

General Study Regulations

(including the rules on assessments and examination panels)

Academic year 2020-2021

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INTRODUCTORY PROVISIONS

- a) The terms used are understood in their epicene sense, so that they refer to both women and men.
- b) The provisions of this Regulation shall be adopted in application:
- of the French Community Decree of 7 November 2013 defining the higher education landscape and the academic structure of studies, hereinafter referred to as "decree",
 - of the Law of 27 July 1971 on the finance and control of university institutions, as amended on various occasions, hereinafter referred to as "finance law",
 - of the French Community Decree of 11 April 2014 adapting the finance of higher education institutions to the new structure of studies, amended on various occasions,
 - of the French Community Decree of 13 July 2016 on veterinary science studies,
 - of the French Community Decree of 29 March 2017 relating to medical and dentistry studies,
 - of the French Community Government Order of 25 January 2017 setting out the procedures for classifying and issuing certificates of entry following the cycle programme for veterinary science studies,
 - of the French Community Government Order of 21 December 2016 approving the single regulation on examination panels for tests at the end of the first term of the first 60-credit block of the Bachelor's programme in veterinary sciences,
 - of the French Community Decree of 16 June 2006 regulating the number of students on certain Bachelor's programmes,
 - of the French Community Decree of 30 January 2014 relating to inclusive higher education,
 - of the French Community Decree of 22 June 2016 determining the models for diplomas and diploma supplements issued by the higher education institutions of the French Community.

These texts are understood as coordinated versions, that is, including the various updates.

Should the provisions referred to above be modified, obliging the University authorities to adapt these regulations with effect during the current academic year, the University authorities shall notify the students of such adaptations without delay. Students, by registering, accept in advance the principle and content of these regulations.

- c) These regulations, together with their appendices and charters, apply to all students enrolled at the Université libre de Bruxelles, hereinafter referred to as ULB. They also apply, in whole or in part, for the provisions that concern them:
- to exchange students,
 - to students enrolled on a course of postgraduate studies, with the exception of the provisions set out in the PhD Regulations adopted by the Governing Body of 1 July 2013 and amended during the sessions of 26 May 2014, 20 April 2015 and 19 October 2015 of the Academic Council <https://www.ulb.be/fr/s-informer-sur-le-doctorat/reglement-du-doctorat> and <https://www.ulb.be/en/starting-a-phd-programme/regulation-on-doctoral-studies>
 - to students enrolled on programmes co-organised with partner institutions,
 - to students enrolled on continuing education programmes (10 credits at least),

- as well as to any person who has manifested an intention to enrol on a course organised by the University, unless explicitly exempted by special regulations applicable to the study programme concerned.

These regulations shall only apply to the auditing student insofar as they are compatible with his status.

- d) Time periods are counted from midnight to midnight. They are calculated from the day after the day of the act or event that gives rise to them. They may be defined, in accordance with the specific procedure referred to, in calendar days (all weekdays, even weekends and public holidays, included) or in working days (excluding Saturdays, Sundays, 27 September and statutory public holidays). The due date is included in the time period. However, when this day is a Saturday, Sunday, 27 September or a statutory public holiday, the due date is postponed to the next working day.
- e) Protection of personal data: the personal data communicated by the student for the purposes of admission and enrolment at the University are processed by the University – acting as data controller – in compliance with European Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("the General Data Protection Regulation").

These data are processed by the University to fulfil its pre-contractual, contractual and legal obligations towards students and to satisfy its legitimate interest in

- improving the quality of its teaching by producing indicators and statistics;
- managing the participatory mandates of the University's various bodies;
- enabling the functioning of applications or management systems to which it has subscribed, existing or new;
- maintaining a network of alumni and former students;
- compiling statistics on the secondary schools from which students come in connection with ULB's policy of providing information on the courses it offers.

Some of these data may be passed on to third parties insofar as ULB is legally obliged to do so or if the student has consented thereto.

All the information relating to the processing of these data, namely their type, the purposes for which they are processed, how long they are kept for and the details of how they may be shared, are detailed in the "information notice on the protection of personal data of students enrolled or in the process of enrolling". That document also explains the rights of students with regard to their data – access, rectification, erasure, restriction, objection and portability – which may be exercised, subject to providing proof of identity, by contacting the University's Data Protection Officer, by e-mail at rgpd@ulb.be or by post at Service du greffe, CP130, avenue Roosevelt 50, 1050 Brussels.

- f) Confidentiality: the student is bound by strict confidentiality with regard to all personal data, other than those concerning the student which are managed by the University, to which he may have access or knowledge during his programme of study at the University, whether they concern other students, members of staff, visitors to the University or participants in research projects. The student is thus obliged to:
- refrain from accessing or seeking to access personal data that are not strictly necessary to the completion of his studies;
 - abstain, both during and after the completion of his study programme, from disclosing or using for any purposes other than completing his studies, the personal data of which he may have gained knowledge without the permission of the persons concerned.

Any use of personal data contrary to these rules is punishable by disciplinary action.

- g) The faculties may lay down additional provisions to these regulations, which exclusively stipulate Articles 53, 85, 86, 89, 92, 93 and 99 of these regulations.
- h) As far as possible, essential course unit materials produced by the teacher should be made available to students at the Virtual University.

DEFINITIONS

In these regulations, the following definitions apply:

Learning outcomes

A statement of what the student should know, understand and be able to achieve at the end of a learning process, a study programme or a validated course unit; learning outcomes are defined in terms of knowledge, skills and competences.

Practical work experience

Learning activities on certain study programmes consisting of activities related to the application of education, in a disciplinary or interdisciplinary context, which may take the form of internships, clinical teaching, dissertations, seminars, artistic creations or case studies.

Remedial course activity

An activity to help the student succeed that is not part of a programme of study, aimed at filling any gaps in students' skills or helping students to enter or re-enter a programme of study with a better chance of success. These remedial course activities are therefore not included in the student's workload for the completion of his study cycle.

Admission

The administrative and academic process of verifying that a student meets the requirements to undertake a given study cycle and defining the additional entry requirements. Admission is confirmed by actual enrolment on the course of studies.

AESS

Agrégé de l'Enseignement Secondaire Supérieur, a certified upper secondary education teacher with a specialised academic qualification (level 7 of the French Community certification framework) issued in accordance with the Decree of 8 February 2001 defining the initial training of certified upper secondary education teachers, or the Decree of 17 May 1999 on artistic higher education.

Academic year

A period of twelve months beginning on 14 September and ending on the following 13 September, divided into three periods known as terms. The University's academic calendar, published each year before the start of the academic year, is available at <https://www.ulb.be/fr/documents-officiels/calendriers-et-agendas>

ARES

Académie de Recherche et d'Enseignement supérieur (Academy of Research and Higher Education), in charge of coordinating higher education institutions.

Auditing student

A person who is enrolled on one or more course units outside of standard registration and who is given permission to attend learning activities, without this permission allowing him to take any of the related examinations.

Academic authorities

University bodies accredited to exercise competencies relating to the organisation of teaching.

Bachelor

Degree at level 6 of the French Community certification framework, certifying Bachelor's programme studies worth at least 180 credits.

BA1

60 first credits of the Bachelor's programme.

Block

Chronological breakdown of a programme in a study cycle worth 60 credits.

CAPAES

Teaching Certificate for Higher Education (Certificat d'aptitude pédagogique approprié à l'enseignement supérieur).

Certificate

A document that certifies the successful completion of a course and possible award of associated credits, without conferring a degree.

Admissions committee

Committee appointed by the programme examination panel to decide whether to grant or refuse admission on its behalf and, if necessary, to determine the additional entry requirements; this admission committee is composed of at least three members, including the Chair and the Secretary of the Examination Panel, plus a representative of the academic authorities.

Coordinator

Each course unit, along with the related assessment of student learning, is the responsibility of a "coordinator", a member of the academic staff; this is either the course unit coordinator or, if there are more than one joint course unit coordinators, one of them. In the case of course units with no set coordinator, where the person in charge depends on a choice made by the student (for example an internship or a course to be taken outside the faculty), the role of "course unit coordinator" is played by the Chair of the Examination Panel or sub-panel; that party may delegate this function, if necessary, to a member of the academic staff of the faculty directly involved.

Corequisite of a course unit

Group of other course units of a study programme that must have been taken previously or at the latest during the same academic year.

Credit

A unit expressed in whole numbers corresponding to the time spent by a student, within a study programme, on a teaching activity in a given discipline.

Curriculum

Studies leading to a particular academic qualification. A curriculum may be spread over one or more study cycles.

Cycle

Studies leading to the achievement of an academic qualification. Higher education is organised into three cycles.

Deliberation

Examination in camera of the results obtained during the academic year, which the examination panel carries out for each student at least once a year, and at the end of which, where appropriate, it awards credits, announces the results of an annual programme or cycle, and confers, with or without distinction, academic qualifications.

Degree

Document certifying the successful completion of studies in accordance with the provisions of the decree and the academic qualification conferred at the end of those studies.

Field of study

Branch of knowledge corresponding to one or more curricula.

Doctorate

Third university cycle leading to the academic qualification of PhD holder (level 8 of the French Community certification framework), earned after defending a thesis, corresponding overall to at least 180 credits earned after an initial course of training worth at least 300 credits, recognised by a Master's degree.

Complete file

File including all the required documents as requested at the time of compiling this file so that the competent authorities and services can decide on the admissibility and financeability of the student in accordance with the legal provisions and those of these regulations.

Dean

Refers to the Dean of the faculty as well as the chair of the school or institute.

Equivalence

Equivalence is the process by which a student's competences and knowledge – certified by one or more foreign qualifications, study certificates or degrees recognised or accredited by the authorities of the issuing country – are assimilated to those required at the end of studies in the higher education institutions of the French Community. Students with a qualification issued outside of Belgium can only be admitted to the Bachelor's programme if they have obtained the equivalence between their qualification and the Belgian CESS. This equivalence decision may specify the fields of study to which the student has access. This application must be made before 15 July of the previous academic year to the "Equivalences" Office of the Wallonia-Brussels Federation.

Higher education institution

Institution providing higher education recognised by the decree. These institutions may be, according to the sector of studies for which they are accredited, a university institution, a higher education college, a school of arts or continuing education institution (exclusively for its higher education sections).

Student assimilated to a European student

Non-European student who meets one of the conditions stated in the Decree of 11 April 2014 adapting the finance of higher education institutions to the new structure of studies. See <https://www.ulb.be/fr/informations-pour-les-etudiants-etrangers/assimilation>

Special needs student

Students with disabilities (with a disabling disease, a proven impairment or specific learning disability), and students who are top-level athletes, entrepreneurs or artists facing barriers to full and effective participation in academic life.

Financeable student

A duly enrolled student who, by virtue of his own characteristics, his type of enrolment or the study programme on which he is enrolled, is eligible for funding by the higher education institution organising the studies.

Student registered for single modules

A student enrolled on one or more course units outside of standard registration, who is granted permission to attend learning activities and take the related examination.

End-of-cycle student

Student who has added to his annual programme all the missing credits needed to receive a degree.

Faculty

In these regulations, faculty means the faculty, school or institute.

Force majeure

Force majeure is defined as an unforeseeable, insurmountable and uncontrollable event that makes it impossible to perform an obligation. It originates in private liability law and constitutes an extraneous cause exonerating a party from liability. Case law sets out several conditions for a case of force majeure to be legally recognised.

The event must be:

- Unforeseeable: "extraneous cause implies an event beyond human control which the person could not foresee or prevent".
- Irresistible: "the person must not be able to overcome and resist the force majeure event".
- Absence of responsibility/fault of the person concerned: any fault of the person is excluded in the events that preceded, prepared for or accompanied the case of force majeure.

Continuing education (studies in continuing education)

Structured set of learning activities organised by a higher education institution, but not leading to a qualification or degree with the exception of certain adult higher education studies, with the aim of completing, broadening, improving, updating or perfecting the learning outcomes of higher education graduates or persons able to gain recognition for similar professional or personal learning outcomes.

Degree

Qualification sanctioning the successful completion of a study cycle corresponding to a level of certification, recognised by the decree and certified by a qualification.

Effective enrolment

Enrolment for which the student has provided all the documents justifying his eligibility in accordance with the procedure and timetable described in these regulations, as well as those that may be necessary to prove their authenticity, has discharged all his debts to any higher education institution in the French Community and has paid at least a deposit of 50 euros by 31 October, in accordance with the timetable set out in these regulations.

Standard registration

Enrolment relating to a coherent and validated set of course units and a study programme leading to a degree for which the student meets the entry requirements and fulfils the administrative and financial obligations.

Examination panel

The examination panel is the academic body responsible for sanctioning the acquisition of credits, announcing the successful completion of a study programme, conferring the academic degree that sanctions the study cycle, and recognising, if necessary, the equivalence of foreign qualifications. The examination panel also verifies that the recipient has met the entry requirements for access to study and, in this context, it recognises applicants' prior learning.

The examination panel deliberates on the basis of assessments relating to each student's learning outcomes for each of the course units taken during the academic year. It also awards the credits associated with course units taken outside of the programme, for which it deems the results adequate. At the end of the cycle, the examination panel confers upon the student the corresponding degree when it finds that the minimum number of credits has been acquired, that this minimum number of credits acquired by the student includes all compulsory courses, that the entry requirements of the study programme have been met and that the student is duly enrolled on the programme. The examination panel also determines the grade on the basis of all courses taken during the cycle.

Master

Degree sanctioning Master's degree studies (level 7 of the French Community certification framework), worth at least 60 credits after an initial course resulting in at least 180 credits.

Advanced Master

Studies leading to a particular Master's degree (level 7 of the French Community certification framework), issued by a university or jointly with a higher education institution, sanctioning specific Master's degree studies worth at least 60 credits, and complementing a prior Master's course.

Grade

Assessment by an examination panel of the quality of a student's work when conferring a degree upon him.

Mark

A numerical result between 0 and 20 obtained after an assessment (a decimal rounded to half a point is tolerated for course units, a variable decimal is tolerated for Master's dissertations). In the event of partial or total non-attendance at an examination, the course unit coordinator may apply the "absent" mark, which makes it impossible for the examination panel to credit the examination result.

Notification (notify)

Communication of a decision by electronic means or by any other means expressly stated in these rules. Notifications to students by electronic means are sent to the address... @ulb.be) or, if the student does not have such an address, to the e-mail address provided by the student when applying for admission or enrolment at the University.

Pre-requisite for a course unit

Set of course units of a study programme whose learning outcomes must be certified and whose corresponding credits must be awarded by the examination panel before enrolment for this course unit, except where an exemption is granted by the examination panel.

Announcement of results

Public communication to students of the examination panel's decisions sanctioning the deliberated results of an annual programme or a cycle.

Student's Annual Programme (SAP)

Consistent set of course units of a study programme, approved by the examination panel, on which a student is duly enrolled for an academic year during which he participates in the activities, takes the tests and shall be the subject of deliberation by the examination panel.

Study programme

Set of course units, compulsory or individually chosen by the student, which constitute the studies in accordance with the competency framework of a study cycle, and the prerequisites or corequisites of the various course units; the programme specifies their organisation in time and the associated credits.

Term

Division of the academic year covering approximately four months. The first term begins on 14 September, the second begins on 1 February and the third begins on 1 July. An assessment period is organised at the end of each term so that credits can be acquired. The academic calendar approved by the ULB Academic Council is published on the ULB website at: <https://www.ulb.be/fr/documents-officiels/calendriers-et-agendas>. The faculty calendars, available on the faculties' web pages, complement and provide more detail on the academic calendar.

Re-enrolment

Standard registration for the academic year of a student already registered on a standard basis for the previous academic year at ULB.

Course unit (CU)

All the teaching activities that can be organised in the form of different teaching methods such as lectures, tutorials, practical work, seminars, excursions, language practice, projects, internships, dissertations or end-of-year projects, workshops and personal work, grouped together under the same name on the faculty's teaching programme. Each course unit is associated with a global value expressed in credits.

Accreditation of prior learning

Process of assessing and recognising the knowledge and competences of an applicant for admission to study.

PART I: ADMISSIONS AND ENROLMENTS

CHAPTER 1 — ADMISSIONS, ENROLMENTS AND RE-ENROLMENTS

SECTION 1. GENERAL ADMISSIONS PROCEDURE

Article 1.

Any application for registration at ULB begins **with an admissions procedure** intended to ensure that the legal, regulatory and additional entry requirements as published in the University's programme of courses, available on the University website, have been met. Applications are made exclusively using the online form available at <https://www.ulb.be/fr/inscriptions> or on operators' premises, for continuing education.

One single application for admission may be made per student and per academic year.

Article 2.

Applications for admission may be made following the calendar reproduced below. Please note, specific deadlines may nonetheless be set for some courses of study. The detailed calendar is available at: <https://www.ulb.be/fr/preparer-un-dossier/dates-de-depot>

:

1st year of a Bachelor's degree:

- Between 18/02 and 30/04 preceding the academic year for which enrolment is requested for applicants who are nationals of a country outside the European Union and who are not resident in a Member State of the European Union;
- Between 24/06 and 15/10 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union.

Continuation of Bachelor's, Master's and Advanced Master's curricula:

- Between 18/02 and 30/04 preceding the academic year for which enrolment is requested for applicants who are nationals of a country outside the European Union and who are not resident in a Member State of the European Union;
- Between 01/04 and 30/09 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union who submit an application requiring academic analysis;
- Between 01/04 and 15/10 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union who submit an application benefiting from automatic access.

Qualification to Teach at Upper Secondary Level (AESS) and Teaching Certificate for Higher Education (CAPAES):

- Between 18/02 and 30/04 preceding the academic year for which enrolment is requested for applicants who are nationals of a country outside the European Union and who are not resident in a Member State of the European Union;

- Between 01/04 and 30/09 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union.

Article 3.

The entry requirements for the University programmes are available, via the study programme, at the following address: <https://www.ulb.be/fr/etudier/programme>

Online procedure to follow:

- a) The applicant will be required to upload any missing, incomplete or inadequate documents **within a maximum period of 6 weeks** after being invited by the Registration Office to complete his application. The complete application must be provided by the student within the time limits set out in Article 2.

The following languages are accepted for documents and identity papers: French, English, Dutch, Italian, Spanish, German, Portuguese. Documents drawn up in another language must be translated by a sworn translator. In this case, the translation must accompany the document in its original language. A qualification containing a complete French/English translation certified by the institution where the qualification was issued no longer needs to be translated.

The onus is on the student to prove that he meets the course entry requirements and has not been refused entry. This may be provided by any official document or, in the absence of a duly justified document, by a declaration on the student's honour available at <https://www.ulb.be/fr/documents-necessaires/declaration-sur-l-honneur>.

In the latter case, the student must detail the case of force majeure due to which these documents cannot be produced. The University authorities and the Registration Office reserve the right to rule on the relevance of the force majeure event cited by the student.

- b) It is essential that the student monitor the progress of his application online: validation of each document, requests for additional documents, administrative validation and admission decision. He must also pay attention to the e-mails sent to him during the application analysis procedure.
- c) The examination panel admissions committee will give its academic opinion. This opinion is submitted to the Registration Office for legal and administrative validation of the application.
- d) When the application is complete and all the administrative and legal conditions have been met, the Registration Office sends the applicant an official positive admission decision by e-mail for students who are nationals of an EU country or assimilated, and by post and e-mail for students who are nationals of a non-EU country and are not assimilated. The decision is also displayed online on the applicant's personal profile.
- e) If the final decision is negative, it is communicated to the applicant by e-mail only, at the address provided by the applicant at the time of his application for admission. A reason is given for this decision. The decision is also displayed online on the applicant's personal profile.
- f) The appeal procedure is described in Article 25 of these regulations.
- g) Upon the opening of the enrolment campaign at the earliest, the admitted applicant is invited to confirm his enrolment, to provide the remaining required documents by 25/10 at the latest, if applicable, and to pay the tuition fees due, by 31/10 at the latest.

SECTION 2. ADMISSIONS PROCEDURES

Article 4.

Some applications for admission are subject to specific measures and are listed below. Please note, other specific entry requirements (average grade earned, class ranking, language ability, etc.) exist and are set out in the study programme: <https://www.ulb.be/fr/etudier/programme>

§1. Application for admission to the 1st year of the Bachelor's programme for students from non-European Union countries:

These are examined by a central admissions committee with the aim of ensuring the feasibility of the applicants' study plans and improving the success rate of admitted students.

See <https://www.ulb.be/fr/preparer-un-dossier/criteres-admission-ba1hue>

The examination of applications by the committee is subject to prior payment by the applicant of administrative fees totalling €200. Only applicants who provide proof of this payment in their online application, in accordance with the deadlines set (18/02 to 30/04 — see Art. 2) will have their application analysed. The terms of payment of this sum are described in appendix 7 of these regulations.

If the applicant enrolls for the academic year for which the application to enrol was made, the sum of €200 shall be deducted from the tuition fees. If admission is refused or enrolment is not finalised, this amount will not be refunded.

The committee bases its decision on the criteria described in appendix 7 of these regulations.

When it is positive, the committee's admission decision is sent to the applicant by post and e-mail. No requests for changes to enrolment will be considered, with the exception of the cases provided for in appendix 7.

If admission is denied, the student is notified by e-mail only, including the reasons for this decision.

Application for admission to courses subject to quotas, i.e. Bachelor's programme studies in physiotherapy, veterinary medicine, speech therapy, medicine and dentistry: there is a limit on the number of non-resident students who can enrol on the curricula covered by the decree of 16 June 2006 regulating the number of students on certain Bachelor's programmes. The University publishes the terms of admission and enrolment for these courses: <https://www.ulb.be/fr/deposer-votre-candidature/etudes-contingentes>

§2. Application for admission to study veterinary sciences:

1° from the 2017-2018 academic year onwards, students wishing to enrol in veterinary sciences must meet the general entry requirements for the Bachelor's programme and provide proof of effective participation in a health sector orientation test (test d'orientation du secteur de la santé – TOSS). This test is organised in the form of a written examination. Effective participation means having taken the entire examination and achieved a higher result than the result for no answer: http://www.galilex.cfwb.be/document/pdf/42854_000.pdf.

Enrolment and information: see the ARES site <https://www.ares-ac.be/fr/> and the ULB site at: <https://www.ulb.be/fr/deposer-votre-candidature/etudes-contingentes>

2° The Decree on veterinary science studies (13/07/2016) also introduces a selective competitive examination, held at the end of the first 60-credit block of the Bachelor's programme. This competitive examination is held at each university that organises these studies. The University will issue a given number of entry certificates, following the Bachelor's degree in veterinary sciences, to shortlisted students who have earned or gained recognition of at least 45 credits out of the 60 credits of the Bachelor's programme. The student cannot take the competitive examination for more than two

consecutive academic years, except in the case of force majeure duly assessed by the academic authorities.

See: http://www.galilex.cfwb.be/document/pdf/42854_000.pdf.

§3. Application for admission to medical or dentistry studies:

In order to access the Bachelor's degree in medical or dentistry, applicants must meet the general entry requirements and carry a certificate of success issued at the end of the entry and access examination in accordance with the decree on medical and dentistry studies of 29/03/2017.

Enrolment and information: See the ARES website:

<https://www.ares-ac.be/fr/> and http://www.galilex.cfwb.be/document/pdf/43655_000.pdf

Except in cases of force majeure, the applicant may only resit the examination in one academic year within the 5 academic years following the date when he first took the entry and admission examination (the applicant may, however, sit for both sessions of one academic year). If he obtains the certificate, it will only be valid for the following academic year (except in cases of force majeure).

§4. Access to Bachelor's programme studies in the field of engineering sciences is subject to passing a special admission examination. The programme of the special admission examination is common to all university institutions. It is valid at all French-speaking universities in Belgium. All details on the organisation of the test and registration for the special examination are available on the website: <https://polytech.ulb.be/fr/les-etudes/examen-special-d-admission>

Note: Applicants who are nationals of a country outside the European Union must, prior to registering for this special admission examination, prove that they hold the required entry qualification.

§5. Application for admission to doctoral studies (doctoral training and work related to the preparation of a doctoral thesis). See the PhD regulations, passed by the Governing Body on 1 July 2013 and amended at the Academic Council sessions of 26 May 2014, 20 April 2015 and 19 October 2015: <https://www.ulb.be/fr/s-informer-sur-le-doctorat/reglement-du-doctorat> and <https://www.ulb.be/en/starting-a-phd-programme/regulation-on-doctoral-studies>.

1° Once admitted by the Faculty Doctoral Committee, the applicant registers simultaneously for the doctoral research training and the doctorate, unless he already holds a Doctoral Research Training Certificate.

2° Enrolment and re-enrolment on the doctorate are compulsory each academic year, up to and including the year of the defence, unless it is temporarily suspended by the Faculty Doctoral Committee. Re-enrolment is subject to a positive opinion from the Faculty Doctoral Committee. The faculties must send to the Registration Office, by 31/10 at the latest, the files of the doctoral candidates to be re-enrolled and, by 30/11 at the latest, the files of the doctoral candidates to be enrolled. Concurrent enrolment for the doctoral training is compulsory every year until this training has been validated.

Enrolment is only effective after payment of the tuition fees due. The doctoral candidate pays the full doctorate tuition fees when first enrolling for the doctorate, unless otherwise provided for by law. On each subsequent re-enrolment, he pays only the matriculation fee and administrative fees.

3° As an exception to point 2°, enrolment may take place after 30/11, solely for exceptional reasons duly substantiated by the Faculty Doctoral Committee and approved by the admission panel. In this case, if enrolment for doctoral training takes place, the credits relating to this training may not be awarded until the end of the following academic year at the earliest.

SECTION 3. ADMISSION EXAMINATION

Article 5.

The ULB organises an admission examination which gives access to all Bachelor's programme studies, except for studies in the field of engineering sciences and in the field of medicine or dentistry, which are subject to a special examination. The regulations, enrolment procedures and assessment schedules are available on the ULB website at: <https://www.ulb.be/fr/conditions-d-acces/examen-d-admission>

SECTION 4. FRENCH LANGUAGE PROFICIENCY

Article 6.

§1. No-one may be admitted to a Master's programme with a teaching focus or leading to the title of certified upper secondary education teacher (AESS) unless he has proven in-depth proficiency in the French language. The academic authorities determine the form and organisation of this test.

For more information, please refer to: <https://www.ulb.be/fr/conditions-d-acces/maitrise-de-la-langue-francaise-master>

§2. The certificate of success in the French language proficiency examination is valid at all university institutions and all higher education colleges of the French Community of Belgium. Tuition fees must be paid before the examination. Dispensations, the form, the calendar and the procedure are available on the website:

Master's: <https://www.ulb.be/fr/conditions-d-acces/maitrise-de-la-langue-francaise-master>

SECTION 5. ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)

Article 7.

§1. In accordance with Article 119 of the decree, the admissions committee of the examination panel may use students' knowledge and competences, acquired through their professional or personal experience (APEL) to admit to a study cycle a student who does not possess the degree required for admission. This must correspond to at least 5 years of activities, of which the years of higher education can only be taken into account up to a maximum of 60 credits acquired per academic year, without exceeding 2 years. All applications for admission must be submitted via the ULB online application form.

§2. Applicants who wish to gain recognition for experience they have acquired may, if necessary, benefit in some faculties from the assistance of an administrator who can inform them of the administrative procedures and steps to take (see <https://www.ulb.be/fr/s-informer-s-orienter/valoriser-votre-experience>)

§3. The deadlines for submitting an APEL admission application are the same as for the general entry requirements.

On the basis of the application file put together by the applicant, the admissions committee for the requested course of study sovereignly determines the conditions and procedures (additional teaching, possible accreditation) for the applicant's possible admission.

The appeal procedure is described in Article 26 of these regulations.

SECTION 6. PERSONALISED ADMISSION

Article 8.

The examination panels can recognise the credits acquired by students during higher education studies or parts of higher education studies already successfully completed and thus exempt students from the corresponding parts of the study programme. However, the examination panel cannot recognise more credits than those awarded by the examination panel of the institution where the courses were initially taken, assessed and sanctioned.

SECTION 7. STANDARD REGISTRATION

Article 9.

All students must be duly enrolled with the University for a given academic year in order to take the courses of the chosen programme, attend assessments and be awarded the corresponding credits.

To be duly enrolled, the student must:

- meet the general, additional and specific entry requirements of the chosen programme, available in each programme description at the following address: <https://www.ulb.be/fr/etudier/programme>;
- provide proof of the authenticity of the documents supplied;
- comply with the admission calendar and fee payment deadlines;
- have cleared all debts owed to a higher education institution in the French Community. This check concerns only the academic year preceding the academic year of enrolment;
- have paid a €50 deposit on the day of enrolment (and no later than 31/10) for the academic year for which the student is enrolling.

Article 10.

- §1. The academic authorities and the Registration Office check the enrolment and certify that it complies with the regulations.
- §2. When enrolling for the first time, the student receives information on the programmes, the University's General Study Regulations common to all faculties, and the additional faculty provisions relating to them, the user charter for the ULB network and website, the information leaflet on the protection of the personal data of students who have enrolled or are in the process of enrolling, and the terms of financial assistance. By validating his enrolment, the student acknowledges that he is bound by these documents.
- §3. The student shall confirm that they have read these documents online, with this confirmation signifying acceptance of and adherence to the contents of these documents.
- §4. The student pays the tuition fees by 31/10. He can also pay them in two instalments, by paying a deposit of €50 on the day of enrolment and by 31/10 at the latest, and the total balance by 01/02 at the latest).

SECTION 8. PROVISIONAL ENROLMENT

Article 11.

- §1. ULB may provisionally enrol students awaiting the award of the secondary education diploma, the notice of equivalence of a foreign qualification to the secondary education qualification awarded in the

French Community, issued by the Ministry of the French Community, or the diploma certifying the student's ability to enter higher education (DAES) organised by the examination panel of the French Community — see: http://www.enseignement.be/index.php?page=27252&navi=3742&rank_page=27252 if they provide proof that steps to enrol for the DAES have been undertaken within the deadline. This situation must be regularised by 30 November of the current academic year at the latest, unless the delay in issuing the missing documents or certificates is not the responsibility of the student.

§2. The Registration Office advises the student on the documents to produce by 30/11 in order to regularise his enrolment. Failure to produce them shall result in his provisional enrolment being cancelled and the tuition fees collected being forfeited to the University.

Article 12.

- §1. Awaiting equivalence — To gain admission to a year of study on the Bachelor's programme, students holding a foreign secondary education diploma must have a notice of equivalence of their foreign qualification to the secondary education qualification awarded in the French Community, issued by the Ministry of the French Community: (information: <https://www.ulb.be/fr/conditions-d-acces/equivalence>). For information, such applications are not processed by the University and must be made to the competent office by 15 July preceding the beginning of the academic year for which the equivalence is sought.
- §2. If the student is unable to produce the notice of equivalence at the time of finalising his enrolment, it may be done provisionally subject to providing proof that the equivalence application was submitted to the Ministry of the French Community within the required time limit, and signing an equivalence agreement.
- §3. Upon receipt of the notice of equivalence (by 30/11 at the latest), the student must go to the Registration Office to regularise his enrolment. Failing this, his provisional enrolment cannot be confirmed for the whole academic year, unless the delay in issuing the missing documents or certificates is not the responsibility of the student.

SECTION 9. REDUCED PROGRAMME

Article 13.

§1. The annual student workload is a minimum of 60 credits, with the exception of students re-enrolling for block 1 of the Bachelor's degree, and students at the end of their cycle or enrolled on a Master's with a balance of Bachelor's credits.

However, by individual and reasoned decision, the academic authorities may exceptionally permit a student to reduce the programme of an academic year. This reduction may only be granted on **professional, academic,¹ social or medical grounds** duly certified by the appropriate documents.

Furthermore, the following are considered to be entitled to such a reduced programme:

- students who are beneficiaries within the meaning of Article 1 Paragraph 4°/1 of the Decree of 30 January 2014 on inclusive higher education, who have difficulty participating in teaching activities;
- students whose status as a top-level athlete, sporting hope or training partner is recognised in accordance with Chapter III of the Decree of 8 December 2006 on the organisation and subsidising of sport;

¹ Academic grounds: the fact of taking more than one curriculum simultaneously or being required to meet additional entry requirements, in the context of admission to a Master's degree.

- students who are entrepreneurs or top-level artists.

This request for a reduced programme may be made at the time of enrolment and by 31/10 at the latest, or during the academic year on serious medical grounds.

A single web page has been created containing all the information and contacts needed for each type of situation. (<https://www.ulb.be/fr/aides-services-et-accompagnement/accompagnement-des-etudiants-a-besoin-specifique>)

Tuition fees are established in proportion to the number of credits in the student's annual programme if the request is made at the time of enrolment (by 31/10 at the latest)². See [appendix 2](#).

§2. A student enrolled for the 1st year of the Bachelor's programme can also choose to reduce his Bachelor's block 1 programme after the assessments organised at the end of the first term. In this case, the agreement must be reached with the Chair of the Examination Panel, by 15/02 in that academic year at the latest. Tuition fees will not be revised.

For general information about reduced programmes, please refer to:

<https://www.ulb.be/fr/inscriptions/gerer-mon-inscription>

§3. Students are notified of their SAP via their MonULB portal.

SECTION 10. COMPLEMENTARY ENROLMENT AND SIMULTANEOUS ENROLMENT (BA-MA OR ARTICLE 100, §6 AND 7)³

Article 14.

§1. In addition to his principal enrolment and with the agreement of the academic authorities, a student may enrol on another course, leading to another qualification, during the same academic year. This is enrolment on a complementary basis.

§2. In order to register on a complementary basis, the student must print the appropriate form available on the Registration Office website and submit this form, completed and signed by the faculty, to the Registration Office by 31/10.

§3. Any student who, in accordance with Article 100, §6 and 7 and Article 111, § 3 of the Decree of 7 November 2013, wishes to register simultaneously for the Bachelor's programme and the Master's programme, is invited to refer to the procedures available on the Registration Office website: <https://www.ulb.be/fr/inscriptions/gerer-mon-inscription>

§4. When calculating tuition fees, one enrolment is said to be principal and the other(s) is/are said to be complementary. The principal enrolment is the one with the highest tuition fees. The tuition fee amount is calculated according to the provisions of [appendix 2](#).

§5. Any student enrolled at another full-time higher education institution in the French Community of Belgium is required to inform the Registration Office of that fact.

² The academic authorities may agree to reduce a programme mid-year on serious medical grounds. In this case, the tuition fees due at the time of enrolment still apply.

³ Complementary enrolment is when the student enrolls on an additional course while also enrolled on a different one. Simultaneous enrolment refers to students enrolled on a Bachelor's and Master's (students on a BA-MA for 15 or 30 credits – Article 100 of the Decree, §6 and 7, MA-AESS).

SECTION 11. CHANGE OF ENROLMENT AND TRANSFER TO A DIFFERENT PROGRAMME

Article 15.

§1. Only one change of enrolment is allowed per academic year. To proceed with this, the student must apply via the MonULB portal and refer to the procedure that will be described there, exclusively between 15 September and 31 October, <https://www.ulb.be/fr/inscriptions/gerer-mon-inscription>.

No change may be made when the enrolment follows an admission by the central admissions committee referred to in Article 4 §1.

§1. As an exception to §1, students enrolled in 1st year of the Bachelor's programme may request a transfer to a different programme after the assessments organised at the end of the first term (by 15 February at the latest) following the procedure described at the following address: <https://www.ulb.be/fr/inscriptions/gerer-mon-inscription>

The request must be substantiated and made by 15/02 in the academic year concerned, and is subject to the agreement of the Chair of the Examination Panel for the study cycle in question.

In the event of refusal, see Article 27 § 3 for information on appeals.

§2. If the initial enrolment took place after an admission decision, the change can only be made with the express agreement of the host faculty and a new admission decision.

§3. No changes to enrolment are applicable to students enrolled on a study visa following an admission decision.

§4. For students enrolled on the 1st year of a Bachelor's degree in veterinary sciences, who are in a situation of serious underperformance after their examinations – in other words, they have an average mark of less than 10/20 – the examination panel formulates recommendations which may be:

- 1° — a programme of additional remedial activities during the 2nd term;
- 2° — a reduced programme for that year of study, under conditions set by the examination panel;
- 3° — or a transfer to other study programmes in the health sector, at the University or in a higher education college.

These recommendations are part of a personalised programme; if the student cannot accept the proposal, the examination panel shall grant him an audience, which he must request within ten working days.

In the absence of agreement on a programme negotiated and accepted by the student and the examination panel and on presentation of the written report of the interview, the examination panel may impose a programme as provided for in 1° above or, for students whose average is less than 8/20, a reduced programme as provided for in 2° above.

SECTION 12. TRANSFER TO A DIFFERENT PROGRAMME "EXTERNAL TO ULB"

Article 16.

A first year Bachelor's programme student can make changes to his enrolment until 15/02, without additional tuition fees, in order to continue his academic year on another course. This student may come from another higher education institution. This request must be justified by the student and approved by the examination panel of the study cycle to which he wishes to move. Information on this procedure is available at the following address:

<https://www.ulb.be/fr/inscriptions/reorientation-externe>

The following are excluded: non-financeable students, students whose enrolment has been granted on the basis of the Admissions Committee's criteria for admission to the first year of a Bachelor's programme for students who are nationals of countries outside the European Union. As a reminder, access to courses to which quotas apply is subject to special provisions.

SECTION 13. CANCELLATION OF ENROLMENT AT THE REQUEST OF THE STUDENT

Article 17.

An enrolment may be cancelled at the express request of the student, by notifying the Registration Office using the appropriate form, submitted personally to the Registration Office. If the cancellation of the enrolment is registered with the Registration Office before 30/11 of the academic year concerned, only the deposit of €50 will be retained by ULB and the academic year will not be taken into account in the student's curriculum.

After 30/11, requests to drop out are registered, but no refunds are given and the enrolment for that academic year will count as a failure in the student's academic curriculum. The full tuition fees are also payable.

No requests to drop out will be registered after 15/05 of the academic year concerned.

<https://www.ulb.be/fr/inscriptions/gerer-mon-inscription>

SECTION 14. SPECIAL ENROLMENT ARRANGEMENTS: INDIVIDUAL COURSES, AUDITING STUDENT, CONTINUING EDUCATION, JURY D'ENSEIGNEMENT UNIVERSITAIRE DE LA COMMUNAUTÉ FRANÇAISE

Article 18.

Individual courses — Students may be admitted to take individual courses outside of their curriculum. The maximum number of credits allowed is limited to 20 per academic year.

Students may also be admitted to take individual courses, outside of any standard registration. This enrolment does not entitle the student to a study visa or official social or tax certificates. The maximum number of credits allowed as a student registered for single modules is limited to 20 per academic year.

Under no circumstances may these students opt for classes that are part of the study programme on which they duly enrolled. Under no circumstances may Bachelor's students enrol for classes in a higher study cycle, without exception.

These students are not awarded credits. However, examination panels may recognise the course units when the student enrolls for a course in the future, under the conditions of Article 8 and if the pass threshold is achieved.

Permission to follow the course units must be granted, for each course unit, by its coordinator and approved by the faculty authorities.

Course units in ULB's programme catalogue that are offered by another institution cannot be enrolled on as individual courses at ULB. Any application for registration on an individual course must be addressed to the institution offering the course.

The amount of tuition fees is proportional to the number of credits taken and is specified in annex 2 to these regulations.

The detailed enrolment procedures and enrolment form are available on the enrolment website: <https://www.ulb.be/fr/cours-isoles-et-auditeur-libre/cours-isoles>

Students concerned are invited to refer to it. The closing date for enrolment is **31/10** for first term course units and **28/02** for second term course units.

Tuition fees for individual courses are not refundable.

Article 19.

Auditing student - Auditing student status entitles students to attend lectures. However, it does not entitle them to attend practicals or laboratories. It does not entitle them to sit examinations. See: <https://www.ulb.be/fr/cours-isoles-et-auditeur-libre/auditeur-libre>

Article 20.

§1. Continuing education - The list of continuing education courses organised at ULB is displayed on the website <https://www.ulb.be/fr/deposer-votre-candidature/formation-continue>. The entry requirements specific to each course are described there. Participants can enrol on a course if they meet the entry requirements and hold the required qualifications or if the examination panel grants them an exemption because their application meets the conditions for accreditation of prior experiential learning.

After the examination panel has admitted the course in question, the participant enrolls following the appropriate procedure via the continuing education website.

§2. Each participant is required to provide the administrative documents requested at the time of enrolment, no later than one week before the start of the course.

§3. Upon enrolment, the participant pays the tuition fees and the course fee (minerval) in full. Payment by instalments may be requested at the time of enrolment by writing to the continuing education operator. It is not granted automatically.

§4. The status of participant is definitively acquired when the administrative file is complete and the tuition fees paid in full. Only enrolled participants can take part in the teaching activities and receive any official certificate provided for by the course (educational leave, enrolment certificate, attendance certificate, etc.), take the assessment tests and benefit from a student card.

The participant has one week after the first class to cancel his enrolment. In this case, the participant will be refunded the tuition fees minus the administrative fees and the cost of the days of training completed.

The course operator must be notified of any dropouts.

Beyond one week after the first class, no refunds will be given for dropouts, without exception.

Article 21.

§1. Jury d'enseignement de la Communauté française – Access to the examinations organised by the Jury d'enseignement universitaire de la Communauté française (students who have permission to sit examinations without attending classes) is reserved for persons who, for objective reasons that are judged sovereignly by the examination panel, cannot regularly attend the teaching activities of the curriculum. In its academic aspects, examination panel enrolment follows the procedures for admission to equivalent studies and meets the additional requirements for entry and enrolment for assessments.

§2. The student thus allowed to take the examinations added to his individual programme before the examination panel does not have the status of University student. He cannot take part in the teaching activities.

Entry and admission requirements and enrolment procedures are available on the website:
<https://www.ulb.be/fr/deposer-votre-candidature/jury-universitaire>.

Article 22.

§1. Apart from enrolment for the 3rd cycle (doctorate and research training), the final enrolment date is set at 31 October by the Decree of 7 November 2013 defining the higher education landscape and the academic organisation of studies, with the academic year beginning on 14 September.

§2. However, as an exception, the Government may, beyond this date and on the advice of the higher education institution concerned, decide to grant a late enrolment authorisation to a student when the circumstances of force majeure cited justify it (Art. 101 of the aforementioned decree). Such circumstances of force majeure must be duly proven by the applicant citing them. The procedure is detailed in appendix 9 of these regulations.

SECTION 15. PENALTY FOR ENROLMENT AND RE-ENROLMENT FRAUD

Article 23.

§1. Any false declaration or falsification (including omissions, unless made without intent to deceive) in the constitution of an enrolment or admission file shall constitute enrolment fraud.

§2. Applications by applicants suspected of enrolment fraud are investigated by the Registration Office. If, at the end of this investigation (lasting a maximum of 6 weeks), the information gathered is of such a nature as to establish fraud, the file is sent to the student at the @ulb e-mail address if the student is already enrolled at ULB, or to the address given by the student in his admission or enrolment file if the applicant is not yet enrolled at ULB. This communication is valid as notification of the opening of an investigation. The student is then invited to put forward his arguments and, if necessary, to supplement his file with any information or documents that he considers relevant in writing, within ten calendar days from the day following the sending of the aforementioned notification, to the address and according to the procedures stated in the notification e-mail.

§3. The complete file is then sent by the Registration Office to a Committee set up for that purpose and composed of the Vice-Rector for Education, a member of the Legal Office and a representative of the student body. The Registration Office is responsible for keeping the records of this Committee. Decisions are made by consensus and, if no consensus is reached, by majority rule.

§4. The Committee gives a reasoned decision, which is notified to the student by e-mail within 30 calendar days from the day after the student sent his arguments or, if the student fails to reply within the aforementioned period, within 18 days of the deadline referred to in the previous paragraph.

§5. If the student is convicted of enrolment or re-enrolment fraud, the University forwards the file to the Government Representative at ULB. The Representative, after checking that procedures have been followed, forwards the data to ARES where applicable. ARES is responsible for establishing a database containing the names of fraudsters, managed in accordance with Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data ("the General Data Protection Regulation") and the Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data. Fraudsters are automatically removed from the list after a period of three academic years. Higher education institutions notify the persons concerned of their registration on the database and tell them how to exercise their rights of appeal.

- §6. Any applicant found to have committed enrolment or re-enrolment fraud shall be prevented from continuing the enrolment process. If he is subsequently found to have committed fraud, he immediately loses his status as a duly enrolled student, as well as all rights linked to this status and the legal effects of passing examinations during the academic year concerned. Tuition fees paid to the University are definitively acquired by the University.
- §7. In accordance with Articles 95/2, 96 §1, 1° and 106, 1° of the Decree of 7 November 2013, the authorities of higher education institutions in the French Community shall refuse to enrol any student who has been convicted of enrolment or re-enrolment fraud during the three academic years following that conviction.

SECTION 16. RE-ENROLMENT

Article 24.

- §1. Except when transferring to a different programme without automatic access, students duly enrolled at ULB in the previous academic year must not repeat the admissions procedure. They re-enrol exclusively via the MonULB portal.

See information: <https://www.ulb.be/fr/inscriptions/reinscription>

Several particular situations may nonetheless arise:

- Via the Mon ULB portal, the University contacts the student to ask him to supply additional certificates for his file.
- The student wishes to transfer to a different programme. In this case, he follows the transfer procedure available on his MonULB portal ("My virtual secretariat", "My registrations"). He will be told which documents to provide for this application during this procedure.

- §2. Students who were de-enrolled in the previous academic year, due to a lack of entry qualifications, failure to pay or disciplinary measures, are not concerned by the procedure described in §1 and must repeat the admissions procedure.

Students who were previously enrolled at ULB, but not in the previous academic year, must first follow the online admissions procedure. <https://www.ulb.be/fr/inscriptions>

The re-enrolment procedure updates the information provided by the enrolment procedure. It is therefore considered that the student has received the information on the study programmes, the General Study Regulations of the University common to all faculties and related additional, faculty-specific provisions, as well as the user charter for the ULB network and website, the information notice on the protection of personal data of enrolled students and those in the process of enrolling, and the terms of financial intervention. By confirming his enrolment, the student accepts and adheres to the content of these documents.

Article 25.

The deadline for re-enrolment is set for **30/9**.

However, any student who wishes to enrol or re-enrol following a late decision by the examination panel (deliberation following an open assessment period) or one of the appeal bodies has a period of ten calendar days from the day following the communication of the aforementioned decision to proceed with enrolment, however this deadline shall not be extended beyond 15/11.

CHAPTER 2 — APPEALS

Various forms of appeal exist according to the student's situation. A summary table is available at: <https://www.ulb.be/fr/recevoir-une-reponse/recours>.

SECTION 17. ADMISSION-ENROLMENT

Article 26.

§1. An application for admission/enrolment is inadmissible under Article 95 of the Decree of 7 November 2013:

- if the student does not meet all the entry requirements of the intended course of study as listed in the course catalogue;
- if the student does not comply with the provisions of these regulations⁴.

Any decision made on this basis may be the subject of an appeal to the Government Representative at ULB following the procedure detailed in [appendix 1, point 1.1.](#), within a period of 15 working days starting from the first working day following notification of the aforementioned decision.

§2. Students who have **not received a decision from the institution regarding their application for admission or enrolment by 15/11** can appeal to the Government Representative at ULB in accordance with the procedure detailed in [appendix 1, point 1.1.](#), within a period of 15 working days starting from the first working day following 15/11 or 30/11 for third cycle enrolments and for students in an open assessment period.

§3. **An appeal can never be based on the assessment made by the competent academic authorities on the applications for admission, in other words for academic reasons cited by the examination panel.**

Article 27.

Non-consideration of an application for admission, under Article 102 of the Decree of 7 November 2013, due to either of the following reasons:

- failure by the student to provide the documents proving his admissibility;
- failure by the student to provide the documents necessary to prove the authenticity of the documents;
- failure by the student to clear all his debts towards any higher education institution in the French Community by the day of his enrolment;

may be the subject of an appeal to the Government Representative at ULB following the procedure detailed in [appendix 1, point 1.2.](#), within a period of fifteen working days starting from the first working day following notification of the aforementioned decision.

Article 28.

§1. By reasoned decision, and in accordance with Article 96 of the Decree of 7 November 2013, the Registration Office rejects the admission or enrolment of a student.

- a) when the student has, in the previous 3 academic years, been excluded from a higher education institution for enrolment fraud;

⁴ Compliance with deadlines and with Articles 2, 3 and 24 of these regulations.

- b) when the student has been found guilty of enrolment fraud by the committee established for that purpose (see Article 22);
- c) when the student has, in the previous 3 academic years, been excluded from a higher education institution for assessment fraud or serious misconduct;
- d) when the student does not meet the specific requirements provided for by the Decree of 16 June 2006 (courses subject to quotas);
- e) when a request to transfer to a different programme by a student in the 1st year of the 1st cycle (Bachelor's programme) is denied by the examination panel in charge of the programme to which he wished to transfer (Article 102 §3 of the Decree);
- f) when the application for admission concerns a course for which there is no entitlement to funding;
- g) when the student is non-financeable.

§2. The applicant is notified of the rejection decision by e-mail, sent to the address provided by the applicant, within fifteen days following receipt of his application (except for point b, see Article 22). E-mails sent to students in accordance with the provisions of these regulations, and printed copies thereof, are deemed proof of their content, the date on which they were sent and the identity of their sender until proven otherwise.

§3. In the case of points a, c, d and e, a request to appeal may be made internally to the Vice-Rector in charge of student affairs within ten calendar days from the day after the notification of refusal was sent, in accordance with the terms defined in appendix 1. As a last resort, after notification of the rejection of the internal appeal lodged with the Vice-Rector in charge of student affairs, the student has fifteen working days to challenge the decision made at the end of that procedure before the Committee created for that purpose at ARES (see appendix 1, points 1.3.1.; 1.3.2., 1.3.3. and 1.3.4.).

§4. In the case of point b), no internal appeal is provided for. An appeal may still be made to the competent jurisdictions. In the case of point f), an appeal may be made internally within ten calendar days starting from the day after the notification of refusal was sent, by contacting the mediator at Mediateur.Inscriptions@ulb.be.

If the refusal is confirmed by the mediator, an appeal may be lodged within fifteen working days in order to challenge the decision made at the end of that procedure before the Committee created for that purpose at ARES (see appendix 1, point 1.3.5.).

§6. In the case of point g), an appeal may be made internally to the Vice-Rector in charge of student affairs within 15 calendar days starting from the day after the notification of refusal was sent, in accordance with the terms defined in appendix 1. As a last resort, after notification of the rejection of the internal appeal lodged with the Vice-Rector in charge of student affairs, the student has fifteen working days to challenge the decision before the Committee created for that purpose at ARES. (See appendix 1, point 1.3.6.)

Article 29.

Refusal of admission to the qualification to teach at upper secondary level and the Teaching Certificate for Higher Education

§1. As an exception, AESS/CAPAES students who are refused admission must lodge an appeal with the enrolment mediator at Mediateur.Inscriptions@ulb.be within ten calendar days starting from the day after the notification of refusal was sent. The request may be accompanied by any document that the student deems probative.

§2. As a last resort, after notification of the rejection of the internal appeal lodged with the enrolment mediator, the student has fifteen working days to challenge the decision made at the end of that procedure before the Committee created for that purpose at ARES⁵.

Article 30.

The decision may be made not to consider an enrolment due to non-payment under Article 102 of the Decree of 7/11/2013, on the following grounds:

- the fact that the student has not paid the deposit of 50 euros by 31 October;
- the fact that, except in the case of force majeure, the student is in a situation of academic de-enrolment because he has not paid the full tuition fees due by 1 February;
- the fact that the student has requested an allowance⁶ but has been refused one, and the student has not paid the balance of his tuition fees within 30 days following notification of the decision to refuse by the study allowance service of the French Community;

These situations may be grounds for an appeal to the Government Representative at ULB following the procedure detailed in appendix 1, point 1.2. within a period of fifteen working days starting from the first working day following notification of the aforementioned decision.

SECTION 18. RE-ENROLMENT

Article 31.

§1. By reasoned decision, the academic authorities refuse to allow a student to re-enrol:

- a) When the student has been found guilty of re-enrolment fraud by the committee established for that purpose (see Article 22);
- b) When a final decision has been made by the Disciplinary Committee or the Academic Council Bureau to exclude the student on the grounds of assessment fraud or serious misconduct;
- c) When the student's application for re-enrolment concerns a course for which there is no entitlement to funding;
- d) When the student is non-financeable.

§2. The student is notified in writing of the decision to refuse re-enrolment, by e-mail sent to the @ulb.be address (including the appeal procedure), within fifteen days following receipt of his application for re-enrolment (except for point a, see Article 22). E-mails sent to students in accordance with the provisions of these regulations, and printed copies thereof, are deemed proof of their content, the date on which they were sent and the identity of their sender until proven otherwise. For points b, c, d, an appeal may be lodged following the procedures set out in appendix 1 points 2.1.1., 2.1.2., 2.1.3.

§3. In the case of point a), no internal appeal is provided for. An appeal may still be made to the competent jurisdictions.

§4. In the case of point b), the student has fifteen working days to challenge the decision to refuse re-enrolment before the Committee created for that purpose at ARES⁷ (see appendix 1, points 1.3.1. §7)

§5. In the case of point c), the student may lodge an appeal within ten calendar days starting from the day after the notification of refusal was sent, by contacting the mediator at Mediateur.Inscriptions@ulb.be.

⁵ Article 97 of the Decree of 07/11/2013

⁶ Article 105, §2 of the Decree of 7/11/2013

⁷ Article 97 of the Decree of 07/11/2013

As a last resort, the student has fifteen working days to challenge the decision made at the end of that procedure, before the Committee created for that purpose at ARES (see [appendix 1 point 2.1.2](#)).

- §6. In the case of point d), the student may lodge an appeal within fifteen calendar days starting from the day after the notification of refusal was sent, according to the terms defined in appendix 1. As a last resort, after receiving notification of the rejection of the internal appeal, the student has fifteen working days to challenge the decision made at the end of that procedure, before the Committee created for that purpose at ARES (see [appendix 1 point 2.1.3](#)).

Article 32.

Re-enrolment for the qualification to teach at upper secondary level and the Teaching Certificate for Higher Education

- §1. As an exception, AESS/CAPAES students who are refused re-enrolment must lodge an appeal with the enrolment mediator at Mediateur.Inscriptions@ulb.be within ten calendar days starting from the day after the notification of refusal was sent. The request may be accompanied by any document that the student deems probative.
- §2. As a last resort, after notification of the rejection of the internal appeal lodged with the enrolment mediator, the student has fifteen working days to challenge the decision made at the end of that procedure before the Committee created for that purpose at ARES.

SECTION 19. GENERAL

Article 33.

Apart from the cases of appeal provided for in Articles 25 to 31 of these regulations, as well as those based on the assessment made by the competent academic authorities on applications for admission, any student who, in the course of his admission, enrolment or re-enrolment procedure and after having exhausted the procedures with the Registration Office, finds himself unable to continue the procedure or considers that he has not received the necessary justifications, may lodge a complaint with the mediator appointed for that purpose by the Rector. The complaint must be submitted exclusively by e-mail (Mediateur.Inscriptions@ulb.be) and must include all the documents necessary for the examination of the file, as well as, under penalty of inadmissibility, proof of the steps taken with the Registration Office.

CHAPTER 3 — COST OF STUDIES

SECTION 20. TUITION FEES

Article 34.

- §1. The tuition fee amount for students and for courses eligible for University funding fixed by decree. Tuition fees include matriculation, enrolment for the academic year and enrolment for the tests and examinations organised during that academic year.

Information on the tuition fee amounts is available on the ULB website at <https://www.ulb.be/fr/inscriptions/frais-d-inscription> and attached in [appendix 2](#) to these regulations.

- §2. Academic institutions are entitled to charge increased tuition fees to students who are nationals of non-EU and non-European-assimilated countries with the exception of students who are nationals of

LDC countries (and nationals of 11 countries at the bottom of the Human Development Index (UNDP HDI) - see [appendix 5](#)). The amount of these increased fees is freely set by each institution and may not exceed five times the amount set under §1.

The increased fee amounts and exemption criteria are attached in [appendix 4](#) to these regulations. The amount is also shown in the "admission letter" sent prior to enrolment. Any student who has declared himself to be assimilated at the time of enrolment or re-enrolment, in accordance with the Decree of 11 April 2014 and who does not provide proof of this at the time of this declaration or at the time of a subsequent request for verification from the University's offices will be invoiced increased fees.

§3. The tuition fees payable by students in receipt of a scholarship from the French Community are called "reduced"; those payable by students on modest incomes are called "intermediate"; the others are called "normal" (see amounts in [appendix 2](#)). The income ceilings not to be exceeded for the "intermediate" and "reduced" categories are decreed by the Government of the French Community. They are available at the web address attached in [appendix 3](#) of these regulations.

Article 35.

Students who believe that they are eligible for reduced or intermediate fees must apply and submit a complete application to the Student Social Service by 31/10 of the academic year in question at the latest. The procedure is available on the Student Social Service website (<https://www.ulb.be/fr/aides-financieres-sociales-et-inclusives/reduction-de-minerval>). Submitting an application to the Student Social Service does not in any way exempt a student from the financial obligation.

Article 36.

Students enrolled on the CAPAES, AESS or the French Community Jury d'enseignement universitaire who spread their training over several academic years will have to pay the full tuition fees for the course each time they enrol.

Article 37.

Mobility students admitted to ULB on an exchange programme or on certain joint programmes are exempted from tuition fees if they provide proof that they have paid these fees at their home institution, with the exception of third cycle enrolments.

They will only be required to pay the matriculation fee.

Article 38.

[Appendix 6](#) sets out an average estimate of the expenses to expect during a year of university studies in the French Community of Belgium.

Article 39.

Applications for a reduction in tuition fees must be submitted before 31/10 via the page: <https://www.ulb.be/fr/aides-services-et-accompagnement/aides-financieres-sociales-et-inclusives>

If the student has not made his application for a reduction in tuition fees by 31/10, he must still pay the deposit of 50 euros.

Article 40.

No spreading or splitting of tuition fees is permitted other than as provided for in Article 42.

However, in the event of force majeure, the student concerned may apply for assistance from the Student Social Service, without any commitment on the part of the University to respond favourably to this application.

Article 41.

For information purposes, regardless of tuition fees, foreign students wishing to study in Belgium must, pursuant to Article 58 of the Law of 15 December 1980 on the entry, residence, settlement and removal of foreign nationals, have access to sufficient, stable and regular means of subsistence. In order to obtain their study visa, these students must prove to the competent services - and independently of the procedures undertaken with the University to obtain their admission, enrolment or re-enrolment - that they will have access to these means of subsistence throughout their studies.

SECTION 21. PAYMENT METHODS**Article 42.**

Upon confirmation of enrolment, the student shall be invited by e-mail to log on to the MonULB portal in order to pay the tuition fee amount due online (online payment by credit card, bank transfer, etc.). He shall carefully follow the instructions given, particularly those relating to payment identification details ("communication structurée") if paying by bank transfer.

No payment in cash or by cheque may be accepted.

SECTION 22. PAYMENT DEADLINE.**Article 43.**

§1. The student is not enrolled at the University and therefore cannot participate in the teaching activities unless he has paid at least a deposit of €50. This payment must be made on the day of enrolment, and no later than 31/10, the date on which the bank payment order must have been made. Proof of this payment shall be provided on time by the student by means of a certificate from his banking institution containing all the information relating to the payment in question.

§2. Once the payment has been received by the University, the student card shall be sent to the student by post. However, if the student did not provide a correspondence address in Belgium at the time of his admission, he shall be invited to come and collect his student card from the Registration Office.

The enrolment certificate, the certificate to be provided to the STIB or SNCB for the purpose of obtaining a "public transport" season ticket at the student rate, and the certificate for the mutual insurance company, family allowance fund or other entities are available on the student's MonULB portal.

§3. Students who have not paid their tuition fees in full must pay the balance by 31/01 at the latest, by which date the bank payment order must have been made.

Failure to pay shall result in the student's academic de-enrolment as of 01/02. The institution then notifies him of the decision that he no longer has access to the teaching activities, and can no longer be the subject of deliberations or have his credits carried over or recognised. He nonetheless is still considered as having enrolled to study for the current academic year. **He shall remain in debt to ULB for the balance of these tuition fees and may only re-enrol at a higher education institution in the French Community once this amount has been paid.**

However, as an exception, students who have applied for a study allowance from the French Community, but who on 01/02 have not yet obtained it, continue to have access to learning activities, may be the subject of deliberations and may have their credits carried over or recognised. If the allowance is refused, the student has 30 days following notification of the decision of refusal to pay the balance of his tuition fees.

§4. The student is notified of the application of the measures described in §3, by e-mail sent to the student's @ulb.be address.

The appeal procedure is described in Article 29 of these regulations.

PART II: ORGANISATION OF TEACHING

CHAPTER 4 — ORGANISATION OF THE ACADEMIC YEAR

Article 44.

The first term begins on 14 September, the second begins on 1 February and the third begins on 1 July. The first two terms contain at least 12 weeks of teaching activities. An assessment period is organised at the end of each term so that credits can be acquired. This covers all course units organised during the term, as a minimum. Exceptionally and for justified educational reasons, some course units on the Bachelor's programme may be spread over the first two terms of the academic year; in this case, a partial test is organised at the end of the first term. A third term contains assessment periods along with practical work experience or personal work.

The assessment periods are set by the Academic Council via the academic calendar in a sequence of weeks. Any deviation from this calendar must be validated by the Academic Council except for the provisions of Article 44, from which there can be no deviation.

The exact dates for the opening, closing and suspension of assessments, as well as the exact dates for deliberations and announcements of results, are set annually by the faculty, in compliance with the previous paragraph.

As an exception to the previous paragraph, examination panels may, for duly substantiated reasons of force majeure, extend a student's assessment period to the next term, albeit without exceeding a period of one month beyond the end of the first term assessment period and 10 weeks beyond the end of the 2nd and 3rd term assessment periods. The student is then pronounced to be "in open assessment". The examination panel sets the length of the extension of the assessment period and the course units concerned.

Students enrolled at ULB, participating in an exchange programme and hosted in a university institution with assessment periods in the host institution that are incompatible with the ULB calendar, may benefit from special open assessment periods, provided that the extension of the assessment period does not exceed ten weeks. As regards the assessment period at the end of the second term, in view of the summer holidays, it may if necessary be extended until the deliberations at the end of the third term. Students concerned must notify the Chair of the Examination Panel of the external constraints placed upon them.

Article 45.

Without prejudice to Article 43, no assessment may take place outside the assessment period, neither on a Sunday, nor on a public holiday, nor on 27/09, nor on a day of academic leave, nor before seven o'clock in the morning, nor after ten o'clock in the evening. However, assessments of activities provided within the context of work and study courses, assessments of course units or parts of course units such as tutorials, seminars, practical work, workshops, language practice, projects, personal work, internships, Bachelor's and Master's dissertations and other written examinations may be carried out outside the assessment periods.

Furthermore and without prejudice to remote assessments, no assessment may take place outside of the teaching or internship premises recognised by the University except where an express exemption has been granted by the Dean.

Article 46.

The assessment timetables (including dates) are established by the faculty, taking into account the material constraints of the organisation of tests and with a view to achieving an even distribution of the workload for course unit coordinators and students⁸. The timetable is sent to course unit coordinators and is displayed for the attention of students at least one month before the start of the assessment period. Except in cases of force majeure, no change may be made to the timetable of a test any later than ten working days before the date initially announced. Under no circumstances may the timetable be changed by students. Any change is brought to the attention of the students concerned without delay by displaying a notice or by e-mail.

This published calendar is therefore definitive, except in cases of force majeure as assessed by the Dean of the faculty. Examiners are required to follow it scrupulously. Any student who does not attend at the location and on the date set in the timetable shall be declared absent. Attendance at an assessment shall be certified by an attendance register.

If a course unit coordinator is unable to attend an assessment, the Chair of the Examination Panel shall take the necessary steps to set a new time, taking care not to disrupt the other tests. He communicates this information to the Dean of the faculty and the students concerned.

Article 47.

The higher education institution is required to organise at least two assessments of the same course unit at the end of two different terms of the same academic year.

The assessments of course units or parts of course units such as tutorials, seminars, practical work, workshops, language practice, internships, projects and personal work, may only be organised once per academic year over a period comprising the 3 successive terms. Information on the organisation of assessments shall be included in the description of the course units as soon as possible and at the latest one month after the start of the term in which the course unit begins, except in cases of force majeure. Except for exceptional reasons, duly substantiated by the student and assessed by the academic authorities, no student may sit the same tests more than once during a single assessment period.

Article 48.

A student who, for serious and exceptional reasons, is unable to attend a test or part of a test may request a change of timetable, within the limits of the time and material constraints on the organisation of assessments. In the event of disagreement between the course unit coordinator and the student, the latter may write to the Chair of the Examination Panel or the Dean of the faculty to ask them to arbitrate.

The same procedure shall apply if a force majeure situation were to disrupt the organisation of assessments.

However, the sending of a medical certificate or any other official document providing justification of absence cannot be regarded as sufficient reason for automatically being entitled to resit the tests at a later date during the same assessment period.

⁸ Note by the Academic Council of 27/06/16 - Proposal designed to optimise the assessment period timetables with a view to improving the distribution of examinations.

CHAPTER 5 — STUDENT'S ANNUAL PROGRAMME

Article 49.

The first enrolment in block 1 of the Bachelor's programme covers the totality of the first 60 credits defined in the programme, with the exception of students on a reduced programme.

The annual programme of a student enrolled for continuation of the Bachelor's cycle or enrolled on the Master's programme or Advanced Master's programme also contains a minimum of 60 credits, except for end-of-cycle students and students enrolled on a Master's with a Bachelor's credit balance or a reduced programme.

The examination panel may offer the student an annual programme worth more than 60 credits, in particular to enable the student, in the event of acquiring all his credits, to complete his cycle in one academic year.

Conversely and by way of exception, by individual and reasoned decision, the examination panel may set an annual programme of less than 60 credits in the following cases:

- in the case of joint organisation with higher education institutions in and outside of the French Community or in the case of mobility;
- when to achieve the minimum of 60 credits, it would be necessary to the student's annual programme CUs for which he has not yet acquired prerequisites which cannot be converted into corequisites;
- with the examination panel's agreement for justified educational and/or organisational reasons, provided that this programme is worth no less than 55 credits.

If the student has to follow course units outside the programme divided into annual blocks of 60 credits, as published in the online catalogue, he shall not receive any guarantee that the timetable will allow him to follow them effectively, even if the programme has been validated by the mandated Examination Panel Committee.

Some annual programmes may be made up of elective course units. These units must be chosen and validated by the examination panel in accordance with the calendar set by the faculty, but no later than 31 October. Between 1 and 15 February, students may change their choice of options with the agreement of the examination panel provided that this change exclusively concerns course units delivered strictly in the second term and provided that the credits remain constant when making this change.

When a degree programme is discontinued, the University allows all enrolled students to take the credits missing from their annual programme.

Article 50.

A student enrolled in the first year of the Bachelor's programme who has acquired or had recognised at least 45 credits out of the 60 credits of the study programme must complete his annual programme of course units by continuing the cycle programme in accordance with the prerequisites and corequisites established by the examination panel. He is therefore entitled to enrol for the continuation of the Bachelor's curriculum⁹.

A student enrolled in the first year of the Bachelor's programme¹⁵ who has acquired or had recognised at least 30 credits out of the 60 credits of the study programme may, with the agreement of the examination panel, complete his annual programme with course units from the rest of the cycle programme for which he fulfils the prerequisites, without the annual workload of his programme

⁹ With the exception of students enrolled in the first year of the Bachelor's programme in Veterinary Medicine.

exceeding 60 credits of the cycle programme. He shall remain enrolled in the first year of the Bachelor's programme until the examination panel has credited him with 45 credits from the block 1 study programme.

Article 51.

If a course unit is not credited, the student retakes any credits not acquired in the previous year with the exception of optional programme units which the student had chosen and from which he may withdraw while following the option selection rules set for the study programme. From one academic year to the next, depending on the option selection rules, the student may therefore be required to take a whole new block of elective course units.

Article 52.

Students who still need to earn a maximum of 15 credits to be awarded a bachelor's degree that gives access to a specific Master's degree may complete their annual programme with course units from the next study cycle for which they meet the prerequisites. In this case, students who choose to complete their programme in this way shall be enrolled on the Master's degree programme and shall be deemed to be enrolled on the Bachelor's programme (only limited administration fees shall be charged). A student who has not acquired his Bachelor's degree cannot add to his SAP the Master's degree credits corresponding to the Master's dissertation or Bachelor's dissertation. The course units of each cycle are deliberated over by their respective examination panel.

Students who still have to earn 16 to 30 credits in order to be awarded a Bachelor's degree giving access to a specific Master's degree may add to their annual programme a number of course units from the next study cycle for which they meet the prerequisites, subject to the agreement of the examination panel for that Master's degree. The annual programme of these students cannot exceed 75 credits. In this case, after validation of their additional programme, the students shall be enrolled on the Bachelor's programme and deemed enrolled on the Master's programme (only limited administration fees shall be charged). A student who has not acquired his Bachelor's degree cannot add to his SAP the Master's degree credits corresponding to the Master's dissertation or Bachelor's dissertation. The course units of each cycle are deliberated over by their respective examination panel.

Article 53.

In the context of a Master's degree with a teaching focus or the higher education teaching qualification, the examination panel may also refuse to allow a student to continue the teaching practice if its prior assessments – made in the context of the course units on the teaching of the subject – or continuous assessments – made during the situation-based lessons – reveal a significant inadequacy that will unavoidably result in failure in that course unit. In particular, this is considered to be the case when a scientific or educational quality is manifestly inadequate to the extent that it affects the training of the pupils to whom these lessons are given.

This decision is made by an examination panel committee consisting of the Chair of the Examination Panel, the Secretary of the Examination Panel and the course unit coordinators of the course units in the teaching of the subject concerned, and is notified to the student in writing.

The practical terms such as the date when the examination panel may put an end to the teaching practice are communicated by the faculty at the beginning of the academic year.

Article 54.

The dissertation, work, file or end-of-study personal project are part of the Master's degree assessment tests and play an important part in the assessment of the student.

This work and its assessment may relate to any learning activity, including internships and other practical work experience that highlight in particular the student's autonomy, critical thinking, personal qualities and professional skills. This work involves producing a piece of writing amongst other things. With the agreement of the examination panel and the academic authorities, this document may be written entirely or partly in a foreign language.

CHAPTER 6 — RULES ON ULB STUDENTS PARTICIPATING IN A MOBILITY PROGRAMME

Article 55.

This chapter does not apply to students participating in a joint degree programme.

Article 56.

The provisions relating to the organisation of the exchange programmes (selection criteria, time of departure, etc.) are specified on the faculties' websites during the first term of the academic year preceding the exchange.

The faculties appoint one or more members of the academic, scientific or administrative staff to manage student exchanges. These persons are called academic coordinators. Academic coordinators are members of the examination panel.

Exchanges are only possible with institutions with which the faculty concerned or ULB has signed an agreement. The lists of destinations are made available to students by the Student Mobility Office.

Article 57.

Before leaving, the student going on mobility must sign a mobility agreement which unquestionably sets out the dates and conditions of his stay. He must also complete and sign an individual learning programme (Learning Agreement) in which he lists the various course units to be taken while on mobility. To be validated, the Learning Agreement must be signed by the student, ULB and the partner. This Learning Agreement serves as a reference for the allocation of credits.

The Learning Agreement is provisionally fixed by 30 June of the academic year $n - 1$ (at the latest) for first term courses and by 1 December (at the latest) for second term courses. The Learning Agreement is definitively fixed within 7 weeks following the student's arrival.

Under no circumstances may the student unilaterally modify his Learning Agreement.

If the exchange lasts for a term, the total number of credits for the course units taken during the exchange and those taken at ULB must be distributed evenly. It is recommended that the programme of a student on mobility approaches 30 ECTS credits so that the student does not have an extra workload compared to a student who has not gone on mobility.

Article 58.

The student's individual programme must always comprise a minimum of 60 credits. If, for exceptional and duly justified reasons, the sum of the credits obtained during the exchange and the credits to be taken at ULB is less than the total of 60 credits required, it is the faculty's responsibility to propose a solution for the student to achieve this total. This solution is agreed with the student when signing his definitive Learning Agreement.

Article 59.

Students are required to inform themselves of any deadlines related to their stay and the periods, days, times and order of assessment tests, as well as the possibilities of an assessment period in the 3rd term at the partner institution. The assessment periods are set by the competent bodies of the host institutions.

Article 60.

Students are required to take the learning assessments associated with all the course units listed in their Learning Agreement, at the partner institution. Each student's results are recorded in an individual Transcript of Records provided by the host institution.

Any note in the Transcript of Records indicating that the student has not passed an assessment provided for in his definitive Learning Agreement, or has not taken it in accordance with the timetable, shall be converted into an "absent" grade in the deliberation grid. No assessment taken for a course unit not included in the Learning Agreement shall be validated.

The titles appearing on the transcripts of records and the diploma supplement are those of the course units taken at the partner institution (or, where applicable, their transcription in Latin characters or their literal translation).

Article 61.

The marks obtained at the partner institution are converted into a mark out of 20 points according to a statistical conversion method specific to each faculty, based on its ECTS conversion thresholds. The faculties are obliged to inform students of the conversion method that will be applied before the students apply.

After the marks have been converted, students are subject to deliberation in accordance with the rules set out in Part III, Chapter 8, Section 4 of these regulations.

Article 62.

During the same academic year, and as far as is possible at the host institution, a student may take part in the assessments of the same course unit a maximum of two times, regardless of the partner's regulations in this respect.

Students whose marks are not available at the time of deliberation are considered in open assessment. Deliberation and announcement of results take place only after the marks awarded by the partner have been received, so that a deliberation can be organised no later than 10 weeks after the end of the term, in accordance with the provisions of Article 43 (5th paragraph), to ensure that the student does not suffer any significant prejudice as a result.

A student who has not acquired all the credits for his individual programme at the end of the assessment period closing the second term, after the marks obtained during the mobility programme have been transferred, must be able to retake the assessment tests for which he has not achieved a mark of at least 10/20 in the third term, if he so wishes, if possible at his host institution, except where a special exemption is granted by the faculty on a case-by-case basis. If this assessment period does not exist at the partner institution or is not accessible to exchange students, ULB shall find a solution, preferably in consultation with the host institution and the student (for example, with the agreement of the examination panel and the academic coordinator, a remote assessment test marked by the partner may be organised).

Article 63.

The credits corresponding to the course units taken at the partner institution during the mobility programme and validated by the examination panel are definitively validated. The acquired credits concerned may under no circumstances be replaced by ULB course units in the student's subsequent curriculum. The examination panel draws up a list of the course units which must be taken the following academic year at ULB to cover the balance of any credits not obtained during mobility.

Article 64.

In order to participate in an exchange, a Bachelor's student must have obtained at least 120 credits in the cycle by the end of the 3rd term of the year in which he applies for mobility. Any exchange programme applicant on a Master's course who has not obtained all the Bachelor's credits by the end of the third term shall be refused definitive admission to the exchange programme. In exceptional circumstances, the Bachelor's examination panel may grant an exemption to a mobility applicant not finding himself in these conditions exclusively in the event of a limited credit deficit.

Students who make commitments with regard to their exchange prior to the 3rd term deliberation do so at their own risk.

Article 65.

The student is obliged to follow the rules of the host institution. In the event of a breach of these rules, the student shall be subject to the disciplinary sanctions provided for in the disciplinary regulations relating to students, in force at ULB.

PART III: ASSESSMENTS

CHAPTER 7 — ASSESSMENTS

Article 66.

The main purpose of the learning assessments is to provide the student with the opportunity to demonstrate that he has been able to absorb or apply the subjects taught in a satisfactory manner and that he is able to use them subsequently or take more in-depth theoretical and practical courses successfully.

Article 67.

The assessment of a course unit of a study programme covers all the knowledge and learning outcomes relevant to that course unit. This may include assessments of lectures but also tutorials, practical work, seminars, excursions, language practice, projects, internships, Bachelor's or Master's dissertations, workshops and associated personal work. Diligence in the learning activities and teaching arrangements for the course may also be a necessary criterion for success.

Article 68.

§1. The assessment corresponding to a course of study may consist of an oral and/or written test, either face-to-face or remotely, continuous assessment or any other work done by the student for that purpose. The written tests are individual. The oral tests are public. The audience may not interact with the teacher or the examiner in any way during the test, or disturb the smooth running of the test.

The exact assessment procedures for each part of a course unit are specified in the description of the course unit.

A student who fails to participate in all or some of the written examinations or assessments of each part of a course unit is liable to be marked "absent" for that course unit.

§2. The Jurys d'enseignement universitaire de la Communauté française may make special arrangements for the assessment of practical work, tutorials, internships and seminars when the general provisions are not compatible with the situation of the students registered with these examination panels.

Article 69.

Except in cases of force majeure or incompatibility, of which they are notified, all students are examined by the (joint) course unit coordinators or the persons referred to in Article 77 – at the location and on the date set in the timetable for the assessment tests or examinations described above.

The (joint) course unit coordinators or the persons referred to in Article 77 is/are responsible for the organisation of the assessments and the smooth running of the tests. They must be available throughout the entire duration of the event and, except in the case of a remote test, a qualified person (course unit coordinator, substitute, assistant or accredited and competent person) must be present at the venue for the entire duration of the test.

Article 70.

No one may take part in the assessment of a spouse, cohabitant, parent or relative up to the fourth degree, or attend the deliberation of that person's results. In this case, a specific request for a substitute must be made to the faculty.

Article 71.

For serious and justified reasons, a student may make a written request to the Chair of the Examination Panel and the Dean of the faculty, asking to be interviewed by a college of at least three members of the examination panel, who are designated by the board of examiners. A reply must be sent to him within 7 calendar days following the submission of the request.

Any course unit coordinator(s) wishing to do so may ask the Chair of the Examination Panel or Dean of the faculty if, for a particular subject, one or more students can take their assessment test before such a college of examiners.

Article 72.

Any student participating in an oral or written test must be able to present his student card for the current academic year and/or an identity document (or an enrolment certificate for joint degree students or students in administrative enrolment exclusively).

Article 73.

During any assessment test, the student is obliged to follow the instructions given by the (joint) course unit coordinators or the persons referred to in Article 77.

Unless otherwise stated by the teacher, it is strictly forbidden to take part in a test while in possession of documents or materials relating to the test. It is also strictly forbidden to take part in a test while in possession of a mobile phone (GSM), or any other electronic device for communication, transmission or storage of data.

In academic terms, any assessment fraud shall result in a sanction that may go as far as giving the student a mark of 0/20 for the test concerned.

In disciplinary terms and without prejudice to the academic sanction already imposed, a perpetrator of assessment fraud is liable to incur the sanctions provided for by the Disciplinary Regulations relating to students¹⁰.

Article 74.

During the assessment period, a student may be tested at any time on any course unit in his programme.

Article 75.

Without prejudice to the following paragraph, any student regularly enrolled on a programme is deemed to be registered for the assessments and partial assessments at the end of the first and second terms.

Participation in the assessment tests at the end of the first term is a condition for admission to the other tests of the academic year for students enrolled in the first year of the Bachelor's degree. A student who does not attend each of the assessments organised at the end of the first term shall not be admitted to the assessment periods organised at the end of the 2nd and 3rd terms. In the event of a student's absence from one or more tests at the end of the first term, the academic authorities decide

¹⁰ https://www.ulb.be/medias/fichier/reglement-discipline-etudiants_1538393276416-pdf

whether the excuse given is legitimate or not. If the excuse is rejected, the academic authorities give notification of the decision not to admit the student to the other assessment tests (see appeal procedure under Art. 102).

At the end of the second term, any student (whether enrolled in the first year of the Bachelor's degree or not) who has not acquired all the credits in his programme and who wishes to participate in the third term assessments must enrol via the MonULB portal, following the procedures defined by the faculty and published via that medium. The student will automatically be enrolled for the assessment tests of the course units for which he has not achieved at least the pass mark of 10/20. It is understood that the assessments for which the student has achieved at least the 10/20 pass mark cannot be retaken. If during the third term assessments, the student does not take tests of the course units not credited by the examination panel during the previous terms of the academic year, he shall be marked "absent".

Article 76.

In the Bachelor's programme, the course units organised over the first two terms are subject to a partial assessment at the end of the first term, with the exception of certain course units or parts of course units stated in Art. 46. The corresponding partial mark is incorporated into the mark submitted for deliberation at the end of the 2nd term in accordance with the weighting stated in the course unit description.

For course units attached to the programme of the 1st year of the Bachelor's programme, the mark obtained in the assessment organised at the end of the first term is submitted for deliberation if the 10/20 pass mark is achieved. The test can therefore not be retaken. If the 10/20 pass mark is not achieved, the student may decide to be retested at the end of the 2nd term according to the procedures defined by the faculty. If the student does not take the tests for which he is enrolled, he shall be marked "absent". Nonetheless, for these tests exclusively, the student may also decide to keep a mark of less than 10/20 as long as he has not announced his enrolment for the test at the end of the 2nd term to the faculty according to the deadlines set by the faculty.

CHAPTER 8 — EXAMINATION PANELS

SECTION 23. COMPOSITION OF THE EXAMINATION PANELS, FUNCTIONING AND PUBLICATION OF DECISIONS

Article 77.

The academic staff, meeting as a faculty examination panel chaired by the Dean, appoints one examination panel per cycle. This panel may be formed either for the whole faculty, or for each of the groups, departments or sections that may be created within it. Separate sub-panels for the first year of the Bachelor's programme may also be formed.

Each examination panel comprises at least five members, including a chair and a secretary. The names of the chair and secretary of the examination panel appear in the study programme.

The chair of the examination panel also chairs the corresponding section of the Jury d'enseignement universitaire de la Communauté française. If the official chair is absent, the members in attendance choose a chair for the session.

Depending on its organisation, the academic staff of a faculty may appoint a chair for a set of examination panels or sub-panels. This chair is an automatic member of those examination panels.

Article 78.

§ 1. The task of assessment is incumbent upon the course unit coordinators, including their substitutes duly appointed following the procedures set out in the coordinated text of the provisions relating to the careers of scientific staff and academic staff.

§ 2. The course unit coordinators, or their substitutes, may be assisted by one or more members of the academic staff and scientific staff in the preparation and assessment of the written tests. They may also obtain assistance from University staff members for the supervision of those tests.

§ 3. Furthermore, course unit coordinators may, exceptionally and with the reasoned permission of the examination panel and the Dean of the faculty, be specially assisted or replaced by a member of the academic staff or scientific staff to proceed with oral and written tests and assessments.

Article 79.

§ 1.

- a) All teachers responsible for a course unit included in the compulsory courses of the student's study programme are members of the examination panel, with the right to vote.
- b) The teachers responsible for the programme's other course units, taken during the year by at least one student, participate as of right in the examination panel deliberations with the right to vote.
- c) Substitutes who have been duly appointed, in accordance with the procedures laid down in the coordinated text of the provisions relating to the careers of scientific staff and academic staff, to stand in for the teachers referred to in this § shall also stand in for them on the examination panels.
- d) Bachelor's dissertation directors to whom a), b) or c) do not apply also participate as of right in the examination panel deliberations with the right to vote.
- e) The deliberation of the examination panel is only valid if 50% of the members referred to in a) including any substitutes referred to in c) are present. When a teaching unit has more than one course unit coordinator, the quorum is calculated taking into account only the primary course unit coordinator.

§ 2. Members of the academic staff or scientific staff who have replaced a course unit coordinator in oral assessments in accordance with Article 77, § 3, and internship directors may also stand in for a course unit coordinator who is unable to attend examination panel meetings, exceptionally and at the coordinator's request, with the right to vote, subject to the agreement of the examination panel and the Dean. If they replace members of the examination panel referred to in § 1, a), they shall be counted for the calculation of the quorum.

§ 3. Without prejudice to the provisions of § 2, committee members responsible for examining applications and Bachelor's dissertations may also be invited to examination panel meetings in an advisory capacity, as may members of the academic and scientific staff involved in the preparation and assessment of written or oral tests pursuant to Article 77, paragraphs 2 and 3.

Article 80.

Examination panel decisions are made by a simple majority of the votes cast, by a show of hands. Each teacher responsible for the course units of the cycle's study programme, in the case of a cycle examination panel, or of the first year of the Bachelor's programme in the case of a sub-panel, or that

teacher's substitute, has one vote. An examination panel member only has one vote, regardless of how many course units he is responsible for, or the teacher he is replacing is responsible for.

When a vote concerns a student's results, teachers who are responsible for course units on the student's programme and who examined him cannot abstain. In the event of a tie, the chair of the examination panel has a casting vote.

Article 81.

The examination panel deliberations take place in camera. They may proceed electronically. All examination panel members have a duty to maintain the confidentiality of the deliberations and any votes that take place. The examination panel gives a sovereign and collegiate decision on all matters within its competence.

The decisions of the examination panel are justified with the help of notes. The secretary of the examination panel produces minutes of each meeting, providing a succinct justification for the decisions made. These minutes are countersigned by the chair and sent to the competent administrative services of the faculties.

After deliberation, the decisions of the examination panel are made public. Students' anonymity must be maintained when displaying the results, with students identified by matriculation numbers. The secretary ensures compliance with these provisions. Students receive their transcript of marks upon request after deliberation.

Article 82.

The chair must summon the examination panel members after the assessment periods at the end of the 2nd and 3rd terms. Based on the assessment tests taken by the student during the academic year, the examination panel awards the credits for course units for which the assessment is adequate or for which the deficit is acceptable in view of the overall results.

The examination panel deliberates over first-year Bachelor's programme students at the end of the first term. Students are deliberated upon exclusively on the basis of the first term's course units, in view of their possible transfer to a different programme.

At the end of the first term, the examination panel may also deliberate upon students who have acquired all the credits of the cycle from the end of the first term, provided that the course units (excluding internships, Bachelor's dissertation, etc.) registered on their annual programme are organised in the first term.

Article 83.

For all programmes, the examination panel meets whenever at least three of its members request it.

SECTION 24. EXAMINATION PANEL COMMITTEES (INCLUDING THE BUREAU AND ADMISSIONS COMMITTEE)

Article 84.

Each examination panel appoints one or more examination panel committees from among its members, for one academic year at least. One of these committees may be called the "bureau". The one in charge of admissions may be named the "admissions committee". These examination panel committees consist of three members at least, including the chair and secretary of the examination panel. They are headed by the chair of the examination panel. They take place in camera. Decisions are taken by a simple majority of votes.

An examination panel committee is in charge:

- Of deciding on applications for admission: in compliance with the general entry requirements for study and the additional entry requirements laid down in the study programme, it may make a decision to refuse or admit and, if necessary, determine any additional entry requirements. It may recognise students' professional or personal experience in personalised admissions procedures.
- Of recognising the credits previously acquired by the applicant, and putting together the student's programme accordingly.
- Of receiving and examining reduced programme requests and determining the course units that will make up the student's reduced programme.
- Of examining requests to transfer to a different programme along with any additional programme of remedial courses.
- Of proposing and validating the student's individual programmes (also choice of optional course unit) throughout the student's cycle.
- Of deciding on the possible impact that restructuring a programme may have on the student's pursuit of his individual programme.
- Of determining the particular study programme and content of the assessment tests for a student participating in an exchange programme with another university institution.
- Of taking, in case of urgency, any decision falling within the competence of the examination panel, with the exception of deliberation, subject to information/ratification at the next examination panel meeting.

Article 85.

When an application is submitted to one of the examination panel committees, a decision must be made and notified to the applicant or the competent administrative body by the secretary of the examination panel or, failing that, by the chair of the examination panel, within a reasonable time frame, not taking into account the academic holiday period. The new SAP shall be available on the student's MonULB portal.

**SECTION 25. PRACTICES FOR EXTENDING ASSESSMENT PERIODS AND
MANAGEMENT OF CERTIFICATES AND SUPPORTING DOCUMENTS FOR
ABSENCES**

Article 86.

As stipulated in Article 43, the examination panel sets the length of the extension of the assessment period and the course units concerned. It is for each faculty to define the procedures and deadlines for extending the assessment period. They shall be laid down in the specific additional provisions.

Article 87.

When a student is prevented from taking part in a test or part of a test, he may send a medical certificate or any other official document justifying his absence following the procedures defined by the faculty. However, the sending of a medical certificate or any other official document providing justification of absence cannot be regarded as sufficient reason for automatically being entitled to resit the tests at a later date during the same assessment period.

SECTION 26. MARKS, VALIDATION OF CREDITS AND DELIBERATIONS

Article 88.

The mark expressing the result of the assessment of a course unit is a number between 0 and 20 inclusive (a decimal rounded to half a point is tolerated for course units, a variable decimal is tolerated for Master's dissertations), with 10 being considered the pass mark for acquiring the associated credits definitively. The "absent" mark is given to students who have not attended in accordance with the established timetable. It entails failure in the course concerned.

Article 89.

Course unit coordinators are required publish the details of the provisional results of learning assessments anonymously before the deliberation that will make these results definitive. As regards the assessment period at the end of the first term in the first year of the Bachelor's programme, the provisional results, including partial marks, must be published before the deliberation. These deliberations must take place no later than two weeks after the end of the assessment period in order to give these students time to transfer to a different programme before 15 February. For other students' assessments, the provisional results must be published by 15 February at the latest.

The public nature of the assessment tests and written work means that the student's corrected papers, including the test itself, may be consulted by the student under conditions which make such consultation effective, in the presence of the person in charge of the test or his representative designated for his competence, on a date determined by him, announced at least one week in advance and fixed within one month following communication of the results, where possible before the deliberation. A reproduction of the paper is made by taking a photograph at the time of viewing, if it has not already been sent to the student by the person in charge of the test, on the condition that the student attends the viewing in person and signs a document in which he undertakes to make only personal use of the paper. This paper may not be passed on, shared or distributed in any way by the student, except with the prior written agreement of the University authorities. Any student found to be in breach of this prohibition shall be liable to disciplinary action. The student must make all necessary arrangements to photograph his paper at the time of viewing. Nonetheless, if the student does not possess the necessary equipment, during his viewing of the papers, he may ask for the paper to be sent to him afterwards.

At the end of the oral test, the examiner may communicate to the student the mark obtained or give an indication of his assessment. If the student requests it, the examiner is required to do so. Whenever he deems it necessary, the examiner explains the reasons for his assessment so that the student may be made aware of his deficiencies and improve his preparation methods.

In the event of force majeure duly justified by documentary evidence, a student may request, by means of proxy written in accordance with the template drawn up by ULB, that another student who has taken the same assessment test during the same assessment period and who bears his student card may consult (but not photograph) his paper in order to examine the absence of material errors. It is stipulated that a student may be granted only one proxy per test. If the student granting the proxy wishes to obtain a copy of his paper, he must request it in the proxy at the time of the viewing of the papers and must give his written undertaking that he shall make only strictly personal use of the copy, as provided for in the previous paragraph. The paper shall be sent to him subsequently on the basis of that declaration, duly signed and accompanying the proxy.

Article 90.

In the event of failure to comply with these provisions, the student may refer the matter to the faculty authority, which is detailed in the additional specific provisions.

Article 91.

The secretary of the examination panel prepares the deliberations, providing each examination panel member with all of the marks earned by the student for the various course units of his individual programme, and the cumulative weighted average of those marks in the cycle. Any weightings are fixed by the examination panel when drawing up the study programme and students must be informed of them.

Article 92.

During the deliberation, the examination panel makes its assessment collegially, based in particular on all the marks obtained during one or more evaluation periods, the weighted average obtained by the student since the beginning of the cycle. In deliberation, it may award the credits for each course unit even if the conditions for success have not been met. In this case, it definitively awards the corresponding credits, regardless of the grade obtained, as long as an average of 10/20 is achieved for all the course units thus validated in the cycle. If the examination panel awards the credits for a course unit for which the mark is less than 10/20, it keeps the mark as is, but substantiates its decision. When the examination panel does not grant the credits relating to a course unit, this unit shall be assessed again in a subsequent assessment period, insofar as that course unit is part of the student's compulsory individual programme. Only the last mark obtained shall be submitted to the examination panel for validation.

The examination panel also rules on the award of credits corresponding to the course units on which the student has additionally enrolled.

Article 93.

It awards a pass without a grade for the cycle if the average mark is above or equal to the pass mark of 10/20 and less than 12/20. For a cycle average of 12/20 or more, the cycle pass mark may be accompanied by one of the following grades: "satisfactory" (from 12/20), "good" (from 14/20), "very good" (from 16/20) or "excellent" (from 18/20).

However, the exact terms of award of these grades are detailed in the additional specific provisions of the faculty.

Article 94.

If a mark is not available at the time of deliberation, the assessment may be neutralised by the examination board. The way this assessment is neutralised is detailed in the additional specific provisions.

Article 95.

In the event of absence from a test for a reason recognised as justified by the examination panel, the examination panel may decide to keep the assessment period open for the student concerned, without however exceeding a period of one month beyond the end of the assessment period for the first term and ten weeks beyond the end of the assessment periods for the 2nd and 3rd terms (Article 43). Unjustified absence from a test in the programme shall automatically lead to failure of that test. The examination panel may consider an absence due to force majeure as a legitimate reason. Such absence must be documented by the student who requests it by means of a medical certificate or a certificate from a competent official body, depending on the situation, which must be serious and exceptional (see also Article 47).

Article 96.

During the deliberation at the end of the 3rd term, if a student is without funding within the meaning of the Decree of 11 April 2014 adapting the finance of higher education institutions to the new structure of studies, the examination panel issues an academic opinion on re-enrolment. This opinion is communicated to the services concerned, in accordance with the provisions defined by the General Study Regulations (see Art. 30 § 6 and appendix 1 point 2.1.3.).

SECTION 27. APPEALS**Article 97.**

The decisions of the examination panel and its committees are without appeal.

Article 98.

Only appeals relating to a material error or irregularities in the conduct of assessments are admissible.

Article 99.

The time limit for lodging an appeal is a maximum of three working days, starting from the day of consultation of the papers in the case of a written examination, and in all other cases, from the day of notification of the deliberation results.

Article 100.

All appeals must be duly substantiated, in writing, and sent in accordance with the additional specific provisions in force at the faculty concerned, either to the chair of the examination panel or directly to the appeals committee, which examine their admissibility beforehand.

If the appeal is declared inadmissible, the chair of the examination panel, or the chair of the appeals committee, informs the student in writing. If the appeal is admissible and addressed to him, the chair of the examination panel refers the matter to the appeals committee.

The appeals committee is appointed annually by the faculty examination panel from among its members; it consists of at least three effective members and three substitute members.

Within 4 working days after lodging the appeal, the appeals committee gathers and examines the parties' written arguments and decides by simple majority. If it is deemed justified, the appeal is then referred to the examination panel, which takes any necessary measures. Members of the examination panel being appealed against must withdraw when the appeal is placed in deliberation. Reasons are given for the decisions of the appeals committee and the examination panel. They are notified in writing to the complainant.

Article 101.

Any member of the appeals committee who is the coordinator of a course unit concerned by the appeal, or who has assisted or replaced the coordinator of such a course unit in the context of Article 77, is automatically replaced by his substitute on that committee.

Article 102.

The examination panel only deliberates on an academic basis. Nevertheless, in special and exceptional circumstances, the student may contact the chair of the examination panel prior to the deliberation in order to explain his situation, which may be cited during the deliberation if applicable. This is left to the judgement of the chair of the examination panel alone.

Article 103.

Students enrolled in the 1st year of the Bachelor's programme who have been absent from at least one of the assessment tests of the first term, and who have been notified by the examination panel of a decision not to admit them to the other tests, have a right to appeal against this decision internally by contacting the Vice-Rector in charge of student affairs.

SECTION 28. PLAGIARISM**Article 104.**

Plagiarism means appropriating the work of others without citing the source borrowed from. Plagiarism is considered to include: copying a text by a third party without following the citation rules; reproducing images, graphics, data, etc. without mentioning the author or origin; "virtually copying" or "slavishly reproducing" another person's words or the translation of those words into another language, without the appropriate references; and appropriating someone else's original ideas without making reference to that person. All of these plagiarism practices are reprehensible, both ethically and in terms of respect for intellectual property.

Article 105.

In academic terms, any plagiarism shall result, depending on how serious it is and whether it is deliberately fraudulent, in a sanction which may go as far as awarding a mark of 0/20 for the test concerned.

In disciplinary terms and without prejudice to the academic sanction already imposed, a perpetrator of plagiarism is liable to incur the sanctions provided for by the Disciplinary Regulations relating to students¹¹.

CHAPTER 9 — DEGREES AND CERTIFICATES**SECTION 29. DEGREES AND DEGREE SUPPLEMENTS****Article 106.**

Degree certificates and certificates confirming the successful completion of studies and acquisition of credits are issued by examination panels set up by the academic authorities or by the Jury d'enseignement universitaire de la Communauté française.

They can only be issued to students who have met the entry requirements, are duly enrolled and have obtained the minimum number of credits for the corresponding study programme.

The degree certificates follow the form set by the Government.

They are signed by the Rector or the academic authority that he appoints, and by the chair and secretary of the examination panel.

The degree certificates are issued within three months following the deliberation during which the degree was awarded.

The ULB does not issue duplicates in any circumstances.

¹¹ https://www.ulb.be/medias/fichier/reglement-discipline-etudiants_1538393276416-pdf

Students who wish to do so may have copies of their degree certificates officially certified by submitting the degree certificate and copies to the Registration Office.

Article 107.

- §3. The degree certificates are issued with a degree supplement showing the list of courses on the study programme taken by the student, the entry requirements and the assessments sanctioned by the academic degree awarded.
- §4. The degree supplement is signed by the secretary of the examination panel.
- §5. The personal elements of this supplement relating to each student may be grouped together in an appendix to the supplement. In this case, only this appendix must be signed by the secretary of the examination panel, the common section of the supplement being certified by the institution.
- §6. The degree supplement follows the form and content set by the Government.

SECTION 30. CERTIFICATES AND STATEMENTS

Article 108.

Continuing education studies worth 10 credits or more do not lead to a degree. At the end of such courses, ULB issues a certificate of success.

Article 109.

The Teaching Certificate for Higher Education (CAPAES) course assessment is sanctioned by a certificate of success which does not come with a grade.

Article 110.

The form and content of the certificates and statements are set by the University. The ULB issues, at the request of students and former students, various official documents proving enrolment, success or failure (Bologna decree), acquisition of credits, etc. Registration certificates, certificates of credits acquired and official documentation for Belgian or foreign official bodies are exclusively issued by the Registration Office.

PART IV: OTHER REGULATIONS CONCERNING STUDENTS

Information notice on personal data protection

Please refer to <https://www.ulb.be/notice-d-information-concernant-la-protection-des-donnees-a-caractere-personnel-des-etudiants-inscrits-ou-en-voie-d-inscription>

Attendance and electoral regulations

- §1. A French Community decree dated 21 September 2012 defines and organises student participation in university institutions. It sets out the duties and rights of student representatives in the various management bodies of the University.
- §2. The election of student representatives is governed by electoral regulations available on the ULB website at <https://www.ulb.be/fr/documents-officiels/elections>.

Students with special needs and in favour of inclusive education

ULB wishes to emphasise its commitment to inclusive education, for students with special needs amongst others. These commitments are detailed on the University website: <https://www.ulb.be/fr/aides-services-et-accompagnement/accompagnement-des-etudiants-a-besoin-specifique>.

In addition, a Guide to the inclusion of students with disabilities has been written at ULB. Drawn up by the Equality Law Clinic with the support of the Wallonia-Brussels Federation, this guide explains the legal framework and sets out good practices to facilitate the implementation of the right to education for students with disabilities: <https://equalitylawclinic.ulb.be/guide.html>

Any student whose situation (student with a disability, top-level athlete, recognised artist, etc.), whose interaction with various barriers may hinder his full and effective participation in higher education on an equal basis with others, may apply for special needs student status, allowing him to ask his faculty to provide so-called reasonable accommodations.

ULB enrolls students with special needs status, within the framework of the provisions regulating their admission, on the same basis as other students and makes reasonable accommodations in the organisation, implementation and support of their studies, including internships and practical work experience.

These reasonable accommodations are proposed, in collaboration with all players involved and after validation by the faculty of the student concerned, in order to limit or eliminate obstacles preventing the student from continuing with the study programme, according to the specific needs of the student.

Such students benefit in particular from exemptions in the organisation of studies referred to in Article 151 of the Decree of 7 November 2013, like the right to a reduced programme after the cut-off date of 31 October. The procedure to follow in order to benefit from a reduced programme is described in Section 9 of these regulations.

The University ensures that reasonable accommodations are made within the means available at each of its sites. The University undertakes to ensure that, as far as possible, students admitted to an exchange programme may benefit at their host institution from accommodations similar to those referred to in this section.

Application procedures and contact persons are detailed in appendix 8.

Disciplinary regulations

The duties of students, the disciplinary sanctions provided for in the event of failure to comply with those duties, the application procedures and means of appeal are set out in the disciplinary regulations available on the ULB website at:

<https://www.ulb.be/fr/documents-officiels/reglement-de-la-commission-de-discipline-relative-aux-etudiants>

E-mail account and computer network

Every student enrolled at ULB has an @ulb.be mailbox and access to the MonULB student portal, which he must activate when confirming his enrolment. Only the @ulb.be mailbox is used, to the exclusion of any other electronic mailbox, for all official individual communication between the University and the student. It is therefore the responsibility of the student to sign in regularly to the portal and to the said electronic mailbox.

These provisions concern information of an administrative nature in particular.

In addition, if a course unit has an area in the Virtual University, this will also be considered as an official channel for communication of an educational nature.

The network and, in general, all the computer tools made available to students may only be used for teaching and research purposes, in compliance with the law and the rights of others. Private, malicious or illegal use of those tools constitutes misconduct that is liable to be recorded and punished. Each student undertakes to refrain from consulting or attempting to consult documents on the Internet (or through any other medium) whose publication is prohibited by law, and from consulting or attempting to consult information that is not legally accessible to him.

The ULB network and website user charter is available on the ULB website at: <https://www.ulb.be/fr/documents-officiels/charte-de-l-utilisateur-du-reseau-et-du-site-web-de-l-ulb>.

Library regulations — Library user charter

§1. The ULB libraries are accessible to enrolled students.

§2. The use of libraries by students implies that students comply with the library regulations, available on the ULB website at: <https://bib.ulb.be/version-francaise/a-propos/reglements/reglement-des-bibliotheques>.

§3. When enrolling at the circulation desk, students must subscribe to the ULB library user charter displayed on the website at:

<https://bib.ulb.be/version-francaise/a-propos/reglements/charte-de-bonne-conduite>

Access to ULB car parks

The use of ULB's private car parks is subject to following the car park rules given to the user along with his parking permit.

Students enrolled on a Master's degree may apply for a parking sticker. This sticker, to be affixed in the windscreen of the vehicle, is issued by the Surveillance générale (Avenue Buyl, 157). All the terms are available on the MonULB student portal (see My services – Campus access and mobility – Bike/car parking).

Any vehicle that is wrongly parked or does not have a permit sticker shall first have a warning notice affixed to it and then be removed at the owner's expense.

Safety and/or regulatory provisions

All students must comply with the safety provisions relating to the teaching activities in which he participates. During an internship, mobility or activity held outside of University premises, students shall comply with the organiser's regulatory provisions.

APPENDICES

APPENDIX 1 — APPEAL PROCEDURE

SECTION 1: ADMISSION/ENROLMENT

1.1. Application inadmissible under Article 95 of the Decree of 7 November 2013

The inadmissibility of an application for admission/enrolment must be notified directly to the student. This notification is made in writing, in the form of a document, delivered by e-mail to the address given by the student in his admission application. This document includes the reasons for the decision and the extract from the GSR detailing the procedure for appealing to the Government Representative. The appeal period begins on the first working day following notification of the aforementioned decision.

If by the date of 15/11, no decision has been communicated by the institution concerned, a student who has validly submitted a complete application to that institution may lodge an appeal within 15 working days from the first working day following 15/11, or 30/11 for enrolments for third cycle studies and students pronounced to be in an open assessment period for the previous academic year (Article 79 § 2 of the Decree of 7 November 2013).

The student lodges his appeal either in person against delivery of an acknowledgement of receipt signed by a member of the offices of the Government Representative, or by registered post with acknowledgement of receipt to the following address (Boulevard de la Cambre, 62, 1000 Brussels), or by e-mail (delgov@ulb.be) (the date of receipt by the e-mail client being taken as proof), within fifteen working days from the first working day following notification of the disputed decision.

The appeal lodged by the student must include the following information:

- under penalty of inadmissibility, his full identity (his surname, first name(s), home address, telephone number, e-mail address and nationality);
- the institution concerned;
- the course concerned by his application for admission;
- the academic year concerned;
- under penalty of inadmissibility, the purpose of and grounds for the appeal;
- under penalty of inadmissibility, a copy of the disputed admission decision if it has been issued to the student as well as proof of the date of receipt of the said decision;
- for students who have not received an admission decision by the date of 15/11, proof that they submitted an application to the institution concerned within the deadlines set by these regulations, in accordance with the prescribed procedure and in accordance with the rules of the institution.

In addition, the appeal may be supplemented by any document deemed useful and shall include a list of appended documents.

The Government Representative judges whether the appeal is admissible in accordance with the forms and deadlines defined in the aforementioned points.

If he considers the appeal inadmissible, the Government Representative informs the applicant either by registered post with acknowledgement of receipt or by e-mail, and the procedure stops at that stage. Concomitantly, the Government Representative shall inform the institution of his decision in writing.

If the Government Representative deems the appeal admissible, he sends a request for information to the competent office of the institution, stating the surname, first name(s) and identifier of the applicant along with the disputed decision. Within 7 working days following receipt of this request, the office sends the requested information to the Government Representative.

The Government Representative takes a position within 7 working days following receipt of the aforementioned information. This notification must be given in writing and delivered by e-mail to the address given by the student in his application for admission, or by registered post with acknowledgement of receipt.

This decision is reasoned and:

- either confirms the decision that the application is inadmissible;
- or invalidates the decision that the application is inadmissible and confirms the admission of the applicant if, according to the legislation in force, he meets the entry requirements and financeability conditions of the courses applied for.

A copy of the aforementioned decision sent to the applicant is simultaneously sent to the competent office of the institution, in this case the Registration Office (Direction_ServiceInscriptions@ulb.be).

1.2. Non-consideration of an admission or enrolment application

Students must be notified in writing of any non-consideration of an admission or enrolment application, in accordance with Article 102 of the Decree of 7 November 2013.

This notification must be given in writing and delivered by e-mail with a read receipt/or registered post to the addresses that the student will have communicated specifically for that purpose to the institution at the time of admission (to the ULB e-mail address if the student is enrolled). This process shall constitute official notification.

Within a period of fifteen working days from the first working day following notification of the disputed decision, the student lodges his appeal either in person against a signed acknowledgement of receipt by a member of the offices of the Government Representative, or by registered post with acknowledgement of receipt to the following address (Boulevard de la Cambre, 62, 1000 Brussels), or by e-mail (delgov@ulb.be), the date of receipt by the e-mail client being taken as proof of receipt.

The appeal suspends the effects of the decision to cancel the student's admission.

The appeal lodged by the student must include the following information:

- under penalty of inadmissibility, his full identity (his surname, first name(s), home address, telephone number, e-mail address and nationality);
- the institution concerned;
- the course concerned by his application for admission;
- the academic year concerned;
- under penalty of inadmissibility, the purpose of and grounds for the appeal;
- under penalty of inadmissibility, a copy of the contested decision not to consider the application for admission.

The Government Representative judges whether the appeal is admissible in accordance with the forms and deadlines defined in the aforementioned points.

If he considers the appeal inadmissible, the Government Representative informs the applicant either by registered post with acknowledgement of receipt or by e-mail, and the procedure stops at that stage. Concomitantly, the Government Representative shall inform the institution of his decision in writing.

If the Government Representative deems the appeal admissible, he sends a request for information to the competent office of the institution, stating the surname, first name(s) and identifier of the applicant along with the disputed decision. Within 7 working days following receipt of this appendix, the office sends the requested information to the Government Representative.

The Government Representative takes a position within 7 working days following receipt of the aforementioned information. His decision is sent in writing in one of the following forms: by e-mail to the ulb.be address if possible - otherwise, the address provided in the admission application, or registered post with acknowledgement of receipt.

This decision is reasoned and:

- either confirms the decision not to consider the application for admission or enrolment;
- or invalidates that decision.

A copy of the aforementioned decision sent to the applicant is simultaneously sent to the competent office of the institution, in this case the Registration Office (Direction_ServiceInscriptions@ulb.be).

If the decision is invalidated, that decision does not exempt the student from carrying out the necessary steps by going in person to the Registration Office, within 7 working days of the decision being sent, in order to have it enforced.

If the Government Representative invalidates the decision, the Registration Office administrator in charge of the student's file shall process the decision within 7 working days.

1.3. Refusal

1.3.1. The student has, in the previous 3 academic years, been excluded from a higher education institution for enrolment fraud.

§1. Exclusively in the case of a material error, an appeal against this refusal of admission must be lodged with the ULB Registration Office for the attention of the Vice-Rector in charge of student affairs. The appeal must be made within ten calendar days from the day after the ULB Registration Office has sent notification of the refusal in question, on working days, between 1.30 pm and 4 pm.

This deadline is suspended until the 1st working day in September!

§2. The application must highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. To this end, the student must compile a file including the form, to be collected directly from the Registration Office¹² and completed, a letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, official transcripts of records issued by the institution relating to the last 3 years and any other document that he believes will be useful in the analysis of his application.

§3. Under penalty of inadmissibility, and except as provided for in § 5, the file must be complete from the time of submission to the Registration Office. The Registration Office gives the student a receipt certifying the date of submission of the file. Late submission of the transcript of records shall not, however, result in a decision of inadmissibility if the transcript is provided to the Vice-Rector in charge of student affairs by the student in good time, at the time of his decision at the latest.

¹² Form available from the 1st working day in September.

- §4. Original certificates written in a language other than French, Dutch or English must be accompanied by a translation into French or English by a sworn translator. Without the original language document or the translation, the file shall be refused.
- §5. If, due to a case of force majeure duly substantiated in his application for an exemption, the student has not been able to submit a complete file as required in § 3, he shall be allowed to complete his file before the Vice-Rector in charge of student affairs.
- §6. The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application within 18 calendar days following the submission of the application.
- §7. In the event of refusal, the student has fifteen working days to challenge the decision before the Committee created for that purpose at ARES¹³.

Under penalty of inadmissibility, the application must be submitted by registered post or as an attachment to an e-mail; it must clearly indicate the student's identity, home address, telephone number, e-mail address and the precise subject of the request; it must bear the student's signature and it must contain as an appendix a copy of the internal appeal, the resulting decision, its notification to the student, and all the information and documents that the student considers necessary to substantiate his appeal.

The committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any information favourable to the application for admission was not taken into account.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

1.3.2. The student has, in the previous 3 academic years, been excluded from a higher education institution for assessment fraud or serious misconduct.

- §1. Only in the case of a material error, an appeal against this refusal of admission must be lodged with the ULB Registration Office for the attention of the Vice-Rector in charge of student affairs. The appeal must be made within ten calendar days from the day after the ULB Registration Office has sent notification of the refusal in question, on working days, between 1.30 pm and 4 pm.

This deadline is suspended until the 1st working day in September!

- §2. The application must highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. To this end, the student must compile a file including the form, to be collected directly from the Registration Office and completed, a letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, official transcripts of records issued by the institution relating to the last 3 years and any other document that he believes will be useful in the analysis of his application.
- §3. Under penalty of inadmissibility, and except as provided for in § 5, the file must be complete from the time of submission to the Registration Office. The Registration Office gives the student a receipt certifying the date of submission of the file. Late submission of the transcript of records shall not, however, result in a decision of inadmissibility if the transcript is provided to the Vice-Rector in charge of student affairs by the student in good time, at the time of his decision at the latest.
- §4. Original certificates written in a language other than French, Dutch or English must be accompanied by a translation into French or English by a sworn translator. Without the original language document or the translation, the file shall be refused.

¹³ Article 97 of the Decree of 7/11/2013.

- §5. If, due to a case of force majeure duly substantiated in his application for an exemption, the student has not been able to submit a complete file as required in § 3, he shall be allowed to complete his file before the Vice-Rector in charge of student affairs.
- §6. The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application within 18 calendar days following the submission of the application.
- §7. In the event of refusal, the student has fifteen working days to challenge the decision before the Committee created for that purpose at ARES¹⁴.

Under penalty of inadmissibility, the request is made in the same way as in 1.3.1. §7.

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

1.3.3. The student does not meet the specific requirements provided for by the Decree of 16 June 2006 (courses subject to quotas)

- §1. If a student wishing to enrol receives notification from the Registration Office that his enrolment is refused, he may lodge an appeal against this refusal of enrolment within ten calendar days from the day after the notification of refusal was sent.

The application must be submitted to the ULB Registration Office and highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. To this end, the student must compile a file including a letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, and any other document that he believes will be useful in the analysis of his application.

The file must be complete from the time of submission to the Registration Office. The Registration Office gives the student a receipt certifying the date of submission of the file.

- §2. The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application within 18 calendar days following the submission of the application.
- §3. In the event of refusal, the student has fifteen working days to challenge the decision before the Committee created for that purpose at ARES²⁴.

Under penalty of inadmissibility, the request is made in the same way as in 1.3.1. §7.

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

¹⁴ Article 97 of the Decree of 7/11/2013.

1.3.4. A request to transfer to a different programme by a student in the 1st year of the 1st cycle (Bachelor's programme) is denied by the examination panel in charge of the programme to which he wished to transfer

§1. A student enrolled in the 1st year of the 1st cycle who wishes to transfer to another programme before 15 February and whose application is refused by the examination panel for the programme to which he intended to transfer, may appeal against this refusal of enrolment within ten calendar days from the day after the notification of refusal was sent.

The application must be submitted to the ULB Registration Office and highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. To this end, the student must compile a file including a letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, and any other document that he believes will be useful in the analysis of his application.

The file must be complete from the time of submission to the Registration Office. The Registration Office gives the student a receipt certifying the date of submission of the file.

§2. The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application, or the ulb.be address if the student is already enrolled at ULB, within 18 calendar days following the submission of the application.

§3. In the event of refusal, the student has fifteen working days to challenge the decision before the Committee created for that purpose at ARES¹⁵.

Under penalty of inadmissibility, the request is made in the same way as in 1.3.1. §7.

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

1.3.5. The application for admission concerns a course for which there is no entitlement to funding

Students who are refused admission must lodge an appeal with the enrolment mediator at Mediateur.Inscriptions@ulb.be within ten calendar days starting from the day after the notification of refusal was sent. The request may be accompanied by any document that the student deems probative.

Then, as a last resort, after notification of the rejection of the aforementioned internal appeal (application to appeal to the mediator at the following address: Mediateur.Inscriptions@ulb.be), the student has fifteen working days to challenge the decision made at the end of that procedure before the Committee created for that purpose at ARES²⁵.

Under penalty of inadmissibility, the request is made in the same way as in 1.3.1. §7.

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

¹⁵ Article 97 of the Decree of 7/11/2013.

1.3.6. The student is non-financeable

§1. Appeals against refusal of admission (due to a situation of non-financeability within the meaning of the Decree of 11 April 2014) are made online via the application portal, in the "Exemptions from refusal of enrolment" tab. The appeal must be made within fifteen calendar days from the day after the notification was sent.

This deadline is suspended until 3 September!

§2. The application must highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. The student must upload the following documents: a covering letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, official transcripts of records issued by another institution in the last 3 years of standard registration and any other document that he believes will be useful in the analysis of his application.

§3. If, when stating the grounds for his appeal, the student wishes to dispute the fact that he is non-financeable, a check box is provided for that purpose. The Vice-Rector in charge of student affairs refers the matter to the Government Representative. The latter sends him an official reasoned opinion within three working days. Should the Representative conclude that the student is financeable, the refusal of admission shall be cancelled.

§4. Under penalty of inadmissibility, except as provided for in §6, the online file must be completed within the stated deadline. The student making the application may consult it at any time.

§5. Original certificates written in a language other than French, Dutch or English must be accompanied by a translation into French or English by a sworn translator. Without the original language document or the translation, the file shall be refused.

§6 In the event of inability **for serious reasons** to add to the online file one or more documents deemed important within the stated deadline, **an e-mail explaining the reasons with supporting evidence** may be sent to the Vice-Rector for student affairs (derogations@ulb.be). The application shall be analysed and the opinion given shall be visible in the online file. If the opinion is favourable, the final deadline for submission shall be specified.

§7. The decision of the Vice-Rector in charge of student affairs is communicated by e-mail to the student within 18 calendar days following submission of the application. The e-mail address shall be the one provided in the admission file.

When the number of files uploaded exceeds the daily quota set by the university, the file is registered but the deadline of 18 days is extended until the date which shall be communicated online immediately.

§8. In the event of refusal, the student may lodge an appeal with the committee created for that purpose at ARES.

After notification of the rejection of the aforementioned internal appeal, the student has fifteen working days to challenge the decision made at the end of that procedure before the said committee. Under penalty of inadmissibility, the request is made in the same way as in 1.3.1. §7.

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

Remark concerning internal appeals: if a student who has lodged an internal appeal has received no notification of a decision within 30 days after lodging the appeal, he may give the higher education institution formal notice to notify that decision. The institution has fifteen days following that formal notice in which to notify its decision. If no decision is received after those fifteen days, the decision of the higher education institution shall be deemed positive. On that same date, the student shall be deemed to have been notified of the decision.

SECTION 2: RE-ENROLMENT

2.1. Refusal of re-enrolment

2.1.1. A final decision has been made by the Disciplinary Committee or the Academic Council Bureau to exclude the student on the grounds of assessment fraud or serious misconduct;

The student has fifteen working days to challenge the decision made at the end of that procedure before the committee created for that purpose at ARES¹⁶. Under penalty of inadmissibility, the application must be submitted by registered post or as an attachment to an e-mail; it must clearly indicate the student's identity, home address, telephone number, e-mail address and the precise subject of the request; it must bear the student's signature and it must contain as an appendix a copy of the internal appeal, the resulting decision, its notification to the student, and all the information and documents that the student considers necessary to substantiate his appeal.

It establishes whether the formal justification of the decision is adequate and it invalidates the refusal of enrolment within fifteen working days following receipt of the complaint if any information favourable to the application for enrolment was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

2.1.2. The student's application for re-enrolment concerns a course for which there is no entitlement to funding

Students who are refused re-enrolment must lodge an appeal with the enrolment mediator at Mediateur.Inscriptions@ulb.be within ten calendar days starting from the day after the notification of refusal was sent. The request may be accompanied by any document that the student deems probative.

Then, as a last resort, after notification of the rejection of the aforementioned internal appeal, the student has fifteen working days to challenge the decision made at the end of that procedure before the committee created for that purpose at ARES¹⁷. Under penalty of inadmissibility, the application must be submitted by registered post or as an attachment to an e-mail; it must clearly indicate the student's identity, home address, telephone number, e-mail address and the precise subject of the request; it must bear the student's signature and it must contain as an appendix a copy of the internal appeal, the resulting decision, its notification to the student, and all the information and documents that the student considers necessary to substantiate his appeal.

It establishes whether the formal justification of the decision is adequate and it invalidates the refusal of enrolment within fifteen working days following receipt of the complaint if any information favourable to the application for enrolment was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

¹⁶ Article 97 of the Decree of 7/11/2013.

¹⁷ Article 97 of the Decree of 7/11/2013.

2.1.3. The student is non-financeable

2.1.3.1. Re-enrolment of a student enrolled at ULB who has lost the status of financeable student, within the meaning of the decree on finance, which he enjoyed in the previous academic year:

§1. During the deliberation of the third assessment period, the examination panel gives an opinion on the future chances of success of students who have lost their status as financeable students at the end of the current academic year but who must re-enrol in the same cycle.

§2. In the event of a favourable opinion from the examination panel, the chair and secretary of the examination panel shall send the student an e-mail (only to the @ulb.be address) informing him of that opinion and authorising him to re-enrol according to the procedure described.

§3. In the event of an unfavourable opinion from the examination panel, the chair and secretary of the examination panel shall send the student an e-mail (only to the @ulb.be address) informing him that his re-enrolment has been refused.

§4. With the exception of students who have been the subject of an admission decision by the Special Committee referred to in Article 4 §1 of these regulations, a BA1 student who loses his status as a financeable student (within the meaning of the Decree of 11 April 2014) at the end of his 2 previous years of study may choose to transfer by enrolling on another BA1 programme, following the procedure indicated in Article 15, provided that he meets the corresponding entry requirements.

§5. If a student wishing to re-enrol receives notification from the chair and secretary of the examination panel that his re-enrolment is refused, he may lodge an appeal against this refusal of enrolment within fifteen calendar days from the day after the notification of refusal was sent.

Appeals against refusal of enrolment (due to a situation of non-financeability within the meaning of the Decree of 11 April 2014) are made online on the student profile via a tab entitled "Exemptions from refusal of enrolment".

The application must highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. The student must upload the following documents: a covering letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, official transcripts of records issued by another institution in the last 3 years of standard registration and any other document that he believes will be useful in the analysis of his application.

§5. If, when stating the grounds for his appeal, the student wishes to dispute the fact that he is non-financeable, a check box is provided for that purpose. The Vice-Rector in charge of student affairs refers the matter to the Government Representative. The latter sends him an official reasoned opinion within three working days. Should the Representative conclude that the student is financeable, the refusal of re-enrolment shall be cancelled.

§6. Under penalty of inadmissibility, except as provided for in §7, the online file must be completed within the stated deadline. The student may consult it at any time.

Original certificates written in a language other than French, Dutch or English must be accompanied by a translation into French or English by a sworn translator. Without the original language document or the translation, the file shall be refused.

§7 In the event of inability for serious reasons to add to the online file one or more documents deemed important within the stated deadline, an e-mail explaining the reasons with supporting evidence may be sent to the Vice-Rector for student affairs (derogations@ulb.be). The application shall be analysed and the opinion given shall be visible in the online file. If the opinion is favourable, the final deadline for submission shall be specified.

§8. The decision of the Vice-Rector in charge of student affairs is communicated by e-mail to the student within 18 calendar days following submission of the application. The e-mail address used shall be ulb.be.

When the number of files uploaded exceeds the daily quota set by the university, the file is registered but the deadline of 18 days is extended until the date which shall be communicated online immediately.

2.1.3.2. Re-enrolment of a student registered at ULB who loses his status as a financeable student within the meaning of the decree on finance for the second time or more in a row:

- §1. Refusal of re-enrolment is notified by the chair and secretary of the examination panel by e-mail (only to the @ulb.be address) to any student who loses his status as a financeable student for the second time or more, at the end of the current academic year, and wishes to re-enrol in the same cycle.
- §2. A student who nonetheless wishes to re-enrol may lodge an appeal against the refusal of enrolment within fifteen calendar days from the day after this notification of refusal is sent.
- §3. Appeals against refusal of re-enrolment must be lodged via the MonULB portal, "My Enrolments, Re-enrolments", within fifteen calendar days from the day after the notification of refusal is sent.

This deadline is suspended until the 1st working day in September!

The application must highlight any exceptional circumstances of a non-academic nature that may help to explain his situation. To this end, the student must upload a file including a letter explaining the reasons why he believes he may be entitled to an exemption, documents justifying the reasons cited and providing proof of their exceptional nature, and any other document that he believes will be useful in the analysis of his application.

If the student wishes to dispute the fact that he is non-financeable, a check box is provided for that purpose in the appeal form. The Vice-Rector in charge of student affairs refers the matter to the Government Representative. The latter sends him an official reasoned opinion within three working days. Should the Representative conclude that the student is financeable, the refusal of re-enrolment shall be cancelled.

§6 Original certificates written in a language other than French, Dutch or English must be accompanied by a translation into French or English by a sworn translator. Without the original language document or the translation, the file shall be refused.

- §4. If, due to a case of force majeure duly substantiated in his exemption application, the student has not been able to submit a complete file as required in § 6, an **e-mail including an explanation with supporting evidence** may be sent to the Vice-Rector for student affairs (derogations@ulb.be). The application shall be analysed and an opinion given by e-mail within 48 hours. In the event of a favourable opinion, the e-mail shall specify the submission deadlines and procedures.
- §5. A final decision or a request for an interview with the Vice-Rector shall be communicated to the applicant within 18 calendar days following submission of the application. The Vice-Rector in charge of student affairs shall inform the applicant by e-mail to the e-mail address (only the @ulb.be address)
- §6. In the event of refusal, the student may lodge an appeal with the committee created for that purpose at ARES¹⁸ within fifteen working days. Under penalty of inadmissibility, the request is made in the same way as in point 1.3.1. §7.

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within fifteen working days following receipt of the complaint if any

¹⁸ Article 97 of the Decree of 7/11/2013.

information favourable to the application for admission was not taken into account during that internal appeal.

The deadlines of fifteen working days are suspended between 24 December and 1 January, and between 15 July and 15 August.

2.1.3.3. Re-enrolment during the cycle of a student external to ULB who loses his status as a financeable student within the meaning of the decree on finance:

As the student is in an admission situation in this case, see point 1.3.5.

Remark concerning internal appeals: if a student who has lodged an internal appeal has received no notification of a decision within 30 days after lodging the appeal, he may give the higher education institution formal notice to notify that decision. The institution has fifteen days following that formal notice in which to notify its decision. If no decision is received after those fifteen days, the decision of the higher education institution shall be deemed positive. On that same date, the student shall be deemed to have been notified of the decision.

APPENDIX 2 — TUITION FEES FOR THE ACADEMIC YEAR 2020-2021 (EXCLUDING INCREASED FEES APP. 5)

Enrolment for admission examinations

University admission examination	€132
Special examination for admission to the Bachelor's programme in Engineering	€50
French language proficiency examination	€50
Examination for entry and access to the Bachelor's programme in medicine and dentistry (cost of participation paid to ARES and reimbursed subject to effective participation)	€30
Participation in the TOSS health sector orientation test for the Bachelor's in veterinary medicine (ARES - if effective participation, reimbursement via TOSS account up to 3 months after organisation of the test)	€30
MATRICULATION	€12
ADMINISTRATIVE FEES FOR ENROLMENT	€20

Enrolment for a year of study on the Bachelor's and Master's degrees (Excluding students required to pay increased fees).

1. Principal enrolment

Years of standard study (regardless of number of credits)

"Normal" fees	€835
"Intermediate" fees (students on modest incomes)	€374
"Reduced" fees (grant holders)	€0

AESS, CAPAES, or enrolment for another focus of the same master for 120 credits

"Normal" fees	€279
"Reduced" fees (grant holders)	€0

Special case of AMs (Advanced Masters) in the field of medicine leading to a professional qualification recognised by federal law, along with AMs in Clinical Biology (in the field of pharmaceutical sciences), the AM in Stomatology (in the field of medicine), AM in General Dentistry, AM in Orthodontics (the last two in the field of dentistry) and AMs in Hospital Pharmacy (in the field of pharmaceutical sciences).

Enrolment for the first 120 credits

"Normal" fees	€485
"Reduced" fees (grant holders)	€0

Enrolment for the following credits

Fees.....	€32
<u>Jury d'enseignement universitaire</u>	€384

2. Complementary enrolment

"Normal" fees	€247
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"Reduced" fees (grant holders) €0

3. Reduced programme¹⁹

Reduced programme 2020-2021

Full rate..... €13.92 per credit

Intermediate rate €6.23 per credit

Grant holder rate..... €0

Enrolment in third cycle (PhD + doctoral training)

1. General case

1st year of enrolment

"Normal" fees €835

"Reduced" fees (grant holders)..... €0

Subsequent years

Fees..... €32

2. Particular case of enrolment for doctoral training in addition to enrolment on an AM in the health sector

"Normal" fees €247

"Reduced" fees (grant holders)..... €0

Enrolment on individual courses:

First 10 credits..... €139.10

per additional credit..... €13.91

Enrolment as an auditing student:..... €85

Regarding students in the Faculty of Architecture

Students duly enrolled for the whole year, during the academic year 2009-2010, in one of the years of basic study at an architectural institute, shall be charged the following fees:

Years of the Bachelor's and Master's degrees not ending in a qualification

Normal fees: €450

Intermediate fees: €374

Reduced fees: €0

Years of the Bachelor's and Master's degrees ending in a qualification

Normal fees: €520

Intermediate fees: €374

Reduced fees: €0

¹⁹ Students enrolled on the CAPAES, AESS or the French Community Jury d'enseignement universitaire who spread their training over several academic years will have to pay the full tuition fees for the course each time they enrol (see Article 35).

APPENDIX 3 — REFERENCE CEILINGS FOR GRANT HOLDERS AND STUDENTS ON MODEST INCOMES FOR 2020-2021

The information is available at the page:

<https://www.ulb.be/fr/reduction-de-minerval/tableau-des-plafonds-de-reference-des-allocations-d-etudes-fwf> on the Student Social Service website.

APPENDIX 4 — TUITION FEES -2020-2021 – STUDENTS FROM NON-EU COUNTRIES AND EXEMPTION CRITERIA

Standardisation of criteria for the application of increased fees payable to French Community universities

Terms of application 2020-2021

Please note: This information is valid only for the academic year 2020-2021 and does not prejudice any future legislative and/or regulatory changes that may affect the amounts and conditions of application of the increased tuition fees. Such changes would be applicable as soon as they were adopted.

- DC = developing countries
- LDC = least developed countries
- HDI = countries listed at the bottom of the Human Development Index

If you are unsure about your situation with regard to your tuition fee calculation, please contact the following address: inscriptions@ulb.be

First enrolment on the cycle or programme in 20-21		Bachelor	Master	Advanced Master	AM in Health	AESS/CAPAES	Doctorate/DT
	EU/Belgians	€835	€835	€835	€485	€279	€835
	NON-EU - LDC	€835	€835	€835	€485	€279	€835
	NON-EU - DC	€4,175	€4,175	€4,175	€2,425	€279	€835
	NON-EU - Industrialised countries	€4,175	€4,175	€4,175	€2,425	€279	€835

Re-enrolment for students enrolled since 19-20 (same cycle, same programme)		Bachelor	Master	Advanced Master	AM in Health	AESS/CAPAES	Doctorate/DT
	If 75% of SAP acquired						
	All (LDC - DC - Ind. countries)	€835	€835	€835	€485	€279	32
	If 75% of SAP not acquired						
	NON-EU - LDC	€835	€835	€835	€485	€279	32
	NON-EU - DC	€4,175	€4,175	€4,175	€485	€279	32
NON-EU - Industrialised countries	€4,175	€4,175	€4,175	€485	€279	32	

In the event of a change of cycle or programme, please refer to the information in the "First enrolment" table.

APPENDIX 5 — LISTS OF LDC, HDI, DC AND INDUSTRIALISED COUNTRIES

LIST 1:

LDC (Least Developed Countries) = countries recognised by the UN as the least developed countries and countries considered as such by the French Community:

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Gambia, Guinea, Guinea-Bissau, Haiti, Kiribati, Laos, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, São Tomé and Príncipe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia.

LIST 2:

Extended to include **11 additional countries** ranked at the bottom of the Human Development Index (HDI-UNDP:

Côte d'Ivoire, Zimbabwe, Papua New Guinea, Cameroon, Nigeria, Syria, Swaziland, Pakistan, Kenya, Ghana, Republic of Congo - Brazzaville.

LIST 3:

DC and industrialised countries:

Albania, Algeria, Andorra, Antigua and Barbuda, Argentina, Armenia, Australia, Azerbaijan, Bahamas, Bahrain, Barbados, Belize, Belarus, Bolivia, Bosnia and Herzegovina, Botswana, Brazil, Brunei, Canada, Cape Verde, Chile, China (including Taiwan), Colombia, the Cook Islands, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Fiji, Gabon, Georgia, Grenada, Guatemala, Guyana, Honduras, Iceland, India, Indonesia, Iran, Iraq, Israel, Jamaica, Japan, Jordan, Kazakhstan, Kosovo, Kyrgyzstan, Kuwait, Lebanon, Libya, Liechtenstein, Macedonia, Malaysia, Maldives, the Marshall Islands, Mauritius, Mexico, Micronesia, Moldova, Monaco, Mongolia, Montenegro, Morocco, Namibia, Nauru, New Zealand, Nicaragua, Niue, North Korea, Norway, Oman, Palau, Palestine, Panama, Paraguay, Peru, Philippines, Qatar, Russia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Saint Lucia, San Marino, Samoa, Saudi Arabia, Serbia, Seychelles, Singapore, South Africa, South Korea, Sri Lanka, Suriname, Switzerland, Tajikistan, Thailand, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Turkey, Ukraine, United Arab Emirates, Uruguay, Uzbekistan, Vatican City, Venezuela, Vietnam.

APPENDIX 6 — AVERAGE ANNUAL BUDGET FOR A YEAR OF UNIVERSITY STUDIES, 2020-2021 (BASED ON STUDENT SOCIAL SERVICE CALCULATIONS)

1. Academic fees

▶▶ Course fee (per year)

- Normal course fee _____ €835
- Discounts _____ between €213 and €485
- Grant holder course fee _____ Free

▶▶ Teaching fees

- Scientific materials: books, syllabus (prices vary according to choice of course and years of study from €284)
- Master's dissertation (in final year), printing, binding, copies, etc. _____ from €253

2. Miscellaneous expenses

▶▶ Transport

- STIB (<http://www.stib.be>):
 - 1st season ticket (12-24 years old) _____ €50 per year
 - 2nd season ticket (12-24 years old) _____ €50 per year
 - 3rd season ticket (12-24 years old): free _____
 - Over 25 years old _____ €499 per year

- SNCB:
 - Campus card or student season ticket: depends on the station of departure to the Brussels zone (see belgiantrain.be)

▶▶ <https://www.belgiantrain.be/fr/tickets-and-railcards/overview-products> Accommodation

- Accommodation in ULB halls of residence from €238 to €419 per month (including service charges)
- Private sector accommodation around €450 per month

▶▶ Food

- 1 meal at a university restaurant €4.60 per day on average

APPENDIX 7 - CRITERIA OF THE ADMISSIONS COMMITTEE FOR ADMISSION TO THE FIRST YEAR OF THE BACHELOR'S PROGRAMME FOR STUDENTS FROM COUNTRIES OUTSIDE THE EUROPEAN UNION (INCLUDING STUDENTS APPLYING FOR A YEAR OF STUDY ON COURSES SUBJECT TO QUOTAS ACCORDING TO THE PROCEDURES DESCRIBED IN ARTICLE 4 § 1).

This appendix applies only to students who do not meet any of the criteria listed in Article 3 of the Decree of 11 April 2014 adapting the finance of higher education institutions to the new structure of studies.

Criteria of an academic nature

1. Before any enrolment and without prejudice, where applicable, to the specific conditions for admission to the Bachelor's degree in Medicine and Engineering, the applicant must have obtained an average of 13/20 in the secondary school diploma, for which an equivalence to the certificate of higher secondary education (CESS) of the Wallonia-Brussels Federation must be obtained before any enrolment (this does not concern IBOs).

The applicant must also have obtained 12/20 in the secondary school diploma, in subjects directly related to the application for admission, namely:

Law: first and second languages; if the French language is not part of the applicant's final year programme, the applicant must pass the French language proficiency examination at B2 level (European reference framework).

Philosophy and literature: first and second languages; if French is not part of the applicant's final year programme, the applicant must pass the French language proficiency examination at B2 level (European reference framework).

Psychology and educational sciences: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects in the secondary school diploma programme)

Sciences: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects in the secondary school diploma programme)

Economic and management sciences: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects in the secondary school diploma programme)

Health sciences (medicine, dentistry, veterinary medicine, physiotherapy, biomedicine, pharmacy, motor sciences): second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects in the secondary school diploma programme)

Medicine and dentistry: The applicant must obtain a pass certificate for the ARES entrance examination

Veterinary sciences: The applicant must provide proof of having taken the health sector orientation test (test d'orientation du secteur de la santé – TOSS).

Architecture: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects in the secondary school diploma programme)

Social and political sciences: mathematics, first and second languages

Engineering: The applicant must pass the special admission examination (with no minimum average mark)

2. Time elapsed between obtaining the secondary school diploma and making an application for admission

Applicants who have obtained their secondary school diploma within the last two years shall be admitted provided that the other criteria – in particular the required average marks – have been met and that the years of study undertaken since obtaining the secondary school diploma have been successfully completed.

The files of applicants who obtained their secondary school diploma more than two years before their application shall be submitted to the sovereign judgement of the committee. In any case, the years of study undertaken since obtaining the diploma must have been successfully completed.

Applicants in the process of obtaining their secondary school diploma may be admitted subject to passing that diploma with the aforementioned average marks.

3. Particular cases

Cases of applicants for whom it is impossible to obtain all the information or meet the conditions above may also be submitted to the sovereign judgement of the examination board.

The applicant will have to prove that he has indeed filed an application for equivalence with the equivalence department of the Wallonia-Brussels Federation by providing proof of payment of the administrative fees by means of an official document issued by his banking organisation. All information concerning the Compulsory Education Equivalences Office must be clearly identifiable:

If the applicant's file has already been analysed by the office concerned, he shall provide proof of submission of an equivalence application.

Failing this, the applicant shall provide any other official document from the Equivalences Office, indicating that the application is being processed, whether it is in order or not. In particular, the applicant may provide a copy of their application's status report from the online application tracker.

4. Deposit on enrolment

Prerequisite for the examination of the application by the BA1 Special Admissions Committee:

Applicants who are not legally domiciled in Belgium or assimilated to a Belgian student are required to pay administrative fees of €200 to account 363-1162423-15 entitled "FRAIS ADM. HORS UE" (IBAN code: BE83 363116242315 - BIC CODE: BBRU BE BB) stating the reference:

- "Frais administratif BA1 HUE"
- last name and first name of applicant
- year of study applied for

Important: international transfer fees are payable by the applicant.

The applicant shall provide proof of this payment (essential for submission of his application). The following are accepted as proof: debit notice, account statement, postal transfer stub from a Belgian post office, certificate from the bank showing all the information relating to the transfer.

The following documents are not accepted: transfer order, postal order, cheque, proof of payment online, transfer ticket (self-service banking), cash, receipt of a transfer request.

As these administrative fees are not refundable if admission is refused or if the applicant does not finalise his enrolment for the academic year in question, interested parties are invited to check scrupulously whether they meet the criteria set out above.

Only one application for admission may be submitted per academic year. Only applicants who have been granted partial equivalence which does not give them access to the studies for which the admission file has been submitted, and those who have failed the entrance examination for the Bachelor's degree in Engineering: Civil Engineering or the entrance examination in medicine and dentistry organised by ARES shall have their file re-examined by the Committee with a view to a possible transfer to a different programme.

5. Appeals

See Article 25 of the GSR

6. Membership of the Committee

Chair: Professor Alain LEVEQUE, Chair

Members of academic staff and similar:

- Professor Michele CINCERA

Contact: Anne-Aymon Pillet: ba1hue@ulb.be

APPENDIX 8 — SPECIAL NEEDS STUDENTS: SUPPORT PROCEDURE

Eligible students

Five special needs student statuses:

1. Top-level athlete student status must be applied for at <http://www.ulbsports.eu/SHN.aspx> It is granted to any student who demonstrates involvement in a sporting activity at a professional level, whose schedule is hard to combine with attending classes and/or sitting examinations.
2. Recognised artist student status must be applied for by contacting Roselyne.Laforge@ulb.be, through the form available in the "documents" section <https://www.ulb.be/fr/aides-services-etaccompagnement/accompagnement-des-etudiants-a-besoin-specifique> It is granted to any student pursuing an artistic career (modelling, performance arts, art production, etc.), whose schedule is hard to combine with attending classes and sitting examinations.
3. Entrepreneur student status must be applied for by contacting Start'lab: <https://startlab.be/> It is granted to any student who demonstrates involvement in a freelance professional activity, whose schedule is hard to combine with attending classes and sitting examinations.
4. Student Council member student status (procedure in the process of being developed by the Student Social Service).
5. In accordance with the Decree on inclusive higher education of 9 April 2014, the status of Special Needs Student with a Disability is granted to any student with long-term, proven physical, mental, intellectual or sensory disabilities, the interaction of which with various barriers may hinder full and effective participation in his academic life on an equal basis with others.

This may be a situation of motor or sensory disability, a specific learning disability, a disabling illness, etc.

Submission of the application for SNS/SWD status

Students who wish to benefit from SNS/SWD status and accommodation provisions must complete the application form available on the ULB website: <https://www.ulb.be/fr/aides-services-etaccompagnement/accompagnement-des-etudiants-a-besoin-specifique>.

In accordance with Article 6 of the Decree of 30/01/2014, students wishing to benefit from SNS/SWD status and accommodation provisions must supply all documentary evidence with their application for support:

- Either the decision of a public body in charge of integration of persons with disabilities;
- Or a detailed report on the student's independence, produced by a specialist in the medical field or by a multidisciplinary team less than a year before the first application to a higher education institution.

For information purposes, the student wishing to benefit from SNS/SWD status also details the reasonable accommodations he has received during his secondary education.

The student may be asked for additional information.

The complete application file, subject to shared medical secrecy, must be sent by e-mail to ebs-esh@ulb.be

Students who wish to have their situation recognised by one of the accredited public bodies must expressly request this when submitting the complete application file to the SNS/SWD Unit, which shall inform them of the procedures to follow.

An appointment with the SNS/SWD Unit must be requested by the student in order to finalise the status application.

Analysis of the application and acceptance of status

The SNS/SWD Unit is responsible for reading the application, examining the file and analysing the needs with the applying student. The SNS/SWD Unit analyses the material, pedagogical, medical and psychological needs of the student and, in consultation with the student, draws up a draft individualised support plan (DISP) upstream. Only all of the above steps (application form, submission of documents and meeting with the SNS/SWD Unit) shall constitute a complete application which shall be studied by the decision-making Committee for recognition of the status of Special Needs Students and Students with Disabilities (SNS/SWD Committee).

The student's complete application must be submitted by:

- 15 November for the 1st term and the academic year
- 15 March for the 2nd term (and the 2nd session).

Applications submitted after these dates shall only be considered according to the justification for late submission.

Within 30 days, the SNS/SWD submits the application to the SNS/SWD Committee for decision.

The SNS/SWD Committee decides whether to grant the status of special needs student with a disability. The applying student is notified of this decision by the SNS/SWD Unit, by e-mail sent to his @ulb.be e-mail address.

SNS/SWD status is valid for one academic year and is renewable for each year of the student's study programme, at his express request, according to the terms that shall be communicated to him by the SNS/SWD Unit.

In the event of a change of higher education institution during the course of a study programme, the documents referred to in point a. remain valid and are sent to the new higher education institution at the student's request.

If the disability situation changes over time, the SNS/SWD Unit may request an update report.

Appeals

A competent Appeals Committee for Inclusion has been set up to deal with internal appeals within the ULB lodged by applying students.

If SNS/SWD status is refused, the student must refer to the Regulations of the Appeals Committee for Inclusion regarding refusal to recognise the status of Special Needs Student with a Disability (SNS/SWD).

In the event of an unfavourable decision by the ULB Appeals Committee for Inclusion

In accordance with Article 7 of the Decree of 30/01/2014, in the event of an unfavourable decision by the ULB Appeals Committee for Inclusion, or if it considers that an irregularity has been committed, the student if he is of age, or his parents or the person invested with parental authority if he is a minor, may lodge an appeal with the Inclusive Higher Education Committee (Commission d'Enseignement Supérieur Inclusif – CESI) at ARES, which shall rule on the matter.

This appeal may only be lodged if the student has exhausted all of ULB's internal appeal procedures.

The appeal must be sent by registered post (CESI de l'ARES, 180 Rue Royale, 1000 Brussels) within 4 working days following the notification of refusal formulated by the ULB Appeals Committee for Inclusion. The CESI has 15 working days to give its decision, starting from the date of receipt of the appeal. When an appeal is lodged with the CESI to challenge the institution's final decision on providing reasonable accommodations, the CESI is restricted to checking that the proper procedure has been followed and that

the formal justification of the decision is adequate. It invalidates the decision if any information favourable to the application was not taken into account during that internal appeal.

Constitution of the ISP (Individualised Support Plan)

If the student's SNS/SWD status is recognised by the SNS/SWD Committee, his faculty, via the academic and administrative coordinators, gives its decision on the compatibility thereof with the student's annual programme (SAP) and makes reasonable accommodations. If the accommodations are not compatible with the SAP, the SNS/SWD Unit, in consultation with the eligible student and faculty coordinators, suggests equivalent accommodations to meet the student's needs.

The finalised Individualised Support Plan must be validated by the faculty within two months following the agreement of the SNS/SWD Committee.

It is signed by a member of the SNS/SWD Unit, the faculty coordinators and the student or his legal representatives if he is a minor. Unless signed by all parties, the ISP shall not be active and the planned accommodations shall not be put in place.

The student signs and undertakes to follow the SNS/SWD charter that accompanies the ISP.

The student is given a copy of the ISP. No confidential data concerning the student may be recorded in the individualised support plan without the student's consent.

Monitoring of ISP implementation

The implementation of the individualised support plan is under continuous assessment by the University's Student Welfare Office. During the academic year, at least one coordination and assessment meeting is organised. It is attended by the student and the faculty coordinators or a member of the SNS/SWD Unit.

Appeals in the case of refusal to implement accommodations

Refusal to provide reasonable accommodations may be subject to the internal and external appeals referred to in point c. When an external appeal is lodged, the CESI is restricted to checking that the proper procedure has been followed and that the formal justification of the decision is adequate. It invalidates the decision if any information favourable to the application was not taken into account during the internal appeal.

Changes to the individualised support plan

In accordance with Article 16, Paragraph 3 of the Decree of 30 January 2014 on inclusive education for students with disabilities, changes may be made to the individualised support plan at the request of the eligible student, the faculty coordinators or the SNS/SWD Unit. Changes made to the individualised support plan must be agreed upon by the parties. If the student, the faculty and the SNS/SWD Unit are unable to reach an agreement, a record of non-agreement is drawn up and signed by all parties. The decision to refuse to change the support plan may be subject to the internal and external appeals referred to in point C.

End of the individualised support plan

In accordance with Article 17 of the Decree of 30 January 2014 on inclusive education for students with disabilities, in exceptional circumstances, the eligible student, the faculty coordinators and the SNS/SWD Unit may terminate the individualised support plan by mutual agreement. Termination by mutual agreement is recorded in a report signed by the student, the Faculty and the SNS/SWD Unit. If the student, the faculty and the SNS/SWD Unit are unable to reach an agreement, a record of non-agreement is drawn up and signed by all parties. If the final decision on the early and unilateral termination of the individualised

support plan is contested, the decision may be subject to the internal and external appeals referred to in point c.

APPENDIX 9 — LATE ENROLMENT

Late applications for enrolment may be submitted from 1 November of the current academic year onwards, to direction.service.inscriptions@ulb.be.

If we consider that your application meets the criteria, we will send you the late enrolment form.

The applicant must submit the complete form as a single PDF file to direction.service.inscriptions@ulb.be.

This file shall then be forwarded to the Vice-Rector for Student Affairs so that he can analyse the exceptional circumstances cited by the applicant and his financeability, as well as his ability to pass the course given the time limit.

In the event of an unfavourable response, the procedure stops there and the Institution's decision is communicated to the Cabinet of the Minister for Higher Education of the Wallonia-Brussels Federation for approval. The applicant is notified of this decision by e-mail.

In the event of a favourable response, the application is forwarded to the Faculty (Dean and Faculty Administration Director) for an academic analysis of the applicant's academic career.

In the event of an unfavourable response, the procedure stops there and the Institution's decision is communicated to the Cabinet of the Minister for Higher Education of the Wallonia-Brussels Federation for approval. The applicant is notified of this decision by e-mail.

In the event of a favourable response, the application is sent for approval to the Cabinet of the Minister for Higher Education of the Wallonia-Brussels Federation.

Once the Registration Office has received the decision signed by the Cabinet of Ministers, we can proceed to notify and enrol the applicant.

Please note: only financeable students (as defined in Article 5 of the Decree of 11 April 2014) shall have their applications taken into consideration.