



FACULTAIR OVERLEGORGAAN SOCIALE WETENSCHAPPEN

## YOUR RIGHTS AS A KUL-STUDENT

Student representatives have recently told us that a lot of (international) students don't know their rights during the exams. We tried to bundle all the most important information in this document. Do you still have a question? You can always contact us via [info@foso.be](mailto:info@foso.be).

# *What are your rights as a KUL-student?*

## IS THERE AN OMBUDSPERSON AT THIS FACULTY, AND WHAT DOES IT DO?

Yes. The examination ombudsperson enforces exam regulations, processes the requests for special exam arrangements and exam deferral, attends the deliberations and functions as mediator during conflicts and (exam) problems. Do you have a question? You can contact the ombudsperson during the academic year and exam periods [here](#).

## SOMETHING UNEXPECTED HAS COME UP & I CAN'T MAKE IT TO MY EXAM. WHAT ARE THE CRITERIA FOR POSTPONING AN EXAM, AND WHO DO I CONTACT?

For questions during the examination period you can contact the ombudsperson. Have you fallen ill or did you have an accident? Did someone in your close family pass away? The ombuds service will try to find a solution for your problems during the exam periods or evaluation moments during the academic year.

### 1. Rescheduling in case of serious reasons

If you develop a serious (health) problem during the examination period or if you are confronted with a death in your close family, the ombuds office can try to reschedule an exam to a later moment within the examination period. It is the autonomous ombuds service that decides whether you have a compelling reason to reschedule an exam.

Please contact the ombudsperson as soon as possible if you cannot take the exam due to these circumstances and do this before the start of the exam at the latest. You will need to provide an official document (e.g. medical certificate, obituary, ...) within 3 days in proof of this before a rescheduling can be approved.

Keep in mind:

- *Valid medical certificate* = written by a doctor on the day of the illness/accident
- *Invalid medical certificate* = certificate that only mentions the explanation of the student ("dixit-certificate") or a certificate that is written after the illness or accident ("post factum certificate")

Not being able to process the study material timely, to be mistaken of the day/hour of the exam, to oversleep, the fact that you've booked a vacation... do not qualify as serious reasons.

### 2. Rescheduling in case of religious holidays

Students who register timely at the [Religion and Philosophy Contact Point](#) can make use of the possibility to reschedule an exam when the exam date overlaps with one of the acknowledged religious holidays.

### 3. Consequences of withdrawal

When you withdraw from an exam, it has the same consequences for your Learning Account as if you did not pass an exam. [Here](#) you can find more information on this topic.

## IS IT POSSIBLE TO RECEIVE MULTIPLE EXAMS ON ONE SINGLE DAY?

Not if you are following the Standard Learning Path, otherwise there is no guarantee you will get a well-balanced schedule.

## HOW ARE THE GRADES ROUNDED OFF?

It will be rounded off to the nearest whole number: below 0,5 it will be rounded off downwards, above or at 0,5 it will be rounded off upwards. (eg. 10,5 will end up being an 11 out of 20).

## WHAT ARE THE CONSEQUENCES OF PROGRAMME CHANGES/RE-ENROLLING IN COURSES (AFTER HAVING FAILED THE THIRD EXAMINATION PERIOD) FOR MY CREDIT BALANCE?

All the necessary information regarding your ECTS file, the total amount of 140 credits you have been granted etc. can be found through the link below ([link](#)).

## WHAT IS THE MINIMAL PREPARING TIME ONE GETS BEFORE AN ORAL EXAM?

The teaching staff is obliged to grant you time prior to taking the oral exam. Aside from certain faculty-bound exceptions, everyone is entitled to 20 minutes of preparing time. As of 2017, certain courses can deviate from those regulations if the exam proper gauges language proficiency or when a project or presentation will be discussed. No preparing time is procured in those particular cases, but again they can be different according to the ECTS information.

## IS IT ALLOWED TO HAVE AN EXAM-SCHEDULE WITH CONFLICTING COURSES?

Yes, but that depends on the particular information you're in. Normally, only students following the Standard Learning Path get a schedule without conflicting courses. In case you do have two exams on the same day, you need to contact the [ombudsperson](#).

## IN CASE I DID NOT PASS A COURSE, WHAT ARE THEN THE REGULATIONS FOR THE THIRD EXAMINATION PERIOD?

If you fail again in the third examination period, you retain your highest grade (for instance, if you failed by obtaining an 8 but you get an even lower grade, say 6, 8 will still count towards your final grade). However, this only counts within the course of one academic year. This is why we recommend you take up only the courses which you failed (not those which you tolerated) since those will not cause a loss of credits might you pass the course in the end. If you do decide to tolerate right away after receiving your results, those credits will be lost anyway.

## DO I HAVE THE RIGHT TO PARTICIPATE IN EDUCATIONAL MATTERS?

Yes! There are Programme Committees and Curriculum Committees of which 1/3rd consists of students. The faculty council hosts representatives as well, the composition of which students make up for 10% of the present personnel.

Representation also happens at the scale of the Association of KUL as a whole, with STURA (student Council) being the central organ. It is in charge of electing student representatives and takes up standpoints on behalf of the entire student population.

FOSO is responsible for the representation of students at the scale of the Faculty of Social Sciences, so if you want to invoke your right to participate in all matters educational, feel free to contact us ([info@foso.be](mailto:info@foso.be))!

## WHEN CAN I INVOKE TOLERANCE FOR MY GRADES?

You can always invoke tolerance in BA, bridging and Preparatory programmes according to the size of your tolerance credits. You are free to choose which (if you get a grade of 8 or 9) but only if you have a study efficiency rate of at least 50%. Your tolerance credit is composed of 10% of the total amount of credits of your programme (eg. a BA's programme contains 180 of credits, which grants you 18 tolerance credits in total). Exemptions to courses do not count, and those who have not obtained 60 credits during their period at the KUL, only have a limited amount of 12 tolerance credits.

During one's master degree, one can only use the tolerance credits for one time only, on the sole conditions that 1) one's average corresponds with a cum laude degree (a weighted percentage of at least 68%), and 2) the course (OPO) is considered tolerable (for instance internships and Master's theses can never be tolerated). Besides, faculties can still decide to make all courses non-tolerable, but those measures ought to be made clear, implicit and motivated.

In the case of other ways of not having passed (i.e. other than having obtained a 9 on average), the Exam Committee will have to motivate their choice.

Were your course to be tolerated by the Exam Committee, you nevertheless have the opportunity to opt for retaking it in the third examination period. You are able to do so up until 5 days after the publication of your results.

### *What are the study progress provisions and how are these applied?*

If you are still to take up 120 credits or more in your BA or when you are in the Bridging Programme and your Cumulative Study Efficiency (CSE) rate is below 50%, you receive binding study advice. It boils down to the fact that your CSE has to be at least 50% at the

end of the following year. If not, you will not be able to enroll anymore into a BA or bridging programme at the KUL.

First year's students get a non-binding study advice if their CSE is below 60% after the first examination period. In this case, you will be invited for an infosession or a conversation with your study(trajjectory?) guide. First year's student also need to attain at least 30% CSE or will in the following year no longer be accepted in their current programme. As of this year, this also counts for the student in the Bridging programme.

Mandatory courses have to be taken up in the ISP until you pass them; i.e. they cannot be 'swapped' for another, which is only possible for elective courses. You have 2 attempts (hoe the fuck vertaal ik bissen in deze context?), and a third if your CSE is above 50%, otherwise you cannot re-enroll the following year into any programme which contains that specific course. A fourth chance is only possible under exceptional circumstances which are to be verified by the principle of the Central Studentadministration. Otherwise, if you do not succeed after the third attempt, you are no longer allowed to re-enroll in any programme containing that specific course over a period of 3 years. After that period, you automatically regain your right to re-enroll.

Moreover, when you run out of ECTS credits, you are also not allowed to re-enroll. Any shortcomings with regards to the ECTS during one's trajectory, will in the end be added to the tuition fee. Even if those steps had to be taken, you are allowed to enter into an MA programme nonetheless, but in that case you also pay for the necessary credits you have taken up. There is yet another rule in place for those Master's students who already gained an MA degree; they are allowed to continue despite their lack of credits and are exempted of paying the extra sum in the end.

All those measures also apply to students with an Examination Contract!

## WHAT TO DO WHEN ONE SHOWS UP TOO LATE AT THE EXAM?

In that case, you need to contact the Exam Ombuds. They will subsequently contact the professor.

## WHAT TO DO WHEN A PROFESSOR SHOWS UP TOO LATE AT AN ORAL EXAM?

You can contact the Exam Ombuds, who will in turn contact the professor. In the interest of time, you will have to wait in front of the examination room.

## CAN I LOOK INTO MY EXAM?

Yes, every student is entitled to the right of exam consultation. It can be requested after the examination period and counts as long as one month after the beginning of the following academic year.

## WHAT IS THE TIME LIMIT SET TO APPEAL TO THE RESULT OF AN EXAM?

You have up to 5 days after the publication to do so. The link containing the entire procedure can be found here ([link](#)).

## AM I GRANTED THE RIGHT TO GET FEEDBACK AND WHERE CAN I RECEIVE IT?

Yes, you have up to 5 days after the publication to request feedback, which is either individual or collective and provided by the professor. This has to be communicated to the students at least one week before the end of the examination period (counts for 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> examination period).

You can always consult ([this link](#)) to check for faculty-specific regulations (interesting for elective courses) and to see how the faculty announces it.

As to the feedback moments after the first semester, it is important these are not overlapping with current classes or the study break in February. There is no regulation that scrutinizes the latter. Nevertheless, your professors and student representatives should however be notified about it.

During the feedback session, you are allowed to receive assistance from a student who already passed the course. Parents and lawyers can also come with as an observatory capacity. However, no one joining you is allowed to speak.

## CAN I OFFER STUDY MATERIAL ONLINE?

It is illegal to provide study material, including class notes of oral lectures, online for payment. It is a violation against the copyright legislation. Every violation can result in legal proceedings before a court and disciplinary penalties within KU Leuven because of violations of the Education and Examination Regulations.

Of course, KU Leuven welcomes the selfless exchange of study material between students. At the Faculty of Social Sciences, you can freely exchange documents on FOSO Wiki: [wiki.foso.be](http://wiki.foso.be).