

Faculty of Law Supplementary Guidelines to the Education and Examination Regulations

Article 1. The stipulations in these Supplementary Guidelines are applicable to all examinations organized by the University of Antwerp's Faculty of Law, without prejudice to the application of the Education and Examination Regulations. Every examiner may deviate from the stipulations noted in articles 4 until 11. Students must be notified by the examiner of every deviation at the beginning of the lectures. Insofar as may be necessary, the examiner will also mention every deviation in the course information. He should also mention any deviation at the examination and inform the exam supervisors in advance.

HEADING I – Use of law or statute books and dictionaries during the examination

Article 2. The use of a law book containing no annotations is permitted during an examination of a positive law course. Legal history is not considered an annotation; other additions such as references to jurisdiction and legal doctrine, symbols (arrows, dots, etc.), cross references (any reference that indicates a link to a legal text or fragment, jurisdiction, doctrine, course material or other data that might be useful during the examination) will be considered annotations.

Who precisely is responsible for having added the annotations (publisher, user, etc.) will not be taken into account. Underlining or highlighting of at least one complete word and affixing blank post-it notes is permitted. The title or heading of a law as well as its 'nickname' may be written on the post-it note.

Article 3. The use of a copy or printout of legal texts is permitted under the same conditions as those mentioned in article 2.

Article 4. The use of dictionaries is not permitted during your preparation of the examination. In case a question is unclear or if several interpretations are possible, the students are permitted to request clarification from either the examiner or exam supervisor.

Article 5. Every student is responsible for his or her personal materials. During the examination no materials will be passed on to other students unless explicitly approved by either the examiner or exam supervisor.

HEADING II – Code of conduct in the examination hall

Article 6. When entering the examination hall, all students will place their coat, briefcase or bag, pen case, course materials and any electronic data carrier or means of communication on the spot or area designated by the exam supervisor. The student is permitted to bring along only those items that are strictly necessary for the examination (pen, student card, etc.) and those that are permitted by the examiner (law or statute book, etc.).

If during an examination a student is found to have within his reach any course material (e.g. slides, notes, etc.), an electronic data carrier or means of communication (e.g. mobile phone, portable media player, laptop, memory stick, etc.) or any other aid of which the use during examinations is not permitted, will be seen as fraud.

Article 7. Prior to the beginning of the examination, the students should verify the permissibility of the resources they wish to use (i.e. ensure that no notes are left in law books, etc.). If in doubt about the permissibility of any particular resource, the student should ask the exam supervisor before the examination has started.

Article 8. If during the examination the student is caught with an irregularity that might influence the examination results, then the exam supervisor will confiscate those elements that may be used to commit fraud. The student is subsequently permitted to further complete his examination without these elements, pending the decision of the fraud and examination commission.

The exam supervisor will inform the lecturer-in-charge of the appropriate course, the chairman of the examination commission and the ombudsperson as soon as possible.

At the end of the examination the student in question and the exam supervisor will each set up a signed statement detailing the facts. The exam supervisor will deliver both statements to the chairman of the examination commission.

Article 9. During a written examination or during a written examination in which a group of students has to answer the same questions, a student who has read the exam questions is not permitted to leave the examination hall before a period no less than 15 minutes and determined by either the examiner or the exam supervisor.

Students who during an oral examination request a 0-mark should present themselves to the examiner or exam supervisor and sign the attendance list.

Article 10. During the examination the student is not permitted to leave the examination hall unattended or unless explicitly approved by either the examiner or exam supervisor.

Article 11. The student will always hand in all the provided scrap papers, exam questions and exam script papers.