

General information for students: 2nd examination period May/June academic year 2020-2021

Inhoud

General calendar	1
Summer holidays	1
Examination period	1
Examination schedule	2
Examination lists and verification of the curriculum.....	2
Presence and absence at the examination	2
Abiding the examination regulations	2
Student card	3
Students following classes in multiple years.....	3
Announcement of the examination results	3
Feedback examination results.....	3
The examination department	3
Study and curriculum counseling	4
Mediator.....	4
Regulation and Codex.....	4

General calendar

Summer holidays

- Saturday July 10, 2021 until Sunday, August 16th, 2021. (ATTENTION: school buildings are closed during this period!)

Examination period

- Academic programs: from Monday, May 10th 2021 until (and including) Friday, July 9th, 2021.
- Professional programs: from Monday, May 31st 2021 until (and including) Friday, July 9th, 2021.

Examination schedule

It is necessary to verify the examination schedules and attendance order lists on a regular basis for any updates or changes.. They can be consulted on [Asimut](#).

Contact Rob Meuleman (rob.meuleman@hogent.be) at 09 243 36 14 or at the student administration if you have any questions.

Examination lists and verification of the curriculum

The accuracy of a student's curriculum is the student's own responsibility. The documents of enrolment and curriculum need to be digitally verified in the module 'E-postbus (bestanden van het studentensecretariaat) on <https://ibamaflex.hogent.be/>. Students who haven't confirmed their curriculum yet, need to do this as soon as possible.

Participating in a class or attending a subject or class does not mean one is also registered for the subject or class.

Students whose names are not on examination lists cannot participate in the examination. Teachers will not be able to enter examination results for students whose names are missing on the examination lists. If a subject is not in your curriculum, this means your name will not appear on examination lists for the subject.

Presence and absence at the examination

Your presence at the examination on the indicated starting hour is mandatory. A digital absence/presence is treated similar to a physical absence/presence. Students with an exemption do not need to present themselves at an examination and do not need to sign to prove their attendance.

Absence from the examinations due to well-founded reasons or force majeure (ex. illness) must be legitimised with an attestation. Notifying student administration of your absence is not the same as a legal absence. All attestations dated on the first day of illness will be accepted. Post factum attestations are not accepted. Students need to notify absence immediately and upload the relevant documents via the module "Mijn afwezigheden" in Ibamaflex: <https://ibamaflexhogent.be/Afwezigheden>.

In case of a valid absence, only theoretical examinations can be retaken and only if circumstances allow this. The student needs to request a form to this end and submit it to patrick.dombrecht@hogent.be at the student affairs office. The form needs to be accompanied by a valid certificate or proof of absence.

In view of the current pandemic outbreak, the school provides additional possibilities to catch up. Make-up examinations will be planned in the same examination period, but can also be postponed to the 3th exam session.

Corona contaminations and quarantines need to be reported and attested immediately at all times and will give the right to a legal absence. Students in quarantine are not allowed to be present for a physical examination on campus. For physical examinations, students in quarantine may be asked to take the examination online/digitally.

Abiding the examination regulations

Examinators and students need to strictly abide the examination regulations as planned in the examination schedules. Students need to take their examinations with the study year or group for which they have been enrolled. When an order of appearance list is issued, the order of this list must be strictly followed. Switching the order around internally is not allowed. All deviations and

exceptions must be organised through the examination department and will be indicated in a register. No one is allowed to make arrangements on their own.

Every online evaluation can be recorded (video- and/or audio recording) by the examiner. The student can be asked to give a 360° view of the space they are in before, during or after the evaluation. Students will be informed of such anti-fraude measurements before starting the examinations. The student is obliged to follow the examiners instructions.

Student card

Students must bring their student card to each examination. The student card must be presented when signing for attendance on the examination. Students who do not yet have their student card can collect it at the student affairs department. Before being able to pick the card up, students must have signed their diploma contract on <http://ibamaflex.hogent.be/>.

Students following classes in multiple years

Students following classes in multiple years also need to follow the examination schedule of their programme/classes. Should there be an overlap with an oral and written exam, the written test can be taken at a different time. Divergences from the examination schedule must be requested at the student administration.

Requests for a different schedule must be submitted before the start of the examination periode via e-mail: rob.meuleman@hogent.be.

Announcement of the examination results

Students can verify their examination results through <https://ibamaflex.hogent.be/>

- Academic programs: Thursday, July 1st, 2021 from 20h00
- Professional programs: Friday, July 2nd, 2021 from 20h00

Feedback examination results

- Academic programs: Friday, July 2nd
- Professional programs: Monday, July 5th

Students who wish to receive feedback on their examination results must be present at the planned feedback moment. Feedback will not be provided to third parties. Should an observer be present, he/she cannot intervene in the conversation between the student and the examiner.

Feedback will be organised digitally only.

The examination department

Absentee administration and coordination: Patrick Dombrecht (patrick.dombrecht@hogent.be), at the student affairs department or on 09 243 36 11

Examination schedules and practical planning: Rob Meuleman (rob.meuleman@hogent.be), at the student affairs department or on 09 243 36 14

Input of examination results and reporting: Caroline Duprez (caroline.duprez@hogent.be), at the student affairs office or on 09 243 36 12

Head of Student Affairs : Pascal Desimpelaere (pascal.desimpelaere@hogent.be), on 09 243 36 15

Study and curriculum counseling

General free number during office hours: 0800 93 243 or studieadvies@hogent.be.

Audio VisualArts: Eveline Steenhout (eveline.steenhout@hogent.be), available on 09 243 30 30

Visual Arts: Annelies Vlaeminck (annelies.vlaeminck@hogent.be), available on 09 243 36 18

Curatorial Studies: Annelies Vlaeminck (annelies.vlaeminck@hogent.be), available on 09 243 36 18

Digital Storytelling: Annelies Vlaeminck (annelies.vlaeminck@hogent.be), available on 09 243 36 18

Drama: Annelies Vlaeminck (annelies.vlaeminck@hogent.be), available on 09 243 36 18 European Post-Graduate in Arts and Sound: Eveline Steenhout (eveline.steenhout@hogent.be), available on 09 243 30 30

Interior Design: Annelies Carbonnelle (Annelies.Carbonnelle@hogent.be) available on 09 243 36 16

Landscape and Garden Architecture: Eveline Steenhout (eveline.steenhout@hogent.be), available on 09 243 30 30

Landscape Development: Eveline Steenhout (eveline.steenhout@hogent.be), available on 09 243 30 30

Music: Karen Van Petegem (Karen.vanpetegem@hogent.be), available on 09 243 36 17

Fine Arts : Annelies Vlaeminck (annelies.vlaeminck@hogent.be), available on 09 243 36 18, Bijloke Campus room P.1.013

Mediator

Bert Lesaffer (bert.lesaffer@hogent.be), available on 0473 97 79 39

Véronique Govaert (veronique.govaert@hogent.be), available on 0474.66.35.01

Regulation and Codex

The full regulation and codex is available from: <http://schoolofartsgent.be/nl/onderwijs/reglementering>

In view of the current coronacrisis an addendum for the codex was made. You can check this addendum on our website.