

**Regulations
University
Language Centre
(UCT)
Academic Year
2026–2027**

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Preamble

These regulations apply to all courses organised by the UCT during the academic year 2026–2027.

The Preparatory Year Dutch programme is subject to specific rules described in a separate regulation available on the UCT website.

For the Interuniversity Dutch Language Test for Non-Native Speakers (ITNA) and the Interuniversity Test of Academic English (ITACE), the applicable regulations can be found on the respective ITNA and ITACE websites.

In emergencies, UCT may impose safety and/or hygiene rules that must be strictly followed.

Ufora and the Exclusive Use of UGent Email Addresses

All communication regarding courses, assignments, and class announcements occurs exclusively via Ufora, UGent's electronic learning platform. This means that for all enrolled students, only UGent email addresses are used for communication with and from the UCT. Students are encouraged to consult Ufora regularly for updates and new announcements. Posting a message on Ufora is considered sufficient notification.

List of Abbreviations

Abbreviation	Explanation
ECTS	European Credit Transfer System
CEFR	Common European Framework of Reference for Languages
FT	Final Test
ITNA	Interuniversity Dutch Language Test for Non-Native Speakers
ITACE	Interuniversity Test of Academic English
LSP	Language for Specific Purposes (business and academic language)
DFL	Dutch as a Foreign Language
EER	Education and Examination Regulations of Ghent University
PT	Placement Test
Lifelong Learning	Continuing Education
UCT	University Language Centre
UGent	Ghent University
PYD	Preparatory Year Dutch
FLC	Foreign Language Courses and Communication Skills
ZAP	Independent Academic Staff

1. Course Structure

1.1. FLC

There are three terms for FLC courses: first semester, second semester, and the summer term. The semesters are defined in Article 2 of the EER. Most courses are offered in the evening during the academic semesters; some are scheduled during the day. In July, August, and September, intensive daytime courses are offered.

Courses on academic and professional language use fall under FLC, except for courses commissioned by the doctoral schools.

In addition to on-campus courses, online courses are offered with the same structure and subject to the same rules. PTs and FTs for on-campus courses take place on campus. PTs and FTs for online courses are administered online.

During the academic year as defined in Article 1 of the EER, there are semester-based (12 sessions) and half-year (15 sessions) courses. Semester-based courses follow UGent's exam calendar and conclude by the catch-up week as per Article 2 of the EER. This may result in only 11 sessions being held instead of 12. Half-year courses do not follow UGent's exam calendar and may continue during the examination period. All 15 sessions are delivered.

In force majeure situations, UCT may switch in-person classes to fully or partially online formats, or vice versa, without compensation to students, notwithstanding the provisions in Article 6.8.

1.2. DFL

DFL courses are mainly intensive daytime programmes. Evening classes are also available for both beginners and advanced learners.

Daytime courses are held on campus. Evening courses may be on campus, online, or hybrid (in the case of DFL1 and DFL2).

Online courses are subject to the same rules as on-campus courses. PTs and FTs for on-campus and hybrid courses are held on campus. PTs and FTs for online courses are administered online, except where the ITNA is required (DFL5 FT, DFL6 PT and FT).

In force majeure situations, UCT may switch in-person classes to fully or partially online formats, or vice versa, without compensation to students, notwithstanding the provisions in Article 6.8.

2. Holiday Periods

The UCT is closed on public and official holidays as well as on UGent closure days. Additional closure dates are published on the UCT website.

The website also provides an overview of days when no classes are held. If a class must be

cancelled due to exceptional circumstances (e.g., instructor illness), students will be notified via email or SMS. A make-up class will be organised by the UCT.

3. Language Courses

UCT offers a range of language courses. The available languages may vary from year to year. Likewise, the course schedule may change from one academic year to another.

A complete overview of the course offerings can be found on the UCT website.

4. Language of Instruction

4.1. FLC

The language of instruction is generally the target language of the course. For beginner levels (levels 1 and 2), this may be deviated from, particularly during the initial sessions where Dutch is used as a support language. Students are therefore expected to have a basic knowledge of Dutch (A2 CEFR). Non-native students are also expected to have a basic command of English (A2 CEFR). See the individual course pages on the UCT website for details.

4.2. DFL

The language of instruction for DFL courses is Dutch from the beginner level onward. During the initial lessons, the instructor may repeat instructions in English and/or French. Students in the PYD are expected to have a basic knowledge of English (A2 CEFR). If a student does not possess sufficient knowledge of English and/or French, UCT may refuse or cancel the registration. In the case of cancellation after the start of the course, the course fee will not be refunded.

5. Admission Requirements

5.1. General

Students must hold a secondary school diploma or be in their final year of secondary education. Exceptions may be made by UCT coordinators based on motivation and educational background.

5.2. FLC

Students who have already followed a course at UCT and wish to enrol in level 2 or higher must have passed the previous level. If not, they must take a Placement Test (PT).

Students who are new to UCT and want to start at level 2 or higher take the PT during the first session. Exceptionally, they may take it during the second session. Before registering, students are advised to take the online self-test for German, French, English, Italian or Spanish, available on the UCT website. This test recommends the most suitable course level but does not entitle students to a certificate.

The instructor confirms the student's level during the first session. Based on this evaluation,

students may be referred to another level. After the second session, PTs are no longer available.

5.3. DFL

Students who have already completed a course at the UCT and wish to enrol from level 2 onwards must have passed the preceding level. If this is not the case, they must take a retake test no earlier than three weeks after the Final Test (FT). This retake test is mandatory and the result is binding. Students who pass the retake test may obtain a certificate of successful completion.

Students who fail to attend the mandatory retake test without notifying the UCT at least one week in advance forfeit the course fee they have paid.

An FT result remains valid for one year. Students wishing to enrol from level 2 onwards after more than one year must take the Placement Test (PT). This PT is mandatory and its result is binding.

Students who have not previously taken a course at the UCT and wish to enrol from level 2 onwards must first take the PT to determine their level. They may only take this test once they have registered and paid the test fee. The test fee will subsequently be deducted from the course fee and is non-refundable once the test has been taken.

The PT determines whether a student may start at level 1, 2, 3, 4 or 5. Students whose level exceeds level 5 may take the entry test for level 6. This entry test is the ITNA. See section 7.1.

Students with no prior knowledge of Dutch must enrol in level 1.

Students enrolled in the Preparatory Year Dutch (PYD) programme must attend from the first course session onwards.

6. Registration

6.1. General

Students can register via the UCT website or in person at the UCT registration office.

By registering for a course, students agree to the UCT regulations.

UCT complies with GDPR as stated on the UGent website. Personal data is not shared with third parties without the student's consent, except where agreements exist with external organisations (e.g. Flemish Government, City of Ghent, VDAB) for subsidised DFL students.

Registration data may be shared with relevant UGent services.

Registration is only valid once full payment is received. Students can only start attending classes once registered.

UGent departments may submit SAP order forms as proof of payment.

Registration includes the Final Test (FT) and possible retake.

6.2. Registration Period

Registrations are accepted during the applicable registration period and as long as places remain available.

For FLC courses, students must register before the third class. Registrations close after the third class.

DFL students must register before the first course session.

Participants in the ITNA and ITACE must register at least one week before the test.

6.3. Re-enrolment

Re-enrolment for the next level is not automatic. Students must register for each new course. This does not apply to students in the PYD programme.

6.4. Payment

Payments can be made:

- With a bank or credit card at the registration office
- By bank transfer
- With training vouchers (only for DFL courses)

Cash payments are not accepted.

6.5. Number of Enrolments

A maximum number of students is allowed per course and test session to ensure quality. Limits vary by course and test. Enquiries can be sent to uct@ugent.be.

Students may enrol up to three times for the same course within 12 months.

6.6. Student Card

UCT students not registered at UGent can request a UGent access card via the UCT website. This allows use of UGent student restaurants and sports facilities.

6.7. Certificates and Attestations

Students who pass the FT can download their certificate via Oasis. Certificates are only issued for courses with an FT. DFL students who fail the FT but pass the next level's retake may request a certificate for the previous level.

Attendance certificates are also available via Oasis.

6.8. Cancelling or Changing Enrolment

6.8.1. Courses

Students may cancel their enrolment up to two weeks before the course starts by emailing uct@ugent.be. A cancellation fee of €50 per course applies. The remainder of the course fee

is refunded by UGent.

Cancellations are not accepted within two weeks of the course start, and no refund will be given after this point.

Higher education students whose schedule conflicts with UCT courses or whose exchange request is denied can cancel without fee up to the first UCT course week. Cancellations due to resits in August or September are accepted until July 15. After this, a cancellation fee applies.

For PYD courses, separate rules apply.

For online registrations, students may cancel without reason or cost within 14 calendar days of submitting the form. This right is forfeited if services (PT, classes) are used within that period.

Course changes are allowed up to two weeks before start, but only within the same academic year and course type (FLC or DFL). Students cannot transfer registration across course types or academic years.

If a change is possible and places are available, a €50 administration fee is charged.

UCT may cancel a student's registration under Articles 4.2 or 7.1 without refund. UCT also reserves the right to cancel courses with too few enrolments; in this case, full refunds are issued.

Refunds must be requested within 12 months from the start of the cancelled course. Different rules apply to PYD.

6.8.2. Language Tests (ITNA and ITACE)

Tests are held in open sessions or by appointment.

For open sessions, students may cancel or reschedule up to one week before the test, with a €25 fee.

For scheduled appointments, cancellation or rescheduling up to two weeks in advance incurs a €50 fee. Appointments are cancelled if payment is not received at least seven business days before the test.

6.9. Code of Conduct

- Students are requested to arrive on time so that classes can begin promptly.
- Course materials may not be copied or shared. This also applies to audio materials, digital exercises and all other materials developed by the UCT.

- Only registered students have access to classrooms, examination rooms and common areas. Partners, children, pets and other non-enrolled persons are not permitted. Students who bring external visitors or pets will be asked to leave and will not be allowed to attend the class or take the test.
- Instructors may ask students to switch off their mobile phones during class in order to minimise disruptions.
- The following technical requirements apply to online classes:
 - During classes, students must have access to a camera so that they are visually present. Instructors may refuse admission to students who do not have their camera switched on and are therefore not visually present.
 - For online tests, students must have access to a computer with a microphone, camera and keyboard. The camera must remain switched on throughout the test. If the camera is not switched on, this will be considered as non-participation in the test and no test score will be awarded.
- The UCT brings together people from different regions and cultures. We expect everyone to treat one another with respect. Violence, bullying, aggressive or disruptive behaviour, intimidation or unwanted sexual behaviour will not be tolerated and may result in immediate exclusion from classes, either temporarily or permanently. This also applies to the registration office. In the event of such incidents, the UCT reserves the right to contact the police.
- Everyone benefits from a clean learning and working environment. Eating and drinking are therefore not permitted in the rooms where UCT classes are held. Students are also asked not to leave litter behind and to use the designated waste bins. Smoking is strictly prohibited in educational institutions. The consumption of alcohol and the use of drugs are likewise prohibited at the UCT. Students who arrive under the influence of alcohol or drugs will not be admitted to the classroom or the registration office.

Students must strictly comply with all applicable safety regulations. This applies when entering and leaving teaching locations, within the teaching locations themselves, and in the corridors.

In addition to these rules, students must at all times comply with all regulations applicable at UGent, including but not limited to the Student Disciplinary Regulations.

7. Examination Regulations

These regulations apply to all UCT courses, including PYD. Separate rules for the ITNA and ITACE tests are available at www.itna.be and www.itace.be respectively.

Students pass a course if they achieve at least 10/20 and meet the specific course requirements as described in the ECTS course sheets and communicated via Ufora.

Differences between FLC and DFL are explicitly indicated.

Students with a disability or a special status who believe they may be eligible for individual test accommodations must contact the UCT by email (statuut.uct@ugent.be) no later than before the third class session.

7.1. Placement Test and Retake

7.1.1. FLC

Almost all courses from level 2 onwards begin with a Placement Test (PT). The course description on the UCT website indicates whether a PT is required.

Students who are referred to a different course based on their PT result must attend the course to which they have been assigned. Students are strongly advised to take the PT. Students who do not take the PT retain their assigned level and may not rely on a PT result to change level or cancel their enrolment.

If the UCT is unable to offer an alternative course on days and at times that are feasible for the student, the full course fee will be refunded (provided that the UCT course materials are returned in their original condition. If the materials are not returned or are returned damaged, the UCT will charge €22).

7.1.1. DFL

Students wishing to enrol from level 2 onwards must have passed the preceding level. If they have not passed, they must take and pass a retake test no earlier than three weeks after taking the Final Test (FT) for the preceding level. The retake test may only be taken once and is mandatory. Students who fail to attend the mandatory retake test without informing the UCT in advance forfeit the course fee they have paid.

If a student does not pass the retake test, their enrolment is automatically cancelled. The student may then either receive a full refund of the course fee or choose to repeat the preceding level, if they have not already taken that level three times.

Students who have not previously taken a course at the UCT and wish to enrol from level 2 onwards must first take the general Placement Test (PT) before being assigned to the appropriate level. They may only take this general PT after registering and paying the full course fee.

For Dutch as a Foreign Language level 6, the PT is the ITNA. This test is administered in accordance with the specifications established by the IUTC, the testing consortium of the Flemish university language centres. These specifications are available at www.itna.be.

Different rules apply to students in the Preparatory Year Dutch (PYD) programme: students who do not pass a Final Test (FT) must repeat the same level. This also applies to the higher levels.

7.1.2. Evaluation Formats

The PT and retake consist of written and/or oral components.

7.1.3. Date and Location

The Placement Test (PT) or retake test is administered on the scheduled date and at the scheduled location, or on a date and at a location agreed otherwise, unless circumstances require the UCT to change the date, time and/or location. No exceptions will be made.

For FLC courses, the PT may only be taken during the first or second class session. For DFL courses, the retake test takes place on predetermined dates and at predetermined times, usually one week before the start of the course.

The UCT may, at any time, require students to identify themselves by means of a student card, passport, residence permit or identity card bearing a clear photograph.

7.1.4. Feedback

Students have the right to review their exam copy as part of the PT/retake result discussion. Third parties are not allowed access.

Written exam copies and tasks are kept by UCT for one year after the course ends.

7.1.5. Irregularities

If irregularities are detected during a PT/retake, the UCT Examination Board meets to address the issue. The board follows UGent's EER guidelines.

Students may appeal to the institutional appeals committee if they believe the board's decision is irregular.

7.1.6. Clerical Errors

In case of clerical errors, the procedure outlined in UGent's EER applies.

7.2. Final Test

7.2.1. General

A Final Test (FT) is administered at the end of each level. The final course grade is based on the FT.

Students have one exam opportunity per course, except UGent students for whom the course is part of their curriculum.

Written exam copies are kept for one year.

If a student is absent from the FT due to valid reasons (see Article 75 §2 of the UGent EER), they may reschedule. Absences must be reported on the day of the test with supporting documents submitted within three days. Only medical certificates dated on or before the illness are accepted (not 'post factum' or 'dixit' certificates).

7.2.2. DFL

Students in DFL courses who do not pass the Final Test (FT) are automatically registered for the retake test if they are already enrolled in a course that does not immediately follow the course for which they did not pass the FT. (See section 7.1.1.2.)

Enrolment in a higher level is automatically cancelled if the student does not pass the FT and the higher level immediately follows the level for which the student did not pass the FT.

For Dutch as a Foreign Language levels 5 and 6, the Final Test consists of the ITNA. This test is administered in accordance with the regulations established by the IUTC, the testing consortium of the Flemish university language centres. These regulations are available at www.itna.be. Students who have already obtained a B2+ result on the ITNA are only required to take the C1 component of the ITNA as the Final Test for level 6.

If a student is not permitted to take the FT for Dutch as a Foreign Language level 5 because they have already reached the maximum number of test attempts, the test will be postponed and an additional fee of €50 will be charged.

7.2.3. Date and Location

The FT is held on the date, time, and location specified on the UCT website, unless circumstances require the UCT to change the date, time and/or location, where possible in consultation with the students.

The oral component of the FT may be organised before the scheduled end date of the course. Instructors will inform students of the exact dates.

Requests to take the FT later are not normally granted.

Students must present valid ID (passport, UGent student/staff card, or national ID).

Students must have UGent login credentials for digital tests.

7.2.4. Certificate

Students who pass the FT can download their certificate via Oasis. Certificates from academic year 2010–2011 onward are available free of charge. Certificates for earlier years are no longer issued.

7.2.5. Credit Certificate

In addition to a certificate, exchange students can download a credit certificate via Oasis to submit to their home university.

7.2.6. Feedback

Students have the right to review their exam copy. Third parties are not granted access.

Written examination papers, written preparations for oral examinations and assignments forming part of non-periodic assessment are retained by the UCT for one year after the end of the course.

7.2.7. Irregularities

If irregularities occur during the FT, the UCT Examination Board convenes. It may impose disciplinary measures in accordance with the UGent EER.

Students may appeal the decision in accordance with Article 95 of the UGent EER.

7.2.8. Internal Appeal and Clerical Errors

Students who believe their FT result was affected by a rights violation may submit an internal appeal to the institutional appeals committee, as per Article 95 of the UGent EER.

In the case of clerical errors, UGent's EER procedures apply.

7.3. UCT Examination Board

7.3.1. Composition

The UCT Examination Board consists of:

- UCT Director (Chair)
- Three ZAP members of the Faculty of Arts and Philosophy: Renata Enghels (FLC), Chloé Lybaert (DFL), Geert Jacobs (LSP), and N. for language tests
- The UCT academic coordinator responsible for the course concerned
- A faculty ombudsperson
- A UCT language instructor for the relevant language
- The UCT logistics coordinator (advisory member)

The Chair appoints one member as secretary.

7.3.2. Deliberation Sessions

The Examination Board may deliberate at any time regarding exam disciplinary matters. Meetings are closed and confidential.

If a board member is unavailable, they inform the Chair, who may appoint a substitute. If the Chair is absent, the Board selects a replacement.

The institutional ombudsperson may attend as an observer.

7.3.3. Decisions of the Examination Board

Board decisions are recorded and submitted to the Director of Educational Affairs (via ombuds@ugent.be) and to the relevant instructor(s), as required by the UGent EER.

Disciplinary decisions are sent to the student by registered mail, including any sanctions and information on appeal options.