

The Preparatory Year of Dutch programme is subject to specific rules described in separate regulations available on the UCT website.

For the Interuniversity Dutch Language Test for Non-Native Speakers (ITNA) and the Interuniversity Test of Academic English (ITACE), the applicable regulations can be found on the respective ITNA and ITACE websites.

In emergencies, the UCT may impose safety and/or hygiene rules that must be strictly followed.

Ufora and the Exclusive Use of UGent Email Addresses

All communication regarding courses, assignments, and class announcements occurs exclusively via Ufora, UGent's electronic learning platform. This means that only UGent email addresses are used for communication with and from the UCT. Students are encouraged to consult Ufora regularly for updates and new announcements. Posting a message on Ufora is considered sufficient notification.

List of Abbreviations

Abbreviation	Explanation
ECTS	European Credit Transfer System
CEFR	Common European Framework of Reference for Languages
FT	Final Test
ITNA	Interuniversity Dutch Language Test for Non-Native Speakers
ITACE	Interuniversity Test of Academic English
LSP	Language for Specific Purposes (professional and academic language)
DFL	Dutch as a Foreign Language
EER	Education and Examination Regulations of Ghent University
PT	Placement Test
Lifelong Learning	Continuing Education
UCT	University Language Centre
UGent	Ghent University
PYD	Preparatory Year Dutch
FLC	Foreign Language Courses and Communication Skills
ZAP	Independent Academic Staff

1. Course Structure

1.1. FLC

There are three terms for FLC courses: first semester, second semester, and the summer term. The semesters are defined in Article 2 of the EER. Most courses are offered in the evening during the academic semesters; some are scheduled during the day. In July, August, and September, intensive daytime courses are offered.

Courses on academic and professional language use are part of FLC, except for courses commissioned by the Doctoral Schools.

In addition to on-campus courses, online courses are offered with the same structure and subject to the same rules. PTs and FTs for on-campus courses take place on campus. PTs and FTs for online courses are administered online.

During the academic year, as defined in Article 1 of the EER, there are semester-based (12 sessions) and half-year (15 sessions) courses. Semester-based courses follow UGent's exam calendar and conclude by the catch-up week as per Article 2 of the EER. This may result in only 11 sessions being held instead of 12. Half-year courses do not follow UGent's exam calendar and may continue during the examination period. All 15 sessions are held.

In force majeure situations, UCT may switch in-person classes to fully or partially online formats, or vice versa, without compensation to students, notwithstanding the provisions in Article 6.8.

1.2. DFL

DFL courses are mainly intensive daytime programmes. Evening classes are also available for both beginners and advanced learners.

Daytime courses are held on campus. Evening courses may be on campus, online, or in hybrid format (in the case of DFL1 and DFL2).

Online courses are subject to the same rules as on-campus courses. PTs and FTs for on-campus and hybrid courses are held on campus. PTs and FTs for online courses are administered online, except when the ITNA is required (DFL5 FT, DFL6 PT and FT).

In force majeure situations, UCT may switch in-person classes to fully or partially online formats, or vice versa, without compensation to students, notwithstanding the provisions in Article 6.8.

2. Holiday Periods

The UCT is closed on public and official holidays as well as on UGent closure days. Additional closure dates are published on the UCT website.

The website also provides an overview of days when no classes are held. If a class must be

cancelled due to exceptional circumstances (e.g., instructor illness), students will be notified via email or SMS. A catch-up class will be organised by the UCT.

3. Language Courses

UCT offers a range of language courses. The available languages may vary from one year to another. Likewise, the course schedule may change from one academic year to another.

A complete overview of the course offerings can be found on the UCT website.

4. Language of Instruction

4.1. FLC

The language of instruction is generally the target language of the course. For beginner levels (levels 1 and 2), this may be deviated from, particularly during the initial sessions where Dutch is used as a support language. Students are therefore expected to have a basic command of Dutch (A2 CEFR). Non-native students are also expected to have a basic command of English (A2 CEFR). See the individual course pages on the UCT website for details.

4.2. DFL

The language of instruction for DFL courses is Dutch from the beginner level onwards. During the initial lessons, the instructor may repeat instructions in English and/or French. Students in the PYD are expected to have a basic knowledge of English (A2 CEFR). If a student does not possess sufficient knowledge of English and/or French, the UCT may refuse or cancel the registration. In the case of cancellation after the start of the course, the course fee will not be refunded.

5. Admission Requirements

5.1. General

Students must hold a secondary school diploma or be in their final year of secondary education. Exceptions may be made by UCT coordinators based on motivation and educational background.

5.2. FLC

Students who have already followed a course at the UCT and wish to enrol in level 2 or higher must have passed the previous level. If not, they must take a Placement Test (PT).

Students who are new to the UCT and want to start at level 2 or higher take the PT during the first session. Exceptionally, they may take it during the second session. Before registering, students are advised to take the online self-test for French, English, Italian or Spanish, available on the UCT website. This test recommends the most suitable course level but does not entitle students to a certificate.

The instructor confirms the student's level during the first session. Based on this evaluation,

students may be referred to another level. After the second session, PTs are no longer available.

5.3. DFL

Students who have already followed a DFL course at the UCT and want to enrol in level 2 must have passed the previous level. Otherwise, they must take a mandatory retake at least three weeks after the Final Test (FT). Failure to attend without notifying the UCT at least one week in advance results in loss of the course fee. Retakes are certificate-based, except in the case of evening courses, where they function as a PT only.

Students who score 5/20 or lower on the retake or FT must wait six months before re-enrolling in a Dutch course at the UCT. They are encouraged to take a less intensive course elsewhere in the meantime and may re-enrol with proof of attendance.

FT results are valid for one year. Students returning afterwards must take a new PT, which is mandatory and binding.

New students who want to start above level 1 must take the PT before being assigned to a level. The PT is only available after registration and payment. The PT fee is deducted from the course fee and is non-refundable.

The PT determines the appropriate level (1 through 5). Higher-level students may take the ITNA to qualify for level 6.

Students without prior knowledge of Dutch must register for level 1.

Students in the PYD must be present from the first session onwards.

6. Registration

6.1. General

Students can register via the UCT website or in person at the UCT registration office.

By registering for a course, students agree to the UCT regulations.

UCT complies with GDPR as stated on the UGent website. Personal data is not shared with third parties without the student's consent, except where agreements exist with external organisations (e.g. Flemish Government, City of Ghent, VDAB) for subsidised DFL students.

Registration data may be shared with relevant UGent services.

Registration is only valid once full payment is received. Students can only start attending classes once registered.

UGent departments may submit SAP order forms as proof of payment.

Registration includes administration of the Final Test (FT) and a possible retake.

6.2. Registration Period

Registrations are accepted as long as places are available, subject to the official registration period defined in Article 6.1.

For FLC courses, students must register before the third session. Registrations close afterwards.

PTs must be completed during the first or second session. Those who skip the PT may not change levels or cancel their registration.

DFL students must register before the first session.

Participants in ITNA or ITACE must register at least one week before the test.

6.3. Re-enrolment

Re-enrolment for the next level is not automatic. Students must register for each new course. This does not apply to students in the PYD programme.

6.4. Payment

Payments can be made:
- With a bank or credit card at the registration office
- By bank transfer
- With training vouchers (only for DFL courses)

Cash payments are not accepted.

6.5. Number of Enrolments

A maximum number of students is allowed per course and test session to ensure quality. Limits vary according to course and test. Enquiries can be sent to uct@ugent.be.

Students may enrol up to three times for the same course within 12 months.

6.6. Student Card

UCT students not registered at UGent can request a UGent access card via the UCT website. This allows use of UGent student restaurants and sports facilities.

6.7. Certificates and Attestations

Students who pass the FT can download their certificate via Oasis. Certificates are only issued for courses with an FT. DFL students who fail the FT but pass the next level's retake may request a certificate for the previous level.

Attendance certificates are also available via Oasis.

6.8. Cancelling or Changing Enrolment

6.8.1. Courses
Students may cancel their enrolment up to two weeks before the course starts by emailing uct@ugent.be. A cancellation fee of €50 per course applies. The remainder of the course fee is refunded by UGent.

Cancellations are not accepted within two weeks of the course start, and no refund will be given after this point.

Higher education students whose schedule conflicts with UCT courses or whose exchange request is denied can cancel free of charge up until the first UCT course week. Cancellations due to resits in August or September are accepted until July 15. After this, a cancellation fee applies.

For PYD courses, separate rules apply.

For online registrations, students may cancel without reason or cost within 14 calendar days. This right is forfeited if services (PT, classes) are used within that period.

Course changes are allowed up to two weeks before start, but only within the same academic year and course type (FLC or DFL). Students cannot transfer registration across course types or academic years.

If a change is possible and places are available; a €50 administration fee is charged.

The UCT may cancel a student's registration under Articles 4.2 or 7.1 without refund. The UCT also reserves the right to cancel courses with insufficient enrolments; in this case, full refunds are issued.

Refunds must be requested within 12 months as of the start of the cancelled course. Different rules apply to PYD.

6.8.2. Language Tests (ITNA and ITACE)
Tests are held in open sessions or by appointment.

For open sessions, students may cancel or reschedule up to two weeks before the test, incurring a €25 fee.

For scheduled appointments, cancellation or rescheduling up to two weeks in advance incurs a €50 fee. Appointments are cancelled if payment is not received at least seven business days before the test.

7. Examination Regulations
These regulations apply to all UCT courses, including PYD. Separate rules for the ITNA and ITACE tests are available at www.itna.be and www.itace.be, respectively.

Students pass a course if they achieve at least 10/20 and meet the specific course requirements as described in the ECTS course sheets and communicated via Ufora.

Differences between FLC and DFL are explicitly indicated.

Students with a recognised disability or special status who require individual accommodations for testing must contact the UCT at least three weeks prior to the test.

7.1. Placement Test and Retake

7.1.1. General
FLC: Most courses from level 2 onwards begin with a PT. The course description specifies whether a PT is required. Students are placed into a suitable course based on their PT result.

If the UCT cannot offer a suitable alternative course in terms of schedule, the full course fee will be refunded (course materials must be returned in good condition, otherwise a fee of €20 is charged).

DFL: To register at level 2 or above, students must have passed the previous level. If not, they must take and pass a mandatory retake at least 3 weeks after the FT. This retake may only be taken once. Students who fail to appear without prior notice lose their course fee.

If the student fails the retake, their registration is cancelled. They may choose a refund or to repeat the previous level (if they have not done so more than twice). If they fail again, they must wait six months before taking another DFL course at UCT and must present proof of external study when reapplying.

Students scoring 5/20 or lower on the retake must also observe the six-month waiting period.

New students must take the general PT after registration and payment. This test determines their level (1–5). Students above level 5 must take the ITNA to access level 6.

For PYD: Students who fail the FT must repeat the same level. This also applies to higher levels.

7.1.2. Evaluation Formats
The PT and retake consist of written and/or oral components.

7.1.3. Date and Location
PTs and retakes are held on the scheduled date and location unless UCT changes these due to exceptional circumstances. No exceptions are allowed.

Students must show valid ID (student card, passport, residence permit, or official ID).

7.1.4. Feedback

Students have the right to review their exam copy as part of the PT/retake result discussion. Third parties are not allowed access.

Written exam copies and tasks are kept by UCT for one year after the course ends.

7.1.5. Irregularities

If irregularities are detected during a PT/retake, the UCT Examination Board meets to address the issue. The board follows UGent's EER guidelines.

Students may turn to the institutional appeals committee to appeal the board's decision.

7.1.6. Clerical Errors

In case of clerical errors, the procedure outlined in UGent's EER applies.

7.2. Final Test

7.2.1. General

A Final Test (FT) is administered at the end of each level. The final course grade is based on the FT.

Students have one exam opportunity per course, except UGent students for whom the course is part of their curriculum.

Written exam copies are kept for one year.

If a student is absent from the FT due to valid reasons (see Article 75 §2 of the UGent EER), they may reschedule. Absences must be reported on the day of the test with supporting documents submitted within three days. Only medical certificates dated on or before the illness are accepted (no 'post factum' or 'dixit' certificates).

7.2.2. DFL

DFL students who fail the FT are automatically registered for the retake if they are already enrolled in a subsequent course.

If the next level follows immediately, and the student fails the FT, the enrolment is cancelled.

The FT for DFL levels 5 and 6 is the ITNA. This test follows IUTC regulations (see www.itna.be).

Students who already achieved B2+ on the ITNA only take the C1 section for level 6.

Students scoring 5/20 or lower must wait six months before re-enrolling and must show proof of external course completion.

7.2.3. Date and Location

The FT is held on the date, time, and location specified on the UCT website. The UCT may adjust these in exceptional cases and will consult students if possible.

Oral FTs may take place before the official end date. Instructors will inform students of the exact dates.

Requests to take the FT at a later date are not usually granted.

Students must present valid ID (passport, UGent student/staff card, resident permit or national ID).

Students must have UGent login credentials for digital tests.

7.2.4. Certificate
Students who pass the FT can download their certificate via Oasis. Certificates from academic year 2010–2011 onwards are available free of charge. Certificates of earlier years are no longer issued.

7.2.5. Credit Certificate
In addition to a certificate, exchange students can download a credit certificate via Oasis to submit to their home university.

7.2.6. Feedback
Students have the right to review their exam copy. Third parties are not granted access.

The UCT retains written exams and other relevant materials for one year after the end of the course.

7.2.7. Irregularities
If irregularities occur during the FT, the UCT Examination Board convenes. It may impose disciplinary measures in accordance with the UGent EER.

Students may appeal the decision in accordance with Article 95 of the UGent EER.

7.2.8. Internal Appeal and Clerical Errors
Students who believe their FT result was affected by a rights violation may submit an internal appeal to the institutional appeals committee, as per Article 95 of the UGent EER.

In the case of clerical errors, UGent's EER procedures apply.

7.3. UCT Examination Board

7.3.1. Composition
The UCT Examination Board consists of:
- Stef Slembrouck, UCT Director (Chair)
- Three ZAP members of the Faculty of Arts and Philosophy: Renata Enghels (FLC), Chloé Lybaert (DFL), Geert Jacobs (LSP), and one for language tests.
- The UCT coordinator of the relevant subject
- A faculty ombudsperson
- A UCT language instructor of the relevant language

- The UCT logistics coordinator (advisory member)

The Chair appoints one member as the secretary.

7.3.2. Deliberation Sessions

The Examination Board may deliberate at any time regarding exam disciplinary matters. Meetings are closed and confidential.

If a board member is unavailable, they inform the Chair, who may appoint a substitute. If the Chair is absent, the Board selects a replacement.

The institutional ombudsperson may attend as an observer.

7.3.3. Decisions of the Examination Board

Board decisions are recorded and submitted to the Director of Educational Affairs (via ombuds@ugent.be) and to the relevant instructor(s), as required by the UGent EER.

Disciplinary decisions are sent to the student by registered mail, including any sanctions and information on appeal options.