

EXAMINATION INFORMATION

for students
campus Leuven /
Lemmens

Academic year 2023-2024
2nd examination period
May/June 2024

EXAMINATION INFORMATION for students campus Leuven / Lemmens

EXAMINATION SCHEDULE

The examination schedule will be published via **KU Loker** > **schedule**.
For students of the Music programma > **Toledo**

Both examiners and students will adhere to the predetermined examination schedule. In case you are unable to be present due to 'force majeure' you have to contact the ombuds immediately. It's the only person who can reschedule an exam.

	DRAMA	MUSIC	EMA
Publication examination schedule	15 April 2024		
Examination period	13 May – 14 June 2024		
Catch-up exam(s)	14 en 17 June 2024		
Examination committees			
Restricted examination committee:	20 June 2024	18-19 June 2024	19 June 2024
Plenary examination committee:	20 June 2024	18-19 June 2024	19 June 2024
Publication exam results	Thursday 20 June 2024 between 4 PM and 8 PM		
Feedback	Monday 24 June 2024 by appointment Contact the teacher by mail to make an appointment		
Deadline appeal procedure	Till 27 June 2024		

GRADING SCALE

LUCA strives for maximum transparency regarding the way in which evaluations and assessments are carried out. You will find the learning objectives you need to achieve in each course unit in the ECTS course descriptions. You are assessed based on these objectives. Teachers also use a general [grading scale](#).

ONLINE EVALUATION

LUCA made certain directives for distance evaluation, for example an online oral exam or an online closed-book exam. We ask you to take [these directives](#) into account.

In [this manual](#) you can find more practical information about distance lessons or exams.



PARTICIPATION / ABSENCE DURING AN EXAM OR JURY

→ Proof of participation

If an exam is done on campus, signing the official attendance list counts as a proof of your participation. In case of an online exam; the student takes a screenshot of the online connection, on which the date and time are visible.

→ Absence due to illness / unforeseen circumstances

If you are unable to participate in one or more examinations due to force majeure, you must notify the ombuds as soon as possible and submit a valid doctor's certificate not later than the third working day after the missed examination.

You need to contact the examination ombuds by filling in [this online form](#). **It is the only accepted way to announce your absence.**

A medical certificate issued by a doctor at the latest on the day of the illness or accident, will be accepted as proof of absence. A written statement referring to the student's declaration only ('dixit certificate') or written after the illness/accident ('post factum certificate') will be considered invalid. The same applies to an incomplete certificate or a certificate that contains contradictions. (See also art. 48 of the [Education and Examination Regulations](#)).

The examination ombuds will decide if the missed examination(s) can be rescheduled and in which format. If so, you will be expected to participate. In case you do not participate in the rescheduled examination (without a valid reason), your examination opportunity will be considered as 'used'.

→ Public transport strike

Force majeure is not applicable to announced public transport strikes. Students are expected to take all possible precautions to make sure the examination schedule can proceed as planned.

→ Being late

Being late is not a legal reason for absence. A teacher can decide to grade as 'not partaken' in case a student hands in too late.



GRADING IN CASE OF ABSENCE

If absent during an examination/evaluation, you will be graded as 'not partaken' (NA). It means that you will not pass this particular course.

If the examination/evaluation consists of multiple parts and you did not participate in at least one of the parts, you will be graded as 'not partaken' (NA). This grade refers to the whole examination including all parts (except if mentioned differently in the ECTS) (See also art. 65 in the [Education and Examination Regulations](#)).



OMBUDS

Do not postpone your problems and announce them to your ombuds before the meeting of the examination committee, so that (if needed) a talk can be arranged with the restricted examination committee. Information about the ombuds can be found [here](#).

All conversations with the ombuds are private.

SPECIAL NEEDS STUDENTS

Do you have a special status (disability, working student, top athlete, ...) and do you have exam accommodations?

Submit your exam accommodations via the “[Activate Accommodations](#)” application through KU Loket.

You can only use accommodations that are valid during this exam period. Exam accommodations can be **activated until 25/04/2024**. Your teachers can consult your activated and approved accommodations. Think carefully about which exam accommodations you need for each evaluation. [Roadmap](#) for activating accommodations.

Please note: extra time for written exams is an inclusive accommodation. This means that everyone is entitled to more time and the extra time is already included in the planning. You do not have to apply for this accommodation, you are automatically entitled to it! (It is possible to request the accommodation for oral exams)

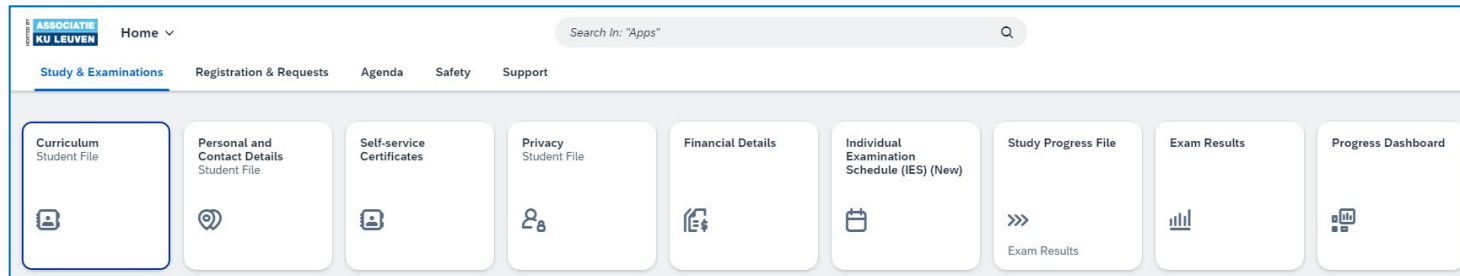
The granting of a special status and any accommodations is done at the beginning of the academic year or second semester by your campus' special needs assessor. If you did not apply for a special status and/or accommodations before 28 February 2024, it is now too late for the upcoming exam period. More info on special needs assessors and contact details can be found [here](#).

THE EXAMINATION COMMITTEES

	Chairman	Secretary	Ombuds
DRAMA	Thomas De Baets	Mark Joly	Maaïke De Zitter
MUSIC	Thomas De Baets	Mark Joly	Maaïke De Zitter
EMA	Thomas De Baets	Loes Vandewalle	Maaïke De Zitter

PUBLICATION OF RESULTS

The results are only digitally available on **KU Loket**. You will receive an email as soon as they are published. It is possible to quickly check your exam results on a mobile device by selecting the tile 'Exam results' in your KU Loket, but please bear in mind that your **study progress file** is always the only **official source**.



APPEAL PROCEDURE

In case of disagreement with the published results, it is advised to always make use of the feedback opportunity (see above) and furthermore to contact your ombuds as soon as possible in order to be able to arrange a consultation with the concerned teacher. Should you want to appeal after your feedback and contact with the ombuds, you have 7 calendar days after receiving your results to start the appeal procedure. Attention: in case an evaluation is not yet fully taken, it is impossible to appeal against a part of the evaluation course.

A formal complaint always needs to be submitted in writing to the Appeals Committee, using the webform <https://www.luca-arts.be/en/Beroepsinstantie>. (See also the [Education and Examination Regulations](#).)

REGULATION ON EDUCATION AND EXAMINATION

The [Education and Examination Regulations](#) determines all the rules regarding the education and examinations. The regulations are yearly approved by the Board of Directors and apply to all students enrolled at LUCA School of Arts.

FEEDBACK ABOUT YOUR RESULTS

Once the results are published, students have 7 days to ask for feedback if needed. The opportunity is offered to look into the examination and discuss results with the teacher(s) concerned.

All students who have failed for one or more examinations, are advised to use this feedback opportunity, especially when they want to use the 'Appeal Procedure'.