

REGULATIONS ON EDUCATION AND EXAMINATIONS LUCA 2024-2025 Specific requirements incoming students

TITLE V. DEFINITIONS (GLOSSARY)

7° incoming exchange students: students enrolled at another university college or university who, on the basis of an agreement with that university college or university, study a semester or an academic year in an exchange at LUCA School of Arts. The institution in which they are registered with a view to obtaining a diploma is the home institution of the incoming exchange students;

TITLE II: EXAMINATION REGULATIONS

Article 43. Third party attendance at an oral examination

Specific provisions for incoming exchange students
As an exception and only if an agreement has been made with the home university, incoming exchange students can take an examination at the home university.

Section 9. The examination Committees and their responsibilities

Article 67. Composition

Specific provisions for incoming exchange students
In order to create a file to send to the home university, the exchange coordinator can participate in the deliberations of the (select) examination committee on incoming exchange students, without the right to vote.

Article 68. Responsibilities of the select examination committee

Specific provisions for incoming exchange students
The results registered by the select examination committee for incoming exchange students, are registered permanently by the competent bodies in the home institution after conversion.

Section 11. Irregularities

Article 83. Procedures

Specific provisions for incoming exchange students
After hearing the parties concerned, the select examination committee and the exchange coordinator compile a file containing at least the results obtained at LUCA and a proposed penalty. This file will allow the examination committee responsible in the home institution to make a final decision on a penalty in accordance with the established rules of the home institution. The exchange coordinator contacts the

exchange student's home institution and discusses the further progress and the conclusion of the exchange.

Section 12. Announcement of and feedback on examination results

Article 85. Announcement of the decisions of the examination committee

Specific provisions for incoming exchange students

The exchange coordinator sends the home institution a file containing at least the transcript of the incoming student's study programme with the results they obtained.

Article 86. The right to feedback and discussion of the results

Specific provisions for incoming exchange students

Incoming exchange students whose permitted official period of stay at LUCA has been concluded, which prevents them to participate in the feedback or discussion of the results, can contact the exchange coordinator. The coordinator, in consultation with their colleague at the home institution, will facilitate the organisation of remote feedback.

Section 14. Settlement of disputes

Article 90. Conflicts before or after an examination

Specific provisions for incoming exchange students

After hearing the parties concerned, the select examination committee and the exchange coordinator compile a file on the conflict which will allow the examination committee responsible in the home institution to make a final decision. The exchange coordinator contacts the exchange student's home institution and discusses the further progress and the conclusion of the exchange.

Article 91. Material errors

Specific provisions for incoming exchange students

If necessary, the exchange coordinator sends an adjusted transcript to the home institution and discusses the further progress and the conclusion of the exchange with the home institution.

TITLE III: GENERAL REGULATIONS

Section 2. Legal protection and handling of complaints

Article 99. Appeals against individual decisions

Specific provisions for incoming exchange students

Incoming exchange students at LUCA School of Arts can also appeal against decisions relating to the examination and examination process of a course they took at LUCA, in accordance with the procedure set in this Article. Final decisions regarding: -the valorisation of the study programme the exchange students followed at LUCA School of Arts, -the study progress, -the valorisation of the examination results, however, remain the responsibility of the home institution. As a consequence, students who wish to appeal against a decision made by their home institution have to contact the appeal body of their home institution. This appeal body can ask the exchange coordinator for

information on the examination process or on the decisions made at LUCA School of Arts

Article 99 bis. Appeals against individual decisions

Specific provisions for incoming exchange students

Incoming exchange students at LUCA School of Arts can also appeal against decisions relating to the examination and examination process of a course they took at LUCA, in accordance with the procedure set in this Article. Final decisions regarding: -the valorisation of the study programme the exchange students followed at LUCA School of Arts, -the study progress, OER 2024-2025 – LUCA School of Arts – following positive advice from the Academic Council of 18/04/2024 for discussion and approval in principle by the Management Committee of 08/05/2024 and for final approval by the Governing Body of 15/05/2024 89 -the valorisation of the examination results, however, remain the responsibility of the home institution. As a consequence, students who wish to appeal against a decision made by their home institution have to contact the appeal body of their home institution. This appeal body can ask the exchange coordinator for information on the examination process or on the decisions made at LUCA School of Arts.
