

General information for students: Examination period August/September 2019-2020

Inhoud

General calendar	1
Summer holidays	1
Examination schedule	2
Examination lists and verification of the curriculum.....	2
Presence and absence at the examinations.....	2
Abiding the examination regulations	3
Student card	3
Students following classes in multiple years.....	3
Announcement of the examination results	3
Proclamation	3
Feedback examination results.....	3
The examination department	4
Study and curriculum counseling	4
Mediator.....	5
Regulation and Codex.....	5

General calendar

Summer holidays

- Monday 6rd of July 2020 until Sunday 16th of August 2020
- Opening of the buildings during the summer will be communicated before the summer holidays

Examination schedule

The examination schedules can be consulted on <http://schoolofartsgent.be/nl/onderwijs/kalenders-en-roosters>. It is necessary to verify the examination schedules and attendance order lists on a regular basis for any updates or changes. 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 examinations

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.

Workpieces and assignments must always be submitted or presented on the announced dates. In case the student is legally in the incapacity to be present on the announced dates, they will arrange that their work is submitted by someone else.

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.

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.

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 need to contact 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 programmes: Friday 18th of September at 20h00
- Professional programmes: Thursday 17th of September at 20h00

Proclamation

The proclamation is for students who can attain their diploma.

The official proclamation has been postponed until further notice. The School of Arts wishes to organise a proclamation only when this is physically possible. A new date will be communicated further in the academic year.

Feedback examination results

The feedback will be organised digitally. Any exceptions will be communicated in advance.

- Audiovisual and Fine Arts:
 - Theory: Monday 21st of September 2020 starting at 9h00
 - Practical: Monday 21st of September 2020 starting at 9h00
- Drama:
 - Theory: Monday 21st of September 2020 starting at 9h00

- Music, Educational Master, Postgraduates:
 - Monday 21st of September 2020 starting at 9h00
- Interior Design, Landscape- and Garden Architecture, Landscape Development:
 - Friday 18th of September 2020 starting at 9h00

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 Visual Arts: 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: Pascal Desimpelaere (pascal.desimpelaere@hogent.be), available on 09 243 36 15.

European Post-Graduate in Arts and Sound: Eveline Steenhout (eveline.steenhout@hogent.be), available on 09 243 30 30.

Interior Design: Femke Neels (femke.neels@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: Pascal Desimpelaere (pascal.desimpelaere@hogent.be), available on 09 243 36 15, Bijloke Campus room P.1.023

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

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

Educational Master (Audiovisual Arts): Eveline Steenhout (eveline.steenhout@hogent.be), available on 09 243 30 30.

Educational Master (Music): Pascal Desimpelaere (pascal.desimpelaere@hogent.be), available on 09 243 36 15, Bijloke Campus room P.1.023

Educational Master (Drama): Pascal Desimpelaere (pascal.desimpelaere@hogent.be), available on 09 243 36 15, Bijloke Campus room P.1.023

Mediator

Bert Lesaffer (bert.lesaffer@hogent.be), available on 0473 97 79 39
Véronique Govaert (veronique.govaert@hogent.be), for students in Audiovisual Arts

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.