

Annex II
Examination and Disciplinary Regulations
Bachelor of European Studies

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I. Force majeure and assuring students' and staff's safety and health

1. In case one of the Parties in the BAES programme is confronted with situations of general force majeure or situations in which the safety and health of the members of the academic community might be endangered, the Local Academic Coordinator Board can make adjustments to these regulations when this is necessary to organize the education and assessment activities or to avoid unnecessary programme extension for students.

II. Scope of the regulations

1. The present regulations apply to all *Truncus Communis* courses' evaluations offered by the Degree Awarding Parties to students within the BAES programme, as laid out in the Common Education Regulations (Annex I). It also makes reference to the following aspects of other evaluations than the *Truncus Communis* courses' evaluations: exam formats, exam schedules, grading, procedure for awarding grades and conversion of grades.

2. These regulations can be subject to annual changes. Changes to these regulations are to be discussed and decided upon by the Local Academic Coordinator Board and the Academic Steering Committee. To be applicable for the following academic year, changes to these regulations need to be decided upon by the end of June of each calendar year.

3. The amended regulations are published on the BAES Student Portal prior to the start of each academic year.

III. Minimum standards for evaluations organized for the Truncus Communis courses

III. 1. Goal of the evaluation

1. Each evaluation is organized according to the provisions set out below in a way that allows students to demonstrate that they master the competences required for the course. The task of the examiner is to determine whether students have achieved the learning outcomes of a specific course.

2. This calls for a permanent engagement from the examiner and all quality assurance bodies concerned, both within the individual Parties as within the programme itself, to guarantee a well-organized examination for each course.

III.2. The examiner

1. Every evaluation or part of an evaluation is in principle set by the course organizer(s) of the course or by the person(s) who officially replaced the course organizer(s) in teaching the class concerned or supervising the activities or exercises concerned.
2. In the event of a personal interest of the examiner such as a relationship by blood or marriage to the fourth degree inclusive between a student and an examiner, or in case of force majeure on part of the examiner, a substitute can be appointed according to the procedures of the Party where the course is organized.
3. Examiners who are not course organizers can be part of the evaluation process, provided that they were co-responsible for the content of the learning activity. In such event, each Party's regulations can also determine that external Parties who are not Party's staff members can act as examiners. Those regulations must then also establish in which situations this is an option and which quality requirements these external parties have to meet. The course organizer, or the course coordinator (if there are multiple course organizers) remains however fully responsible for the final grading if others take part in the course assessment.

III.3. Information on evaluation format

1. The [ECTS course descriptions or course catalogue](#) from the BAES programme provides detailed information on the content and goals for each *Truncus Communis* course, as well as on the evaluation content and assessment methods, including, where necessary, the weighting of components with a partial mark and the consequences for not participating in an evaluation component. If the evaluation content or the assessment methods vary from one examination period to another, this will be specified in the ECTS course description of each course. All Parties will respect the principle of equal treatment of students if they choose to differentiate between examination periods.
2. The information in the ECTS course descriptions or course catalogue is recorded annually before 15 July preceding the academic year in which the course description is valid in order to give information to students before they enroll. Changes can be made until the beginning of the academic year (according to the annually published [joint BAES calendar](#)), for the Parties where such is allowed pursuant to the rules applicable to that Party. If the applicable rules, however, require a Party to maintain the ECTS course descriptions unchanged that were applicable at the time of enrollment for the entire education cycle of the bachelor for students who enrolled at the moment the ECTS course description were published, the Party will do so for the courses offered at that Party.

3. Evaluation formats of other courses than *Truncus Communis* courses will be provided in the [ECTS course description or course catalogue of the BAES programme](#) or the respective Party.

III.4. Examination periods

1. The examination periods that are organized for the *Truncus Communis* courses are determined by the [joint BAES calendar](#).
2. The foregoing does not preclude Parties from communicating to students (preferably through the ECTS course description of individual courses) that evaluations will be organized outside the regular examination periods, for example for learning activities other than lectures; for courses taught by visiting professors or by teaching staff who are legitimately absent during an examination period; for students who participate in mobility paths within BAES itself; or if the assessment method includes a type of continuous assessment throughout the semester(s).
3. Where there is a conflict between a *Truncus Communis* exam and an exam or a compulsory element of attendance at the Mobility Party, the student should contact the Coordinating Party. The Coordinating Party will, in close coordination with the Mobility Party, evaluate whether the conflict can be resolved and will advise the student accordingly.

III.5. Examination schedule of students and exam duration

1. The common courses' examination schedule for the examination periods will be communicated to the student as soon as possible via the Coordinating Party. The disciplinary introductory courses, organized locally by each Degree Awarding Party will be communicated to the students via their respective channels.
2. Given the complexity of the study programme and the level of freedom given to students to choose physical mobility (if courses are designed to allow this), students cannot be guaranteed an exam schedule in which maximum one course will be examined per day.
3. The examination schedule can be subject to change until 5 weeks before the start of the first and second examination period, and until 2 weeks before the start of each retake period. By then, the Coordinating Party clearly communicates to the students the appointed Exam Board members, who the chair and the secretary of the Board are, who the examination ombudsperson is and when the results will be announced.

4. Deadlines and dates of assessments, in the context of partial or continuous assessment that does not take place during an examination period, are communicated sufficiently in advance by the course examiner(s).

5. The standard duration of a written exam is between 1 and 3 hours, unless otherwise indicated in the examination schedule. For students with exam accommodations, a single assessment moment may not exceed half a day (approximately 4 hours).

III.6. The right to take evaluations

1. Students can only take an examination if they have paid the tuition fees they are due or if they have come to an agreement with the Coordinating Party about a postponement of the tuition fee payment deadline. The Coordinating Party will notify the relevant universities if a student cannot take evaluations due to non-payment.

2. Participation in an evaluation may be subject to student registration, if this is a regular procedure within the Party organizing the course.

III.7. Role of the BAES ombudsperson in the examination processes

1. The BAES ombuds service, organized by the Coordinating Party, aims to (I) support students and make decisions where necessary in the context of the organization, planning and procedure of the *Truncus Communis* common courses exams taking into account the specific situation of the student and the organizational feasibility within the programme; and (II) monitor and improve the quality of the exam procedure.

2. The Coordinating Party appoints a staff member with relevant competences to act as ombudsperson and one or more staff members to act as substitute ombudsperson. The ombudsperson is responsible for all examinations of the *Truncus Communis* common courses in BAES, including partial and continuous assessment. The Coordinating Party also makes arrangements for the administrative support for the ombudsperson.

3. The ombudsperson mediates between examiners and students in case of conflicts, special circumstances and irregularities. The ombudsperson has to possess the necessary expertise and be able to perform their duty as an intermediary in full independence.

4. The ombudsperson clearly communicates to the students where and when they can be contacted and when the substitute ombudsperson stands in.
5. Where necessary, the ombudsperson mediates on the date, place, assessment methods and conditions of an evaluation, without prejudice to the specific responsibilities laid down in other articles.
6. In order to perform their duties as an intermediary effectively, the ombudsperson is entitled to gain information on each and every evaluation, including prior to the Exam Board meeting. The ombudsperson is bound by the duty of discretion.
7. The ombudsperson takes part in the negotiations of the Exam Board meeting and in the negotiations of the select Exam Board without the right to vote.
8. The ombudsperson may under no circumstances evaluate the students they represent. If, by way of exception, the ombudsperson is involved in the evaluation of students for a particular course, the substitute ombudsperson will, for this group of students, stand in for the ombudsperson.

III.8. The Exam Board and its responsibilities

1. By the start of the new academic year, the Local Academic Coordinator Board assembles a full and select Exam Board for the *Truncus Communis* courses of the BAES programme.
2. The Exam Board must be representative of all Degree Awarding Parties. It consists of at least six members, including the chair and the secretary of the Board.
3. The Local Academic Coordinator Board appoints a member of the senior academic staff to serve as chair. The Local Academic Coordinator Board also appoints a secretary. The chair and the secretary do not need to be examiners, but either the chair or the secretary must be senior academic staff from the Coordinating Party. However, the other Exam Board members are, in any case, examiners at the Degree Awarding Parties.
4. The ombudsperson(s) participate(s) in the deliberations of both the full and select Exam Board for the group of students they represent, but without the right to vote.
5. The chair and the secretary of the Exam Board, along with the ombudsperson, form the select Exam Board. After each examination period, the select Exam Board confirms the results of the examinations of the *Truncus Communis* courses. The select Exam board prepares the proceedings of the full Exam Board. The select Exam Board rectifies material errors in close consultation with the course holders.

6. After each examination period, the Exam Board confirms the results of all examinations of students who can graduate from the programme.

7. If the Exam Board deems that the mark proposed by an examiner for an individual student or a group of students is not justified and inconsistent with established evaluation practices in the programme, the Board may exceptionally and in close consultation with the examiner(s) work towards an adjustment of the examiner's proposal. This decision needs to be adequately substantiated.

8. After each examination period, the Exam Board decides on students for whom force majeure or other special individual circumstances can be taken into account.

9. The Exam Board rectifies cases in which students who were declared to have passed a study programme are declared not to have passed after all.

III.9. Exam Board meetings

1. The members of the Exam Board attend the Exam Board meeting for the *Truncus Communis* courses. If a member is lawfully absent, they communicate this to the chair of the Exam Board as soon as possible.

2. The decisions of the Exam Board are valid if half of the members, plus one, (or, where appropriate, their substitutes) are present. If certain students have to be available during the meeting, they are notified in written form via their KU Leuven email address by the ombudsperson in advance.

3. The members of the Exam Board and all other persons present at the Exam Board meeting are under the obligation of secrecy regarding deliberations and votes.

4. Every examiner who is not a member of the Exam Board, can always request to be heard by the select and the full Exam Board. In addition, every student for which the Board will take decisions, can request to be heard.

5. The Exam Board acts as a college. A decision about a student is established by the Exam Board by a simple majority of the members present. On proposal of the chair or on request of a member of the Board or the ombudsperson, a decision can be made by secret ballot. Invalid votes and abstentions are not taken into account. In case of a tie, the decision of the Board will consist of the proposal most beneficial to the student.

III.10. Irregularities

1. Any behaviour exhibited by individual students (partially) hindering or attempting to hinder a proper assessment of their own or other students' knowledge, comprehension and/or skills will be considered an irregularity and may result in an appropriate penalty.
2. A particular type of irregularity is plagiarism, which involves copying the work of others (including ideas, texts, structures, designs, images, plans, codes, etc.) or one's own previous work in an exact or slightly modified way without adequately acknowledging the sources.
3. Every possession of prohibited resources during an examination is considered an irregularity. Irrelevant to the finding of fact is (I) whether or not the irregularity is the consequence of a deliberate choice of the students, (II) whether or not the irregularity resulted in an unfair advantage for the parties concerned, (III) whether or not the students decided to cease the behaviour that can be considered an irregularity.
4. If an examiner or invigilator detects any irregularities during an assessment activity that could impact the Exam Board's decision, they must inform the ombudsperson as soon as possible. The select Exam Board will then investigate the severity of the irregularity, hear the student in the presence of the ombudsperson, hear the examiner of the course where the irregularity occurred and propose a penalty and/or decide whether to implement a prevention plan.
5. The Exam Board can independently assess the severity of the irregularities in *Truncus Communis* courses and can respectively determine an appropriate penalty based on regulation the Coordinating Party.

III. 11 . Grading

1. Courses will be assessed and graded as communicated beforehand to students in the ECTS course description.
2. Other courses than *Truncus Communis* courses will communicate assessment and grading in the [ECTS course description or course catalogue of the BAES programme](#) or the respective Party.

III.12. Procedure for awarding grades to students within BAES

1. After each examination period the grades of the students following the *Truncus Communis* courses are established by the Exam Board according Articles III.8 and III.9 of this Regulation. The grades of the courses other than *Truncus Communis* courses are established by the Parties where the courses were organized.

2. Each Party organizing *Truncus Communis* courses or courses other than *Truncus Communis* courses provides to the Coordinating Party the results obtained by the students following the BAES joint degree or the students wishing to obtain the ES Certificate immediately after the examination period, within the deadline set forward by the Local Academic Coordinator Board. The Coordinating Party will keep these data in a database and share it with the other Parties. Students agree to data sharing of their results when enrolling for BAES. The data will be kept for a period of time equivalent to the longest duration required in the rules applicable to any of the participating Parties.

3. Results obtained for an evaluation taken in any Parties are converted on the basis of the BAES conversion table, attached below and available on the [BAES student portal](#), under the supervision of the Exam Board and in consultation with the Academic Steering Committee for courses taken up within Mobility Parties.

ECTS	F	F	F	F	FX Fail	E Sufficient 10% of successful candidates normally achieving this grade	D Satisfactory 25% of successful candidates normally achieving this grade	C Good 30% of successful candidates normally achieving this grade	B Very good 25% of successful candidates normally achieving this grade	A Excellent 10% of successful candidates normally achieving this grade								
UNIBO	Fail					18-19	20-21	22-23	24	25-26	27	28	29	30	30L			
UCM	0 – 4,9					5 – 5,9		6 – 6,9		7 – 7,9		8 – 8,9		9 - 10				
Jagiellonian University	niedostateczny “ndst”, “2” / unsatisfactory (fail)					Dostateczny “dst”, “3” / satisfactory		dostateczny plus “dst+”, “3+” / satisfactory plus		dobry “db”, “4” / good		dobry plus “db+”, “4+” / good plus		bardzo dobry “bdb”, “5” / very good				
KU Leuven	0-7				8-9	10	11	12	13	14	15	16	17	18	19-20			
Paris1					0-8	9	10		11	12	13	14	15	16	17	18	19	20
University of Edinburgh	H 0- 9	G 10-19	F 20-29	E 30-34	E 35-39	D 40-49		C 50-59		B 60-64		B 65-69		A 70-100				
FU Berlin ¹	4,1 - 5,0					4,0	3,3	2,7 – 3,0		2,0	1,7	1,3	1,0	1,0				
University of Helsinki	< 45%					1 (45-54 %)		2 (55-64%)		3 (65-74%)		4 (75-84%)		5 (85-100 %)				
University of Zurich	1.0 – 3.5					4.0		4.5		5.0		5.5		6.0				

III.13. Resit

1. In case a student obtains a credit for a course, they do not have a right to retake the evaluation.
2. If a student does not obtain a credit for a course, the student has the right to a second examination opportunity during the academic year. If a student does not participate in an exam, this is considered to be a used examination opportunity.
3. The ECTS course description specifies whether the second examination opportunity will be the same format as the first, or if (entirely or partially) a different assessment method will be used. The right to equal treatment of students is respected when doing so.

4. If a student, due to foreseen physical mobility within the BAES curriculum is not physically present in the university where the (resit) exam of a *Truncus Communis* course is organized, the student will be given the choice of taking the resit in person in the Party of origin, or, if possible, take a virtual resit under the responsibility of the Party of origin. The resit can also take place physically at the Party where the student is at that time, under supervision of the staff of the latter Party, provided that this Party provides such services for mobility students. This does not include the situation where the student has to resit exams and can be expected to remain in the Party that is organizing the exam until the start of mandatory mobility. In such a case, a student is expected to be able to take the exam opportunity in the retake examination period in the Party where they followed the course.

5. Resits of courses other than the *Truncus Communis* courses cannot be organized at a Party other than the one offering the course, unless an agreement is reached among the involved Parties.

III.14. Reasonable accommodations

1. When individual amendments to the examination schedule or the evaluation format are granted, the procedure as applicable where the course is organized applies.

2. Students who apply for rescheduled examinations due to the examination taking place on a religious holiday, are subject to a prior recognition and advisory procedure. The procedure as applicable where the course is organized applies. The student can give permission to share data between Parties on an individual basis, in order to have these procedures run swiftly.

3. Students with a special examination schedule due to individual circumstances are subject to a prior recognition and advisory procedure. The procedure as applicable where the course is organized applies. The student can give permission to share data between universities on an individual basis, in order to have these procedures run swiftly.

4. Students with special needs who require reasonable accommodation for their examinations (such as an adapted assessment method or use of a technical aid) are subject to a prior recognition and advisory procedure. The procedure as applicable where the course is organized applies. The student can give permission to share data between Parties on an individual basis, in order to have these procedures run swiftly.

5. Evaluations can only be rescheduled or amended for a serious reason, other than the ones described above. Examples are serious health reasons, a death within the close family, etc. In the case of *Truncus Communis* common courses, the ombudsperson assesses the situation

independently. The procedure as applicable where the course is organized applies. The student can give permission to share data between Parties on an individual basis, in order to have these procedures run swiftly.

III.15. Communication of grades to the students

1. At the end of each examination period, all results are communicated to the students through the regular grade communication system of the Coordinating Party, along with the application of the conversion table.
2. When the results are communicated by the Coordinating University to the students, all results are expressed either as Pass/Fail or as integers out of 20, and the students pass an exam if they obtain at least 10/20.
3. This does not prevent other Parties from communicating to students the results of examinations that were organized within that Party, according to the regular procedures within that Party, nor does it prevent Party from communicating the grades the student obtained within that Party before the conversion table, if applicable, was used as described above.
4. The communication includes the procedure students can follow to appeal against the mark they obtained.

III.16. Feedback

1. Students are granted the opportunity to receive feedback within seven calendar days after the day the examination results for the *Truncus Communis* courses were announced, and within the time limit for lodging an appeal procedure as laid down on the BAES student portal: www.jointbaes.eu/students. This feedback consists of a collective and/or individual discussion of the exam. Students are notified of their (sub)results for continuous assessment or partial examinations at the latest during this feedback session.
2. Students who are not physically present in the Party that organized and graded the evaluation due to foreseen mobility which prevents them to participate in the feedback or discussion of the results, will have a right to remote feedback.
3. Feedback for courses other than *Truncus Communis* courses follow the procedure and rules applicable within the Party organizing the course.

III.17. Freedom of information

1. Individual students have a right of freedom to information, which may extend to documents on which examination decisions concerning the student were based, in particular physical copies of own exams. However, they do not have a right to access data regarding other students.
2. Any text, document, video-material or any other material used for classes and/or evaluations given to students is strictly for their own use, and cannot be made public (for example online fora). Students also do not have a right to take photographs or in any way reproduce their exam copy. Students who do so, can be subject to disciplinary sanctions.
3. Students who want to exercise their right to freedom of information can submit a request to the Party that is holding the requested information. The procedure and rules as applicable within that Party apply.

III.18. Disputes and appeals

1. All disputes and protests related to evaluations of the *Truncus Communis* courses shall be resolved in accordance with the procedures established at the Coordinating Party.
2. For the courses other than the *Truncus Communis* courses, the procedures established at the Party offering the course apply. This includes (I) both internal appeal procedures and judicial procedures and (II) disciplinary measures pertaining to matters of plagiarism or misconduct relating to the assessment of courses.
3. The students agree to the competence of the courts of the country of the university that organizes the examination, in accordance with the legislation of that country and the procedures within that university.

IV. Rules applicable to the thesis

IV.1. Bachelor thesis

1. The bachelor thesis will be taken up and defended within a Degree Awarding University, according to the Bachelor Thesis Regulations (Annex III) and as laid down on the following website: www.jointbaes.eu/students.

V. Rules applicable to awarding the joint diploma

V.1. Students who do not complete the programme

1. Students leaving the BAES programme without having successfully completed the study programme can apply for proof of the obtained credits.
2. A credit certificate (or equivalent document) of individual courses is issued by the Registrar's Office on the student's request by the Party organizing the relevant courses.

V.2. Procedure for awarding the degree

1. Students are awarded the joint diploma of Bachelor of Arts in European Studies if, for all courses of their study programme, they either obtained a credit or were granted an exemption. Exemptions are awarded pursuant to the rules set forward in the Common Education Regulations (Annex I).
2. In order for the joint degree to be legally valid in all of the Degree Awarding Parties, a student who does not meet these criteria cannot use tolerance credits.

V.3. Level of achievement

1. The Exam Board determines the level of achievement for graduating students.
2. To determine the percentage students obtained on their complete study programme, the marks they obtained for each course are weighed according to the number of credits of the course. Courses assessed according to the pass/fail model are not taken into account when calculating the percentage. For the rounding of percentages, the combined results of the student are rounded down to the nearest integer for decimals 0.1-0.4 and rounded up to the nearest integer for decimals 0.5-0.9. The calculations are made on the study programme as a whole.
3. Students obtaining the diploma of the BAES bachelor's programme are awarded one of the following levels of achievement:
 - a) Cum fructu, if they obtain a weighted percentage of less than 68 %;
 - b) Cum laude, if they obtain a weighted percentage of at least 68 %;
 - c) Magna cum laude, if they obtain a weighted percentage of at least 77 %;
 - d) Summa cum laude, if they obtain a weighted percentage of at least 85 %;

- e) Summa cum laude with the congratulations of the Programme Board, if they obtain a weighted percentage of at least 90 %.

4. The final (graduation) grade for the Italian University system (110/110 scale) is calculated after the conversion in the Unibo scale (18/30) of all grades obtained by the student and certified in the Transcript of Records released by the Coordinating Party after the completion of all exams (180 ECTS) in due time for the awarding of the diploma. The final (graduation) grade for the Italian University system will be then given by the average grade obtained by the student, plus a bonus to be calculated in light of the overall performance of the student, including the final percentage as established by the Coordinating Party and indicated in the same Transcript of Records, and following the approval by the Unibo Board of BAES Professors ("Consiglio di corso di studi") in accordance with the relevant Unibo's and national regulations. All relevant information will be available in the UNIBO BAES local website (<https://corsi.unibo.it/1cycle/EuropeanStudies/programme>).

5. In exceptional cases, the Exam Board can award a higher level of achievement to individual students who did not meet the criteria for this higher level of achievement, provided that the Exam Board makes a substantiated decision in the meeting report explaining the exceptional individual circumstances why the student deserves a higher level of achievement.

V.4. Appeals against decisions pertaining to the diploma

1. Appeals against deliberation decisions pertaining to the (non-)awarding of the joint degree or the level of achievement shall be decided upon by the legally responsible body of the Coordinating Party.

2. Given that students are enrolled for the programme at the Coordinating Party, the procedure will be governed by the procedural and material legislation and regulations applicable to the Coordinating Party.

3. In their appeal, students have to include a factual description of the objections they call on. The appeal has to be submitted within the time period laid down within the regulations applicable to the Coordinating Party. The student is considered to have learned about the initial decision on the day after the communication was sent.

4. The internal appeal procedure leads to a substantiated rejection of the appeal on the grounds of inadmissibility or lack of merit; or a new decision made by the legally responsible body of the Coordinating Party.

5. This rejection or new decision is communicated to the students by email within a period of twenty calendar days. This period starts on the day after the internal appeal was submitted. The communication is sent to the email address the student indicated when submitting the appeal. The legally responsible body of the Coordinating Party can inform the student within the time available to it that it will issue its decision at a later date. In that case, the time limit for external (judicial) appeal starts on the day after that (new) date for the decision.

6. After this possibility to file an internal appeal has been exhausted, students can appeal the decision of the legally responsible body of the Coordinating Party within the relevant court of the country of the Coordinating Party.

VI. Joint Disciplinary Principles

VI.1. Scope of application

1. These Principles apply to all students enrolled in the BAES and will be applied by both the Degree Awarding Parties and the Mobility Parties of the BAES programme.

2. These Principles apply to all forms of student misconduct, including academic and non-academic misconduct (Misconduct). Fraud during exams, including plagiarism thus falls within the scope of Misconduct.

3. The authority to take action in response to allegations of Misconduct, including the definition of Misconduct, arises from the Relevant Partner's code of student conduct and/or disciplinary policy (Code).

VI.2. Party responsible for dealing with misconduct

1. The Party whose disciplinary Code and procedure applies in a particular student case is the 'Relevant Partner'.

2. In order to determine the Relevant Partner, the following principles apply:

- a) For academic Misconduct, including online Misconduct which takes place in the context of a *Truncus Communis* course: the Relevant Partner shall be determined by the Local Academic Coordinator Board.
- b) For academic Misconduct, including online Misconduct which takes place in the context of a course other than a *Truncus Communis* course or Misconduct during an internship: the Relevant Partner shall be the Party responsible for the delivery of the course.

- c) For Misconduct in the course of the enrollment / admissions process: the Relevant Partner shall be the Coordinating Party.
- d) In all other cases, the Relevant Partner will be the Partner where the student is studying at the time of the alleged Misconduct (Start University or Party where the student is studying during their mobility).
- e) If the application of the above rule is not feasible, the Coordinating Party's (KU Leuven) Code will apply. The Local Academic Coordinator Board will take the decision that the application of the above rules is not feasible when notified by a Party, staff member, student or third party of student Misconduct, after consultation between all relevant authorised individuals / bodies of the Parties of the anonymized case to ensure a consistent approach to identifying the Relevant Partner. Other factors that may be taken into consideration in such case include:
 - a. The home institution of any other students or staff members involved.
 - b. Which Party is most able to effectively investigate the allegation, based on the location, date and character of the alleged offence and any other parties involved.
 - c. The Code the student was most readily expected to have in mind when the alleged Misconduct took place.

3. Each Party that is confronted with Misconduct and that finds that application of the above principles result in itself being the Relevant Partner, can continue with the disciplinary proceedings after notification of the student pursuant to art. VI.2.2. Each Party that finds that they are not the Relevant Partner, notifies the Local Academic Coordinator Board who shall determine the Relevant Partner and notify the Relevant Partner.

VI.3. Disciplinary proceedings

1. After the Relevant Partner is decided, Misconduct will be investigated and outcomes decided under the Relevant Partner's Code only.
2. Students will be clearly informed under which Code the alleged Misconduct will be investigated after the decision pursuant to article VI.2.2 above has been taken.

VI. 4. Disciplinary sanctions and implementation

1. All Parties agree to recognise and implement the disciplinary outcomes and penalties arrived at by a Relevant Partner, to the extent that such is allowed pursuant to the legislation applicable to the Party.

2. Where, however, the outcome of the disciplinary process at the Relevant Partner is expulsion, the student will automatically be expelled from the BAES programme for the period of the expulsion. Each Party's Code and applicable legislation determine whether the student is eligible to apply to transfer to other programmes within each of the Parties, even within the aforementioned period of expulsion for the BAES programme.
3. Following the conclusion of the disciplinary process, the same Misconduct will not be investigated and penalized under a different Code / disciplinary process of another Party.

VI.5. Data Sharing

1. In order for the above rules to be applied, by enrolling for the BAES programme, the student agrees to data sharing between the participating Parties as indicated in this article.
2. All cases and outcomes will be reported to the Local Academic Coordinator Board, which will hold the student records and which will coordinate communications between the participating Parties. The Local Academic Coordinator Board is responsible for communicating disciplinary cases and outcomes to the Parties on a need-to-know basis if such is needed for the implementation of the outcome. In such case, the Local Academic Coordinator Board will coordinate the implementation of disciplinary penalties.
3. The Local Academic Coordinator Board will report to the Quality Assurance Board each year on the number of disciplinary procedures, their character and the outcomes, respecting strict anonymity of the affected students when doing so.
4. The legislation applicable to the Relevant Partner determines the period of time the disciplinary file of the student is kept. The outcome of the proceedings is kept in the student records of the BAES programme for the same period of time.

VI.6. Appeals

1. The appeal process of the Relevant Partner applies.
2. The student accepts the competence of the courts of the country of the Relevant Partner.