

General Study Regulations

Academic year 2025–2026

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INTRODUCTORY PROVISIONS

- a) In this document, the masculine form is used in a gender-neutral sense to refer to persons regardless of their gender.
- b) The provisions of these regulations are implemented in accordance with:
- the French Community Decree of 7 November 2013 defining the higher education landscape and the academic organisation of studies, hereinafter referred to as the “Decree”;
 - the Act of 27 July 1971 on the funding and control of university institutions, hereinafter referred to as the “Funding Act”;
 - the French Community Decree of 11 April 2014 amending the funding of higher education institutions in the light of the new organisation of studies, hereinafter referred to as the “Funding Decree”;
 - the Decree of 17 July 2020 determining the eligibility of students for funding for the 2020–2021 academic year;
 - the French Community Decree of 13 July 2016 on veterinary science studies;
 - the French Community Decree of 29 March 2017 on medical and dental science studies;
 - the French Community Government Order of 25 January 2017 establishing the procedures for ranking and issuing certificates for access to the next stage of the study cycle for veterinary science studies;
 - the French Community Government Decree of 21 December 2016 approving the single set of rules for examining boards for the tests at the end of the first quadrimester on the first 60 credits of undergraduate veterinary science studies;
 - the French Community Decree of 16 June 2006 regulating the number of students enrolled for certain undergraduate higher education curricula;
 - the French Community Decree of 30 January 2014 on inclusive higher education for students with disabilities;
 - the French Community Decree of 17 November 2022 establishing the centralised electronic data exchange platform “E-paysage”;
 - the French Community Decree of 7 February 2019 defining initial teacher training;
 - the French Community Government Order of 22 June 2016 determining the models for diplomas and diploma supplements issued by higher education institutions in the French Community.

These texts are understood to refer to the coordinated versions, i.e. including any updates.

If any of the above provisions are amended, requiring the authorities of the Université libre de Bruxelles, hereinafter referred to as ULB or the University, to adapt these regulations with effect during the current academic year, ULB will notify students of these adaptations without delay. In this case, an updated version will be made available on the University's website. By enrolling, students accept the principle and content of these regulations in advance.

- c) Scope of application: these regulations and their appendices apply to all students enrolled at ULB. They also apply to the following groups, in whole or in part, for the provisions that concern them:

- students on mobility programmes;
 - students enrolled in programmes organised jointly with partner institutions;
 - students enrolled for doctoral programmes, except where the [Doctoral Regulations](#) specify otherwise;
 - students enrolled in continuing education programmes (at least 10 credits);
 - as well as any person who begins an application for enrolment in a course organised by the University, unless explicitly exempted by specific regulations applicable to the study programme concerned.
- d) Time limits: time limits apply from midnight to midnight. They are calculated from the day after the date of the act or event that gives rise to them. Depending on the specific procedure in question, they may be defined in calendar days (all the days of the week, including weekends and public holidays) or working days (excluding Saturdays, Sundays, 27 September and legal public holidays). The time limit is inclusive of the due date. However, if this date falls on a Saturday, Sunday, 27 September or a legal public holiday, the due date is postponed to the next working day.
- e) Protection of personal data: personal data:
- provided by the student for the purposes of their admission and enrolment at the University and
 - relating to their studies at the University after enrolment

is processed by the University – in the role of data controller – in accordance 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 (hereinafter “the General Data Protection Regulation”).

This data is processed by the University in order to fulfil its pre-contractual and contractual obligations to the student, its legal obligations, its public interest mission in terms of teaching, research and service to the community, and to further its legitimate interests listed in the [“information notice on personal data protection for students who are enrolled or in the process of enrolling”](#). This notice also provides full information about the types of data processed, the purposes for which it is processed, the retention period and details of any disclosure, which only takes place when the University is legally required to disclose it or when the student has given their consent. The University also uses subcontractors, particularly in the field of IT, which may process student data on its behalf. The categories of recipients and subcontractors can be viewed online.

Finally, the information notice explains the student's rights with regard to their data — access, rectification, erasure, restriction, objection and portability — which can be exercised, with proof of identity, by contacting the University's Data Protection Officer by email at rgpd@ulb.be or by post at Service du greffe, CP130, avenue Roosevelt 50, 1050 Brussels.

- f) Confidentiality: students are required to strictly respect the confidentiality of any personal data managed by the University, other than their own, to which they may have access or of which they may become aware during their studies at the University, whether it concerns other students, staff members, visitors to the University or participants in research projects.
- In particular, they are required:
- not to access or attempt to access personal data that is not strictly necessary for the furtherance of their studies;
 - to refrain, both during and after their studies, from disclosing any personal data that they may have become aware of without the authorisation of the persons concerned and from using it for any purpose other than the furtherance of their studies.

- g) Image rights: students are required to seek permission from teaching staff or any other contributors if they wish to record a lesson or any other speech (audio and/or images). If permission is granted, students are required to respect the purpose for which it was given, which is generally to aid individual study and understanding. Unless justified by the nature of the service, no oral examination may be recorded, either by the student or by the teacher.
- h) Artificial intelligence: in accordance with the “Statement of Intent on Artificial Intelligence Tools in Teaching at ULB” adopted by the Academic Council on 26 February 2024, students must ensure that no personal or confidential data other than their own is disclosed to an AI tool and that they do not implicitly grant an AI tool the right to use copyrighted or confidential material.

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

- i) The names “French Community” and “Wallonia–Brussels Federation” are equivalent. The Wallonia–Brussels Federation refers to the French Community as described in Article 2 of the Constitution. In a resolution dated 25 May 2011, the Parliament of the French Community decided to use “Wallonia–Brussels Federation” systematically as the common name of the French Community in its communications. The Government does the same.
- j) The faculties may define their own specific provisions relating to these regulations, and these faculty provisions exclusively clarify Articles [48](#), [74](#), [75](#), [81](#), [93](#), [94](#) and [102](#) of these regulations.

DEFINITIONS

In these regulations, the following definitions apply:

Learning outcomes

A statement of what the student must know, understand and be able to do at the end of a learning process, a curriculum or a validated teaching unit; learning outcomes are defined in terms of knowledge, abilities and skills.

Professional integration activities

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

Remedial activities

Activities designed to help students succeed that are not part of a study programme, aiming to fill any gaps in a student's knowledge or to help them to follow or resume a study programme with a better chance of success.

Admission

Administrative and academic process involving verifying that a student meets the requirements to undertake a specific cycle of studies and defining any additional conditions for access. Admission is ratified by effective enrolment in the programme.

Mature student

A mature student is defined as any student aged 27 or over (or reaching this age during the current calendar year) who has interrupted their school or academic career for at least 12 months. In addition, these students must balance their studies with work (part-time or full-time) and/or parental responsibilities, caring for at least one child under the age of 12.

These students may be eligible for special provisions defined by their faculty (e.g. choice of practical work group, adjustments for group work, internship arrangements, etc.). These accommodations are granted within the conditions set by their faculty.

If you have any questions, please contact the general mature students' email address: saa.are@ulb.be.

AESS

“Agrégé de l'Enseignement Secondaire Supérieur”, or certified secondary school teacher, a specialist academic degree (level 7 within the French Community certification framework) awarded in accordance with the decree of 8 February 2001 defining the initial training of certified secondary school teachers or the decree of 17 May 1999 on higher education in the arts.

Academic year

A twelve-month period beginning on 14 September and ending on the following 13 September, divided into three periods known as quadrimesters. The [University's academic calendar](#) is published each year before the start of the academic year.

ARES

“Académie de Recherche et d'Enseignement supérieur”, or Academy of Research and Higher Education, responsible for coordinating higher education institutions.

Free auditor

A person registered for one or more teaching units but not formally enrolled, who is granted permission to attend learning activities but not to take any related examinations.

Academic authorities

Bodies within the University that are authorised to exercise powers relating to the organisation of teaching.

Bachelor's degree

Academic degree at level 6 of the French Community certification framework, awarded for undergraduate studies comprising at least 180 credits.

BA1

The first 60 credits of the undergraduate study programme.

Block

Chronological division of a programme within a cycle of studies representing 60 credits.

CAPAES

“Certificat d’aptitude pédagogique approprié à l’enseignement supérieur”, or certificate of teaching aptitude for higher education.

Certificate

Document demonstrating successful completion of a course and the awarding of any associated credits, without conferring an academic degree.

Admissions committee

A committee appointed by the examining board responsible for making a decision on its behalf to either admit or reject applicants and, where applicable, to determine any additional conditions for access. The admissions committee consists of at least three members, including the chair and secretary of the examining board, together with a representative of the academic authorities.

Coordinator or tenured professor

Each teaching unit, as well as the assessment of the student's associated learning, is placed under the responsibility of a “coordinator”, a member of the academic staff; this is either the tenured professor for the subject or, in the event that there are several tenured professors, one of their number. For “non-tenured” courses, where the person responsible depends on a choice by the student (e.g. an internship or a course to be taken outside the faculty), the role of “tenured professor” is taken by the chair of the examining board or sub-board, who may delegate this function to a member of the academic staff of the faculty directly concerned if necessary.

Corequisites of a teaching unit

Any other teaching units in a study programme that must have been taken beforehand or at the latest during the same academic year.

Credit

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

Curriculum

Studies leading to a specific academic degree. A curriculum may span one or more cycles of study.

Cycle

Studies leading to the award of an academic degree. Higher education is organised into three cycles, corresponding to bachelor's, master's and doctoral degrees.

Deliberation

Closed-door examination of the results obtained during the academic year, which the examining board conducts for each student at least once a year. At the end of the deliberation, if applicable, the board awards credits, announces the results of an annual programme or cycle and confers academic degrees, with or without honours.

Diploma

Document certifying the successful completion of studies in accordance with the provisions of the Decree and the academic degree conferred at the end of these studies.

Field of study

Branch of knowledge corresponding to one or more curricula.

Doctorate

Third cycle of university studies leading to the academic degree of doctor (level 8 of the French Community certification framework), obtained after defending a thesis.

Complete application

File containing all the mandatory documents required so that the competent authorities and departments can decide whether a student is admissible and eligible for funding in accordance with the legal provisions and these regulations.

Dean

Refers to both the Dean of the faculty and the president of the school or institute.

Equivalence

Procedure for recognising studies completed abroad as equivalent to higher education studies within the Wallonia–Brussels Federation.

Assimilated student

[Non-European student who meets one of the conditions](#) of Article 3 of the Funding Decree.

Student with specific needs (SSN)

Students with specific needs recognised by the institution as requiring reasonable accommodations and facing obstacles to full and effective participation in academic life depending on their individual situation: students with disabilities (suffering from a disabling illness, a proven disability or specific learning

difficulties), high-level student athletes, student entrepreneurs, high-level student artists, student members of the Student Council, incarcerated students, pregnant students, (future) young parents and students caring for a relative (see Appendix 8).

Eligible student

A formally enrolled student who is eligible for funding from the higher education institution organising their studies by virtue of their specific characteristics, type of enrolment or the study programme for which they are enrolled.

Student enrolled for individual courses

A student registered for one or more teaching units but not formally enrolled, who is authorised to attend learning activities and take the relevant examination in accordance with [Article 20](#) of these regulations.

Student at the end of a cycle

A student who has accumulated all the credits in their annual programme required to graduate.

Faculty

In these regulations, the word “faculty” refers to the faculty, school or institute.

Force majeure

Force majeure is defined as an unforeseeable, insurmountable event that is not the fault of the person invoking it, which prevents that person from fulfilling their obligations:

- The unforeseeable nature of the event means that the person concerned is unable to predict the event;
- The insurmountable nature of the event means that the event makes it impossible to fulfil the obligation;
- The absence of any fault in the occurrence of the event means that the event cannot be caused or facilitated by any fault, imprudence or negligence on the part of the person concerned.

Continuing education (continuing education studies)

A structured set of learning activities organised by a higher education institution, but not leading to an academic title or degree except in the case of certain social advancement studies, aiming to supplement, broaden, improve, update or complete the learning outcomes of higher education graduates or persons who can demonstrate similar professional or personal achievements.

Academic degree

A qualification awarded upon successful completion of a cycle of study corresponding to a level of certification, recognised by the Decree and attested by a diploma.

Effective enrolment

Enrolment for which the student has provided all the documents required to prove their eligibility in accordance with the procedure and timetable described in these regulations, as well as any documents necessary to prove their authenticity, has settled any debts to higher education institutions in the French Community and has paid at least a deposit of €50 by 31 October, in accordance with the timetable set out in these regulations.

Formal enrolment

Enrolment for an academic year covering a coherent set of teaching units validated by the examining board in a study programme for which the student meets the access conditions and fulfils their administrative and financial obligations.

Examining board

The examining board is the academic body responsible for awarding credits, announcing the successful completion of a study programme, conferring the academic degree that certifies the cycle of studies and recognising, where applicable, the equivalence of foreign qualifications. The examining board also verifies that the recipient has fulfilled the access conditions and, in this context, assesses the candidates' learning outcomes.

The examining board deliberates on the basis of assessments of each student's learning outcomes for each of the teaching units taken during the academic year. It also awards credits for teaching units taken outside the programme for which it considers the results to be satisfactory. At the end of the cycle, the examining board awards the student the corresponding academic degree once it is satisfied that the minimum number of credits has been acquired, that the minimum number of credits acquired by the student includes all the compulsory courses, that the access conditions for the study programme have been met and that the student has been formally enrolled for the programme. The examining board also determines any honours based on all the courses taken during the cycle.

Master's degree

Level 7 academic degree certifying completion of at least 60 credits of second-cycle studies and, if they have a specific purpose, at least 120 credits.

Specialist Master's degree

Studies leading to a specific Master's degree (level 7), awarded by a university or a higher school of arts or organised jointly with a university or higher school of arts, certifying specific second-cycle studies of at least 60 credits that supplement prior Master's studies.

Honours

Assessment by an examining board of the quality of a student's work when awarding an academic degree.

Mark

A numerical result between 0 and 20 obtained at the end of an assessment (one decimal place to the nearest half is tolerated for teaching units, and one variable decimal place is tolerated for dissertations). In the event of partial or total failure to take a test, the tenured professor may use the term "absent", which means that the examining board cannot award a mark.

Notice (notify)

Communication of a decision by electronic or any other means expressly mentioned in these regulations. Notices sent to students by electronic means are sent to the @ulb.be address or, until the student has such an address, to the email address provided by the student when applying for admission or enrolment at the University.

Prerequisites for a teaching unit

Any other teaching units in a study programme whose learning outcomes must be certified and the corresponding credits awarded by the examining board before enrolment in this teaching unit, unless an exemption is granted by the examining board.

Announcement

Public communication to first-year undergraduate students and students at the end of their cycle of the examining board's decisions confirming the results of deliberations about an annual programme or a cycle.

Student's annual programme (SAP)

A coherent set of teaching units from a study programme, approved by the examining board, in which a student is formally enrolled for an academic year during which they participate in activities, take tests and will be assessed by the examining board.

Study programme

A set of compulsory or individually chosen teaching units that constitute the studies in accordance with the skills framework for a study cycle and with the prerequisites or corequisites for the various teaching units; the programme specifies the timetable and associated credits.

Quadrimester

Division of the academic year covering approximately four months. The first quadrimester begins on 14 September, the second on 1 February and the third on 1 July. Assessments are organised every quadrimester to enable the acquisition of credits.

Re-enrolment

Formal enrolment for the academic year by a student who was already formally enrolled at ULB during the previous academic year.

Resident

A candidate who holds a valid residence permit in a European Union member state, which guarantees their access to Belgian territory without the need to apply for a student visa.

Teaching unit (TU)

A set of learning activities that can be organised in the form of various teaching methods, including lectures, tutorials, practical work, seminars, field trips, language practice, projects, internships, dissertations or final projects, workshops and independent study, grouped under a single name in the faculty's teaching programme. Each teaching unit is assigned an overall value expressed in credits.

Accreditation of prior learning

Process of assessing and recognising a candidate's knowledge and skills in the context of admission to studies.

TITLE I: ADMISSIONS AND ENROLMENT

CHAPTER 1 — ADMISSIONS, ENROLMENT AND RE-ENROLMENT

SECTION 1. GENERAL ADMISSIONS PROCEDURE

Article 1. Admissions procedure

All applications for formal enrolment at ULB begin with an admissions procedure designed to verify that the legal, regulatory and additional conditions for admission, as published in the University's course catalogue and available on the University's website, have been met. Applications must be submitted exclusively via the online application form or, in the case of continuing education courses, to the course operator.

Only one application for admission may be submitted per student in each academic year.

A student who has been permanently excluded from ULB by the disciplinary authorities (the Disciplinary Committee or the Office of the Academic Council) for serious misconduct during a previous academic year may never be readmitted or re-enrolled at ULB.

Article 2. Timetable

Applications for admission may be submitted according to the timetable below. Note that specific deadlines may be set for certain areas of study. [The detailed timetable](#) is as follows:

First year of a Bachelor's degree:

- Between 16 February and 31 March preceding the academic year for which enrolment is being requested for candidates who are nationals of a non-European Union country and who are not residents of a European Union member country;
- Between 24 June and 30 September for European candidates, assimilated candidates treated as European students and non-assimilated candidates not treated as European students who have a valid residence permit in a European Union member country that guarantees them access to Belgian territory without the need to apply for a student visa and who reside in a European Union member country, and non-assimilated candidates not treated as European students who reside in a European Union member country.

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

- Between 16 February and 31 March preceding the academic year for which enrolment is being requested for candidates who are nationals of a non-European Union country and who are not residents of a European Union member country;
- Between 1 April and 30 September for European candidates, assimilated candidates treated as European students and non-assimilated candidates not treated as European students who have a valid residence permit in a European Union member country that guarantees them access to Belgian territory without the need to apply for a student visa.

Certificate of Teaching Aptitude for Higher Education (CAPAES):

- Between 16 February and 31 March preceding the academic year for which enrolment is being requested for candidates who are nationals of a non-European Union country and who are not residents of a European Union member country;
- Between 1 April and 30 September for European candidates, assimilated candidates treated as European students and non-assimilated candidates not treated as European students who have a valid residence permit in a European Union member country that guarantees them access to Belgian territory without the need to apply for a student visa.

Doctorate: Between 16 February and 31 October.

Article 3. Administrative procedures

Administrative procedures to be followed:

- For non-assimilated non-EU students, the examination of applications (excluding agreements/doctorates) is subject to the payment of an administration fee of €200 by 31 March at the latest. In addition, other specific conditions are defined in [Article 5](#) for this type of candidate. Note that this administration fee is non-refundable, even if admission is refused or if the candidate does not complete their enrolment for the academic year in question. Candidates are therefore advised to check carefully whether they meet the admissions criteria set out in the course catalogue. Failure to pay this administration fee by 31 March at the latest will result in the application being rejected.
 - The complete application must be submitted by the student in accordance with the due dates set out in [Article 2](#) of these regulations. The candidate will be required to upload any missing, incomplete or non-compliant documents within a maximum of six weeks after being invited by the Enrolment Office to complete their application and no later than the due dates set out in [Article 2](#) of these regulations.
 - Documents and identity papers are accepted in the following languages: French, English, Dutch, Italian, Spanish, German and Portuguese. Documents in other languages must be translated by a sworn translator. In this case, the translation must accompany the document in the original language. Diplomas containing a complete French/English translation and certified by the institution that issued the diploma do not need to be translated.
 - It is the student's responsibility to provide proof that they meet the access conditions for the programme. This may be provided in the form of any official supporting document or, in the duly justified absence of such a document, by [a sworn statement by the student](#). In the latter case, the student must provide details of the circumstances qualifying as force majeure that prevent them from producing these documents. The academic authorities and the Enrolment Office reserve the right to decide on whether the circumstances invoked by the student qualify as force majeure.
 - Students must monitor the progress of their application online: validation of each document, requests for additional documents, administrative validation and admission decision. In addition, they must pay attention to any emails sent to them during the application review process.
 - The examining board admissions committee will issue an academic opinion. The application is also subject to legal and administrative validation by the Enrolment Office.
- k) Once the application is complete and all administrative and legal requirements have been met, the Enrolment Office will email the candidate to invite them to log back into their online application to find the notice of their favourable admission decision. For students who need to apply for a student visa, a letter of admission will also be available within the application form. Documents relating to the academic background of the candidate, and the letter of admission if the candidate consents, will be sent to the diplomatic office selected by the candidate during the application process.

- If the final decision is negative, this will be communicated to the candidate directly in their application form. They will receive an email inviting them to log back into their application form. Reasons will be provided for the decision. The appeal procedure is described in [Chapter 2](#) of these regulations.
- Successful candidates will be asked to confirm their enrolment no earlier than the opening of the enrolment period, provide any additional documents required by 25 October at the latest, and pay the enrolment fee by 31 October at the latest.

SECTION 2. GENERAL AND SPECIFIC ACCESS CONDITIONS

Article 4. General conditions

The general access conditions for Bachelor's, Master's, Specialist Master's and AESS programmes are defined in Articles 107, 111, 112 and 113 of the Decree.

The access conditions for the various programmes offered by the University are available in [the course catalogue](#).

Note that specific access conditions (average mark, class ranking, language level, etc.) apply for certain programmes. These are listed in the course catalogue under “access conditions”.

Article 5. Specific access conditions

Certain applications for admission are subject to specific access conditions, which are listed below:

- Applications for admission to undergraduate degree courses by students from non-EU countries on the basis of Article 3 of the Funding Decree.

These applications are examined on the basis of [criteria established by the central admissions committee](#) in order to ensure the feasibility of applicants' study plans and to improve the success rate of the students admitted. The central admissions committee decides on applications for admission to Bachelor's programmes based on the criteria described in [Appendix 7](#) of these regulations.

The committee notifies the candidate of its decision on admission, whether positive or negative, directly via the application form. No requests for changes to enrolment will be accepted, except in the cases provided for in [Appendix 7](#).

- Quota-restricted programmes (physiotherapy, veterinary science, speech therapy, medical science and dental science) for non-resident students.

The number of non-resident students who enrol for one of the curricula covered by the Decree of 16 June 2006 regulating the number of students in certain undergraduate curricula in higher education is limited. Note that shortlisted students have 10 calendar days to confirm their enrolment. The University publishes the [admission and enrolment procedures for these courses](#).

- Veterinary science studies

The [Decree on veterinary science studies \(13 July 2016\)](#) establishes a competitive selection process organised at the end of the first block of 60 credits in the undergraduate course. This process takes place in every university offering these studies. The University will issue a specified number of certificates of admission to the rest of the Bachelor's degree in veterinary science to students ranked in order of merit who have acquired or validated at least 45 of the first 60 credits of the undergraduate programme. Students may only take the competitive examination during a maximum of two consecutive academic years, except in cases of force majeure duly assessed by the academic authorities.

- Medical or dental studies

To be admitted to undergraduate studies in medical or dental sciences, applicants must meet the general access conditions and be admitted to the [competitive entrance examination for medicine and dentistry organised by ARES in accordance with the Decree on medical and dental studies of 29 March 2017](#). Admission to Master's studies is also conditional on passing the competitive entrance examination for students holding an undergraduate degree from outside the Wallonia–Brussels Federation.

- Engineering studies

Admission to undergraduate studies in engineering sciences is subject to passing a special entrance examination. The programme for the special entrance examination is common to all academic institutions. It applies to all the French-language universities in Belgium. Full [details of the organisation of the test and registration for the special examination](#) are available on the faculty website.

Before registering for this special entrance examination, candidates who are nationals of a country outside the European Union must provide proof that they hold the required qualification for admission.

- Applications for admission to doctoral programmes (third cycle)

Once admitted by the Faculty Doctoral Committee, candidates enrol simultaneously in doctoral research training and the doctoral programme, unless they already have a Research Training Certificate. [They are then subject to the doctoral regulations](#).

Enrolment and re-enrolment in the doctoral programme are mandatory each academic year, up to and including the year of the thesis defence, unless temporarily suspended by the Faculty Doctoral Committee. Re-enrolment is subject to a positive opinion from the Faculty Doctoral Committee. Doctoral students must submit their enrolment or re-enrolment application via the MonULB portal by 31 October at the latest. Concurrent enrolment in doctoral training is mandatory each year until it has been validated.

Enrolment is only effective once the enrolment fee has been paid. Doctoral students pay the full doctoral enrolment fee when they first enrol for the doctoral programme. For each subsequent re-enrolment, they only pay the enrolment fee and the administration fee.

Notwithstanding the previous paragraph, enrolment may take place after 31 October, but only for exceptional reasons duly approved by the Faculty Doctoral Committee and with the agreement of the admissions panel. In this case, if enrolment in the doctoral programme is required, the credits for the programme cannot be awarded until the end of the following academic year at the earliest.

Accreditation of prior learning

Article 6. Accreditation of prior learning

In accordance with Article 119 of the Decree, the examining board's admissions committee may recognise the knowledge and skills acquired by students through their professional or personal experience (APL) in order to admit a student who does not have the academic qualifications required for a particular cycle of studies. This experience must correspond to at least five years of activity. Years of higher education can only be counted for a maximum of 60 credits acquired per academic year, and may not exceed two years. The deadlines for submitting an application for admission under the APL scheme are the same as those set out in the general conditions for admission to studies.

Based on the application submitted by the candidate, the relevant admissions committee will have full authority to determine the terms and conditions (additional courses, possible credit transfers) of their potential admission.

The appeal procedure is described in [Article 28](#) of these regulations.

Article 7. Credit transfer

In accordance with Article 117 of the Decree, examining boards may recognise credits acquired by students during higher education already successfully completed or partly completed, and thus exempt students from the corresponding parts of the study programme.

SECTION 3. ADMISSION EXAMINATION – LANGUAGE PROFICIENCY

Article 8. Admission examination

ULB organises an [admission examination](#) that gives access to all undergraduate studies in the French Community, except for studies in the fields of engineering and medical or dental sciences, which are subject to a competitive entrance examination. This examination is designed for candidates who do not hold a CESS or equivalent secondary school qualification. The registration fee must be paid before the examination.

Article 9. French language proficiency examination

ULB organises a [French language proficiency examination](#) to certify advanced proficiency in French. This examination is designed for students who hold a diploma issued outside the French Community and who wish to enrol in a Master's programme leading to a teaching qualification or the title of “agrégé de l'enseignement secondaire supérieur” (AESS).

The certificate of success in the French language proficiency examination is valid in all the universities and higher education institutions in the French Community of Belgium. The enrolment fee must be paid before the test.

SECTION 4. ENROLMENT

Article 10. Validation of enrolment

In accordance with Article 68 of the Decree, all students must be formally enrolled at the University for a given academic year in order to be able to follow the courses of their chosen programme, sit the assessments for their annual programme and be awarded the corresponding credits.

In order for their enrolment to be validated, students must, in accordance with Article 102, section 1, paragraph 1 of the Decree:

- comply with the general, additional and specific access conditions for their chosen programme, which are available in each programme description in the course catalogue;
- provide proof of the authenticity of the documents supplied;
- comply with the admissions timetable and the due dates for payment of fees;
- have cleared any debts owed to higher education institutions in the French Community. This verification only concerns the most recent enrolment in the French Community;
- have paid a deposit of €50 on the day of enrolment (and no later than 31 October) for the academic year to which the enrolment applies.

If enrolment is not completed in accordance with the above terms and conditions, no marks may be counted.

Article 11. Formal nature of enrolment

The formal nature of enrolment is certified following verification by the academic authorities and the Enrolment Office.

Once enrolment for an academic year has been confirmed, the student receives information about the programmes, the University's General Study Regulations common to all faculties and the relevant specific faculty provisions, ULB's Information Systems Security Policy, the information notice on personal data protection for students who are enrolled or in the process of enrolling, and the terms and conditions of financial assistance, in accordance with Article 95, section 2, paragraph 1 of the Decree. By validating their enrolment, the student acknowledges that they are bound by these documents.

Students must confirm their acknowledgement of these documents online, and this confirmation constitutes acceptance and endorsement of their content.

Students must pay a minimum deposit of €50 on the day of enrolment and no later than 31 October, with the balance due no later than 1 February ([Appendix 3](#)).

SECTION 5. PROVISIONAL ENROLMENT

Article 12. Provisional enrolment

In accordance with Article 95, section 1, final paragraph, of the Decree, ULB may provisionally enrol students (except for AESS candidates) who are waiting for:

- the award of a secondary school leaving certificate, including by the French Community examining board. As a reminder, the board organises two exam cycles per year, the first taking place from August to January and the second from February to July. Only students registered with the CESS examining board for the February to July session (session 2) are eligible for provisional enrolment.
- a certificate of equivalence of a foreign qualification to the secondary school qualification issued in the French Community, issued by the Ministry of the French Community. In order to gain access to a year of undergraduate studies, students in possession of a foreign secondary school leaving certificate (except the CESS issued by the Flemish or German-speaking Communities, the European Baccalaureate issued by one of the 14 European schools, the Geneva International Baccalaureate or the certificate for passing the undergraduate admission examination) must [possess a final certificate of equivalence](#) of their foreign qualification to the CESS issued by [the Wallonia–Brussels Federation](#).

For information, applications for this certificate must be submitted to the Wallonia–Brussels Federation's Equivalence Department by 15 July at the latest prior to the start of the academic year for which equivalence is being requested, except for non-assimilated non-EU candidates. Non-assimilated non-EU students who obtained their secondary school leaving certificate one year or more ago must be able to provide proof of their equivalence application by 31 March at the latest. Non-assimilated non-EU students in their final year of secondary school must be able to provide proof that they have submitted their equivalence application by 15 July. Note that candidates whose admission to studies is also conditional on passing a competitive entrance examination (medical and dental sciences, civil engineering) may provide proof after this date (15 July), but no later than the week following the date on which they obtain their certificate for having passed the competitive examination. If a student is unable to produce the final equivalence certificate when finalising their enrolment, they may enrol provisionally by providing proof that the equivalence application was submitted to the Equivalence Department by the due date AND signing an equivalence contract. On receipt of the final certificate of equivalence (by 30 November at the latest), the student must send it to the Enrolment Office to finalise their enrolment. Failing this, their provisional enrolment cannot be confirmed for the entire academic year, unless the delay in issuing the missing documents or certificates is not the student's responsibility.

- the Diploma of Aptitude for Access to Higher Education (DAES) organised by the examining board of the French Community, provided that the student can prove that the steps to enrol in the DAES were taken by the due dates. [As a reminder, the DAES aims to lift the restrictions issued in an equivalence decision.](#)

This situation must be rectified by 30 November of the current academic year at the latest, unless the delay in issuing the missing documents or certificates is not the student's responsibility. The Enrolment Office will inform the student of the documents to be provided by 30 November in order to complete their enrolment. If the student fails to do so, their provisional enrolment will be cancelled and the €50 deposit will be retained by ULB.

SECTION 6. COURSE LOAD REDUCTION

Article 13. Reduction in the annual programme

The minimum annual course load for students is 60 credits, except for students re-enrolling in block 1 of the Bachelor's degree and students at the end of their cycle enrolled in a Master's degree with a balance of credits from the Bachelor's degree or enrolled in the AES.

In accordance with Article 151 of the Decree, the academic authorities may, in exceptional individual cases, allow a student to reduce their programme for one academic year, giving their reasons. This reduction may only be granted for professional, academic, social or medical reasons, duly supported by relevant documents.

In addition, students who have obtained the status of student with specific needs (SSN) are considered to be entitled to such a reduction:

- Students with this status under the terms of Article 1, paragraph 4/1, of the Decree of 30 January 2014 on inclusive higher education, for whom participation in teaching activities is difficult;
- Students recognised as high-level athletes, promising athletes or training partners in accordance with Chapter III of the Decree of 8 December 2006 on the organisation of sport and sport subsidies;
- Student entrepreneurs, high-level student artists, student members of the Student Council, incarcerated students, pregnant students, carers and (future) young parents.

A reduction request may be submitted from the time of enrolment until 31 October at the latest. In this case, the enrolment fee is calculated in proportion to the number of credits in the student's annual programme ([Appendix 3](#)).

A reduction may be requested later during the academic year for serious medical or social reasons or if SSN status is granted. In this case, the enrolment fee due at the time of enrolment remains applicable. Note that students who are nationals of a country outside the European Union and who need to renew their residence permit [with the Immigration Office must be enrolled for a minimum of 54 credits](#). This figure may be lower:

- for students at the end of their cycle, or
- for students who are unable to accumulate a higher number of credits through no fault of their own.

Furthermore, in accordance with Article 150 of the Decree, first-year undergraduate students may choose, before 15 February, to reduce their programme of activities for the second quadrimester. Until 15 February, students changing course as described in Article 102, section 3, may choose to reduce their programme of activities for the first and second quadrimesters. This modified programme is drawn up in consultation with the examining board and includes specific remedial activities. The enrolment fee is not revised.

Students are notified of their reduced SAP by email, using their ULB address.

SECTION 7. ADDITIONAL ENROLMENT AND SIMULTANEOUS ENROLMENT (BA–MA)

Article 14. Additional enrolment

With the agreement of the academic authorities, students may enrol in another curriculum in addition to their main enrolment, leading to another degree, during the same academic year. This is known as an additional enrolment.

To complete [an additional enrolment](#), students must submit an enrolment application via the online application form available on the MonULB portal before 30 September.

For the calculation of enrolment fees, one enrolment is considered primary and the other(s) are considered additional. The primary enrolment is the one with the highest enrolment fee. The enrolment fees are calculated in accordance with the provisions in [Appendix 3](#).

Students enrolled at another fully-validated higher education institution in the French Community of Belgium are required to inform the Enrolment Office. Failure to do so may be considered enrolment fraud (see [Section 13](#) of these regulations). Additional enrolment at another institution does not entitle students to reduced enrolment fees. The normal enrolment fees remain payable in this situation.

Article 15. Simultaneous enrolment

In application of Article 100, section 3, and Article 111, section 3, of the Decree, students who wish to enrol simultaneously in both a Bachelor's and a Master's programme are invited to submit an enrolment application via the online application form available on the MonULB portal before 30 September. This is known as simultaneous or BA-MA enrolment.

The student pays the enrolment fee for the undergraduate degree and is exempt from paying the enrolment fee for the Master's degree.

SECTION 8. CHANGES OF ENROLMENT – COURSE CHANGES

Article 16. Changes of enrolment

Only one change of enrolment is permitted per academic year. To make such a change, students must submit a request via the MonULB portal and follow [the procedure](#) described there. This must take place between 1 September and 30 September.

No changes may be made if the enrolment follows admission by the central admissions committee referred to in [Article 5, section 1](#), of this document.

Between 1 October and 31 October of the academic year, only students who are formally enrolled in the first year of an undergraduate degree may ask to change their enrolment without this request being considered a course change, in accordance with Article 101, paragraph 2 of the Decree.

Students must submit such requests to change their enrolment via the online application form available on the MonULB portal before 31 October.

Students coming from another institution in the French Community must submit a request via the online application form before 31 October. This request must be accompanied by proof of enrolment at the original institution and payment of the €50 deposit.

Article 17. Change of course in block 1

In accordance with Article 102, section 3, of the Decree, first-year undergraduate students may change their enrolment until 15 February, with no additional enrolment fee, to continue their academic year with a different curriculum. These students may come from other higher education institutions in the French Community. Such requests must be justified by the student and approved by the examining board of the cycle of studies to which they wish to transfer. Information about [this procedure](#) is available on the ULB website.

No requests for course changes will be processed between 15 December and 20 January for educational reasons. Any requests made between these dates will be processed and validated after the January assessments.

If the request is refused, refer to the appeal procedure in [Article 28](#) of these regulations.

It is not possible to switch to a curriculum for which the student does not meet the access conditions or, unlike the initial enrolment, the funding eligibility requirements. As a reminder, admission to programmes with enrolment limited by quota, veterinary science, medical science, dental science and engineering science is subject to specific provisions ([Article 5](#), sections 2,3, 4 and 5 of these regulations).

No course changes can be registered if the enrolment follows admission by the central admissions committee referred to in [Article 5, section 1](#), of this document.

SECTION 9. CANCELLATION OF ENROLMENT AT THE STUDENT'S REQUEST

Article 18. Cancellation of enrolment

In accordance with Article 102, section 2, of the Decree, an enrolment may be cancelled at the express request of the student by notifying the Enrolment Office using the dedicated form available in the “My documents” section of the MonULB portal. The completed form must then be submitted in person to the Enrolment Office. If the enrolment cancellation is registered with the Enrolment Office before 1 December in the academic year in question, only the €50 deposit is retained by ULB and the academic year is not counted in the student's academic record.

After 1 December, the enrolment can no longer be cancelled and the enrolment will be counted in the student's academic record.

Note that in the event of cancellation, no late enrolment request may be made subsequently for the same curriculum.

SECTION 10. LATE ENROLMENT

Article 19. Late enrolment

Except for first-time enrolment in third-cycle studies (doctorate and research training), the deadline for enrolment is 30 September, as stipulated in Article 101 of the Decree.

However, in an exception to this rule, the higher education institution concerned may decide to authorise late enrolment to a student after this date when this is justified by circumstances of force majeure.

Late enrolment is possible from 1 October to 15 February of the current academic year.

The procedure for applying for late enrolment is described in [Appendix 9](#) of these regulations.

Force majeure is defined as an unforeseeable, insurmountable event that is not the fault of the person invoking it, which prevents that person from fulfilling their obligations:

- The unforeseeable nature of the event means that the person concerned is unable to predict the event;
- The insurmountable nature of the event means that the event makes it impossible to fulfil the obligation;
- The absence of any fault in the occurrence of the event means that the event cannot be caused or facilitated by any fault, imprudence or negligence on the part of the person concerned.

In addition, the student must meet the conditions set out in Articles 3 and 5 of the Funding Decree.

Note that if an application has been submitted in accordance with [Article 2](#) of these regulations and has been declared inadmissible, reference should be made to the appeal procedure set out in [Article 28](#) of these regulations.

SECTION 11. SPECIAL FORMS OF ENROLMENT: INDIVIDUAL COURSES, FREE AUDITOR STATUS, CONTINUING EDUCATION, FRENCH COMMUNITY UNIVERSITY EXAMINING BOARD

Article 20. Individual courses

In accordance with Article 68/1 of the Decree, any person may be admitted to take individual courses without formal enrolment. The maximum number of credits authorised for individual courses is limited to 20 per academic year in all higher education institutions in the French Community. This enrolment does not entitle the student to a student visa or official social security or tax certificates.

Moreover, students who are formally enrolled may not under any circumstances opt for individual courses that are already part of the programme of study in which they are formally enrolled. Undergraduate students may not under any circumstances enrol in postgraduate courses.

Students enrolled for individual courses are not awarded credits. However, examining boards may, upon subsequent enrolment, award credits for these teaching units, in accordance with the conditions set out in [Article 7](#) of these regulations, provided that the threshold for success has been achieved.

Authorisation to take teaching units must be granted for each teaching unit by its tenured professor and approved by the faculty authorities.

Teaching units included in ULB's course catalogue that are taught by another institution are not available for enrolment as individual courses at ULB. All requests for enrolment in individual courses must be addressed to the institution offering the course.

Enrolment in teaching units in the first quadrimester closes on 30 September and in the second quadrimester on 15 February.

The enrolment fee is proportional to the number of credits taken, and is specified in [Appendix 3](#) of these regulations. Students must pay the full enrolment fee on the day of enrolment, or no later than 31 October for the first quadrimester and no later than 28 February for the second quadrimester. Enrolment fees for individual courses are non-refundable.

[Detailed enrolment procedures](#) and the enrolment form are available on the ULB website.

Article 21. Free auditor

Free auditor status allows students to attend lectures. However, it does not allow them to participate in practical work or laboratory sessions. It does not allow them to sit examinations. Students must pay the full enrolment fee by 31 October at the latest, or on the day of enrolment if this is after that date.

Enrolment closes on 15 February.

See the ULB website for information on [enrolment procedures](#).

Article 22. Continuing education

The list of continuing education courses available at ULB can be found on the ULB course catalogue page. The access conditions for each course are described there. Participants may enrol in a course if they meet these access conditions and have the required qualifications, or if the examining board grants them an exemption because their application meets the conditions for the accreditation of prior learning (APL).

After admission by the examining board for the course in question, participants enrol by following [the appropriate procedure](#) on the continuing education website.

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

Participants must pay the full enrolment and tuition fees for the course at the time of enrolment. A payment plan may be requested in writing from the continuing education provider at the time of enrolment. This is not granted automatically.

The status of a participant in continuing education is definitively acquired when the application is complete and the enrolment fee has been paid in full. Only enrolled participants may attend teaching activities and are eligible to receive any official certificates provided by the course (educational leave, certificate of enrolment, certificate of attendance, etc.), sit assessment tests and receive a student card.

Participants have one week after the first day of teaching to cancel their enrolment. In this case, participants will be refunded the enrolment fee minus the administration fee and the cost of the training day attended.

Any withdrawal must be notified in writing to the training provider.

After one week following the first class, no refunds will be given for withdrawals, and no exceptions will be granted.

Article 23. French Community university examining board

In accordance with Article 136 of the Decree, access to tests organised by the French Community university examining board is reserved for persons eligible for funding under the Funding Decree who, for objective reasons assessed by the examining board's sovereign judgement, are unable to attend the teaching activities of the curriculum in the normal way. In academic terms, enrolment with the examining board complies with the procedures for admission to equivalent studies and the additional conditions for access and registration for assessments.

There is no French Community examining board for specialist Master's studies or doctoral studies.

The organisation and functioning of the boards remain subject to the French Community Government Order of 8 July 2005 regulating the organisation and functioning of university examining boards in the French Community until the new order adapting the rules for this enrolment to the landscape decree has been voted on and published.

Students enrolled with the French Community examining board do not have formal student status. They may not attend teaching activities.

The enrolment dates for the university examining board of the French Community of Belgium are as follows:

First year of a Bachelor's degree: between 24 June and 30 September for European candidates and assimilated candidates treated as European students residing in a European Union member country.

Continuation of a Bachelor's or Master's curriculum: between 1 April and 30 September for European candidates and assimilated candidates treated as European students residing in a European Union member country.

Students are required to pay a deposit of €50 by 31 October and the full tuition fees by 1 February of the current academic year. In the event of withdrawal before 1 December, students are only required to pay €50 and the academic year is not counted in their academic record. If the student withdraws after 1 December, they are liable for the full tuition fee and the academic year will be counted as a failure in their academic record. Students are subject to the same funding eligibility rules as other students in accordance with Article 5 of the Funding Decree.

[The conditions of access and admission and enrolment procedures](#) are available on the ULB website.

SECTION 12. RE-ENROLMENT

Article 24. Re-enrolment

Students who were formally enrolled at ULB during the previous academic year [must submit their re-enrolment application](#) exclusively via the MonULB portal ("My virtual secretariat", "My enrolments").

Article 25. Timetable

The deadline for re-enrolment is 30 September.

However, any student who wishes to enrol or re-enrol following a late decision by the examining board (deliberation following an extended assessment period, known as an open session, for example), or one of the appeal bodies, has a period of 10 calendar days from the day after the aforementioned decision is communicated to proceed with enrolment. This period may extend no later than 30 November.

SECTION 13. PENALTIES FOR FRAUD RELATED TO ENROLMENT OR RE-ENROLMENT

Article 26. Enrolment fraud

In accordance with Article 95/2, section 1, of the Decree, any false statement or falsification (including omissions, unless made with no intention to deceive) in the preparation of an enrolment or admission application constitutes enrolment fraud.

Applications from candidates suspected of enrolment fraud are investigated by the Enrolment Office. At the end of this investigation (lasting a maximum of two weeks), if the evidence gathered supports the suspicion of fraud, the file is sent to the student at their @ulb.be email address if the student is already enrolled at ULB, or to the address provided by the student in their admission or enrolment application if the candidate is not yet enrolled at ULB. This email serves as notice that an investigation has been opened. The student is then invited to present their arguments in writing and, if necessary, to supplement their case with any information or documents they consider relevant within 10 calendar days from the day after the notice described above is sent, to the address and in accordance with the procedures specified in the notice email.

The complete file is then forwarded by the Enrolment Office to a Commission established for the purpose consisting of the Vice-Rector for Education, a member of the Legal Department and a representative of the student body. The Enrolment Office acts as the clerk for this Commission. Decisions are taken by consensus and, if this cannot be achieved, by majority vote.

The Commission issues a reasoned decision, which is notified to the student by email within 30 calendar days from the day after the student submits their arguments or, if the student does not respond within the period described above, within 18 calendar days of the deadline referred to in paragraph 2 above.

If the student is found guilty of enrolment or re-enrolment fraud, the University forwards the case to the Government Delegate at ULB. After verifying compliance with the procedures, the Delegate forwards the information, if applicable, to ARES, which is responsible for maintaining a database containing the names of fraudsters managed in accordance with the General Data Protection Regulation and the Act 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. The higher education institution notifies the person concerned of their inclusion in the database and describes how they can exercise their right of appeal.

Candidates found guilty of enrolment or re-enrolment fraud are prevented from continuing the enrolment process. If they are found guilty of fraud at a later date, they immediately lose their status as a formally enrolled student, as well as all the rights associated with that status and the legal effects associated with passing tests during the academic year in question. Enrolment fees paid to the University are forfeited in accordance with Article 95/2, section 3, of the Decree.

In accordance with Articles 95/2, 96, section 1, point 1, and 106, point 1, of the Decree, the authorities of higher education institutions in the French Community refuse to enrol any student found guilty of enrolment or re-enrolment fraud for three academic years. The three-year period begins on the first day of the academic year during which the fraud is penalised.

CHAPTER 2 — APPEALS

Various forms of appeal exist depending on the student's circumstances. [A summary table](#) is available on the ULB website.

SECTION 14. ADMISSION–ENROLMENT

Article 27. Refusal under Article 95

An application for admission or enrolment is inadmissible under Article 95 of the Decree:

- if the student does not meet all the access conditions for the programme as set out in the course catalogue;
- if the student does not comply with the provisions of these regulations, including Articles 2, 3, 4, 5, 14, 15 and 25.

Students may submit an appeal against any decision made on this basis to the ULB Government Delegate in accordance with the procedure detailed in [Appendix 2, point 1.1](#) within 15 working days from the first working day following the notice of the above decision.

Students who have not received a decision from the institution regarding their application for admission or enrolment by 31 October may lodge an appeal with the ULB Government Delegate in accordance with the procedure detailed in [Appendix 2, point 1.1](#) within 15 working days from the first working day following 31 October, or 30 November for students who have benefited from an open session period.

The appeal may not be based on the assessment made by the competent academic authorities of applications for admission, i.e. on academic grounds invoked by the examining board.

Article 28. Refusal under Article 102

The rejection of an application for admission under Article 102, section 1, of the Decree due to:

- either the student's failure to provide documents proving their eligibility;

- or the student's failure to provide the documents necessary to prove the authenticity of the documents;
- or the student's failure to settle any debts owed to higher education institutions in the French Community by the day of enrolment;

may be appealed to the ULB Government Delegate in accordance with the procedure detailed in [Appendix 2, point 1.2](#) within 15 working days from the first working day following the notice of the above decision.

Article 29. Refusal under Article 96

In a reasoned decision, in accordance with Article 96 of the Decree, the Enrolment Office refuses admission or enrolment of a student:

- a) if the student has been subject, in the previous three academic years, either to expulsion from a higher education institution for reasons of enrolment fraud or assessment fraud, or to a decision by ARES to refuse enrolment for a test or admission examination organised by ARES;
- b) if the student has been subject, in the previous three academic years, to expulsion from a higher education institution for serious misconduct;
- c) if the student does not meet the specific conditions set out in the Decree of 16 June 2006 (studies subject to quotas);
- d) if a course change for a first-year undergraduate student is refused by the examining board in charge of the studies they wished to change to (Article 102, section 3, of the Decree);
- e) if the student has been found guilty of enrolment fraud by the commission established for this purpose (see [Article 26](#) of these regulations);
- f) if the application for admission is for studies that are not eligible for funding;
- g) if the student is not eligible for funding.

The student is notified of the decision to refuse the application directly within their application form within 15 days of receipt of the application (except for points b) and e) – see [Article 26](#) of these regulations). They are invited by email to log back into their application form. The notice to the student in the application form constitutes proof of its content, the date it was sent and the identity of its sender, unless proven otherwise.

In the case of points a), b), c), and d), an appeal request may be lodged internally with the Vice-Rector for Student Affairs within 15 calendar days from the day after the notice of refusal was sent, in accordance with the procedures set out in [Appendix 2](#). In the case of point e), no internal appeal is possible. An appeal may still be lodged with the competent courts.

In the case of points f) and g), an appeal may be lodged internally with the Vice-Rector for Student Affairs within 15 calendar days from the day after the notice of refusal was sent, in accordance with the procedures set out in [Appendix 2](#).

Article 30. Refusal under Article 102

Consequences of non-payment of enrolment fees and appeal procedures:

- By 31 October at the latest, or within 10 calendar days if this is later, the student must have paid the deposit of €50 or the full amount of their enrolment fee if they owe a smaller amount.

Failing this, the student will be notified that their enrolment cannot be accepted. From that date onwards, they will be considered as never having been enrolled.

- By 1 February at the latest, or at the time of enrolment if this is later, the student must have paid the full amount of their enrolment fee.

Failing this, the student will be notified of the decision that they no longer have access to learning activities from this date, and that they cannot be assessed or benefit from any credit transfer or accreditation, but that they are still considered to have been enrolled in studies for the academic year.

- Students who provide proof that they have submitted an application to the Wallonia–Brussels Federation's Department of Study Grants and Loans (DAPE) are not required to pay the enrolment fee (or the €50 deposit) while they wait for the department's decision. If the DAPE rejects the application, the student has 30 days from the date of the rejection decision to pay the full amount of their enrolment fee.

Failing this, the student will be notified of the decision that they no longer have access to learning activities from this date, and that they cannot be assessed or benefit from any credit transfer or accreditation, but that they are still considered to have been enrolled in studies for the academic year.

The student may appeal against these decisions to the ULB Government Delegate in accordance with the procedure detailed in Appendix 2, point 1.2 within 15 working days from the first working day following the notice of the above decisions.

SECTION 15. RE-ENROLMENT

Article 31. Refusal under Articles 95/2 and 96

In a reasoned decision, the academic authorities will refuse to re-enrol a student:

- a) if the student has been found guilty of enrolment fraud by the commission established for this purpose (see [Article 28](#) of these regulations);
- b) if the student has been the subject of a final decision of expulsion due to assessment fraud or serious misconduct issued by the Disciplinary Committee or the Office of the Academic Council;
- c) if the student's re-enrolment application concerns studies that are not eligible for funding;
- d) If the student is not eligible for funding.

The student is notified of the decision to refuse re-enrolment (including the appeal procedure) directly within their application form within 15 days of receipt of the application for re-enrolment (except for point a) – see [Article 28](#) of these regulations). They are invited by email to log back into their application form. The notice to the student in their form constitutes proof of its content, the date it was sent and the identity of its sender, unless proven otherwise. For points b), c) and d), an appeal may be lodged in accordance with the procedures set out in [Appendix 2, points 2.1.1, 2.1.2 and 2.1.3](#).

In the case of point a), no internal appeal is possible. An appeal may still be lodged with the competent courts.

In the case of points c) and d), the student may lodge an appeal with the Vice-Rector for Student Affairs within 15 calendar days from the day after the notice of refusal was sent, in accordance with the procedures set out in [Appendix 2](#).

CHAPTER 3 — COST OF STUDIES

Article 32. Enrolment fee amounts

In accordance with Article 105, section 1, of the Decree, the enrolment fee amount for studies eligible for funding from the University is set by decree. The enrolment fee covers enrolment, enrolment for the academic year and enrolment for tests and examinations organised during that academic year.

The [enrolment fee amounts](#) are available on the ULB website and listed in [Appendix 3](#) of these regulations.

Universities are authorised to charge higher enrolment fees to students who are nationals of non-EU countries and not assimilated to European students, except for students who are nationals of countries included in the list of Least Developed Countries (LDCs). This list is available in [Appendix 5](#) of these regulations. The amount of these higher fees is set freely by each institution, but may not exceed five times the amount set in accordance with the first paragraph.

The amounts of the higher fees and the exemption criteria are set out in [Appendix 4](#) of these regulations. The amount is also stated in the “letter of admission” available in the online application form. Any student who has declared that they are assimilated when enrolling or re-enrolling, as required by the Funding Decree, but does not provide proof of this when making the declaration or during a subsequent request for verification by University staff, will be charged the higher fee.

The enrolment fees payable by students receiving a grant from the French Community are referred to as “reduced”; fees payable by students with low incomes are referred to as “intermediate”; other fees are referred to as “normal” (see amounts in [Appendix 3](#)). The income ceilings that apply for students to qualify for the “intermediate” and “reduced” categories are set by the Government of the French Community. They are [available on the Student Welfare Office website](#).

Article 33. Reduced and intermediate registration fees

Students who believe they are eligible for reduced or intermediate fees must submit a request and a complete application to the Student Welfare Office by 31 October of the academic year in question. The [procedure](#) is available on the Student Welfare Office website. Submitting an application to the Student Welfare Office does not exempt students from their financial obligations in any way.

Article 34. AESS and examining board enrolment fees

Students enrolled with the AESS or the French Community university examining board who spread their studies over several academic years must pay the full enrolment fee for the course each time they enrol.

Students taking part in a mobility programme are exempt from paying enrolment fees if they can prove that they have paid these fees at their home institution.

[Appendix 6](#) provides an average estimate of the expenses to be expected for a year of university study in the French Community of Belgium.

[Applications for a reduction in enrolment fees](#) must be submitted via the ULB website.

No deferral of enrolment fees or payment by instalments is permitted outside the terms set out in [Article 36](#) of these regulations.

However, in cases of force majeure, the student concerned may seek assistance from the Student Welfare Office, with no obligation on the part of the University to respond favourably to this request.

Article 35. Methods of payment

When their enrolment is confirmed, students will be invited by email to log into the MonULB portal to make an online payment of the enrolment fee amount due (online payment by bank card, bank transfer, etc.). They must carefully follow the instructions provided, and particularly those relating to the structured communication in the case of payment by bank transfer.

No cash or cheque payments will be accepted.

Article 36. Payment due dates

Students are enrolled at the University and may participate in teaching activities if they have paid at least a deposit of €50. This payment must be made on the day of enrolment, and no later than 31 October, by which date the bank payment order must have been made. Once the payment has been received by the University, the student card will be sent to the student by post. However, if the student has not provided a correspondence address in Belgium by the time of their admission, they will be asked to collect their student card from the Enrolment Office.

The enrolment certificate, the certificate to be provided to STIB or SNCB to obtain a student-rate public transport pass and the certificate for mutual health insurers and the family welfare fund or other bodies are available in the student's MonULB portal.

Students who have not paid their enrolment fees in full must pay the balance by 1 February at the latest. Failure to pay will result in the student being removed from the academic roll as of 1 February. The institution will then notify the student that they no longer have access to teaching activities, cannot be assessed and cannot benefit from any credit transfer or recognition. However, they will still be considered as having been enrolled for studies in the current academic year. They will continue to owe the balance of their registration fees to ULB and will not be able to re-enrol in any higher education institution in the French Community until the amount has been paid.

However, by way of derogation, students who have applied for a study grant from the French Community but who have not yet obtained it on 1 February will continue to have access to learning activities, to be assessed and to benefit from credit transfers and recognition in accordance with Article 102, section 1, of the Decree. If the grant is refused, the student has 30 days from the date of notice of the refusal decision to pay the balance of their registration fee.

The student will be notified of the measures described in this article by email using their @ulb.be address.

TITLE II: STUDIES

CHAPTER 4 — ORGANISATION OF THE ACADEMIC YEAR

Article 37. Assessment periods

In accordance with Article 79, section 1, of the Decree, the first quadrimester begins on 14 September, the second on 1 February and the third on 1 July. The first two quadrimesters comprise at least 12 weeks of teaching activities. Without prejudice to Articles 138 and 150 of the Decree, learning activities are subject to assessment, allowing credits to be acquired either during the quadrimester in which they are organised or during a different quadrimester.

In exceptional cases and for justified educational reasons, certain teaching units may be spread over the first two terms of the academic year; in this case, for undergraduates, a partial test is organised during the first quadrimester. A third quadrimester consists of assessment periods, as well as professional integration activities or personal work.

The assessment periods are set by the Academic Council via the [academic calendar](#) as a sequence of weeks. Any deviation from this calendar must be approved by the Academic Council, except for the provisions set out in [Article 38](#) of these regulations, from which no deviation is possible.

The specific dates for the start, end and suspension of assessments, as well as the specific dates for deliberations and announcements, are set annually by the faculty, in accordance with the preceding paragraphs.

Article 38. Exceptions and assessment locations

Neither the learning activities referred to in Article 76, point 1, of the Decree nor assessments may take place on a Sunday, a public holiday, 27 September, an academic holiday, before 7 am or after 10 pm, except for professional integration activities, excursions, visits and internships in accordance with Article 80 of the Decree.

Furthermore, without prejudice to assessments organised remotely, no assessment may take place outside the teaching and internship premises recognised by the University, unless expressly authorised by the Dean.

CHAPTER 5 – ORGANISATION OF TEACHING

Article 39. Course description

In accordance with Article 77 of the Decree, the course description includes:

- a description of the various learning activities of which it consists;
- a description of the goals, content and sources, references and any teaching materials, with an indication of those that are essential to acquire the required skills;
- whether or not electronic devices may be used (with an impact on the study method);
- the assessment method and, where applicable, the method of integrating the various learning activities, as well as the educational reasons referred to in Article 134, paragraph 5.

This information will be provided as early as possible, and no later than the start of the academic year in which the teaching unit is organised, except in cases of force majeure. The note on assessment methods approved by the Academic Council on 25 February 2022 specifies the information that must be included in the course description. This note can be viewed in [Appendix 10](#) of these regulations.

In the absence of specific procedures concerning the use of generative artificial intelligence tools in the course description for a teaching unit, the supplementary provisions of [Article 40](#) of these regulations apply.

Article 40. Use of generative artificial intelligence tools

Generative artificial intelligence (hereinafter referred to as GAI) refers to any computer technology that uses machine learning models to generate or synthesise new content, including text, images, sounds or data, that imitates, reproduces or is substantially similar to human works.

Without prejudice to the provisions below, the use of GAI tools at the University to assist students in their academic studies is in all cases subject to the requirements of scientific integrity and rigour that apply to any academic production.

Use of GAI tools in dissertations and final projects

Unless justified restrictions or limitations are set by the faculties or teaching staff, GAI tools may be used by students **in their dissertations and final projects**, provided that the principles of subsidiarity, responsibility and transparency are respected, which means:

- that their use does not replace the personal thinking and research process that is being assessed, including the search for primary sources, which must be referenced in accordance with current bibliographic standards (**principle of subsidiarity**);
- that students must be able to explain clearly how these tools have been used, justify their use in relation to the nature and purpose of the assessment and, where applicable, specify the content they have helped to produce (**principle of transparency**);
- that copyright and personal data protection are respected, both in the use of content produced by GAI and in the communication of data to GAI for the purpose of producing this content (**principle of responsibility**).

Students' attention is drawn to the fact that compliance with these principles and/or the rules set by the faculty or teaching staff is specifically verified during the oral defences of dissertations and final projects, during which the teaching or examining board are free to question students to ensure that the skills and knowledge required for the assessment have been acquired.

Students who use GAI tools, appropriating one or more pieces of content to include them in their dissertation or final project, either without respecting the principles of subsidiarity or transparency set out above, or failing to comply with the specific rules set by the faculty or teaching staff, may receive an inadequate mark for not allowing the examining board or teacher to properly assess their mastery of the subject matter.

If the examiners' academic assessment concludes that the student, in their use of GAI, has deliberately misled the examining board or teaching staff about its use or about their personal contribution to their dissertation or project, they are liable to the application of Article 82 and, consequently, to an academic penalty of zero marks or even disciplinary action for assessment fraud in accordance with the terms of that article.

Use of GAI tools during assessments other than dissertations and final projects

The use of GAI tools **during assessments other than dissertations and final projects** is prohibited unless expressly authorised by the faculty or teaching staff in accordance with the terms and conditions specified in a regulation, the course description, written teaching materials or the assessment instructions. For further information, please refer to Article 69. Students who use GAI tools despite this prohibition are liable to the penalties specified in Article 82.

Where the use of GAI is authorised in the context of such assessments, the principles of subsidiarity, transparency and responsibility defined above apply.

Students who use GAI tools, appropriating one or more pieces of content to include them in the work being assessed, either without respecting the principles of subsidiarity or transparency set out above, or failing to comply with the specific rules set by the faculty or teaching staff, may receive an inadequate mark for not allowing the examining board or teacher to properly assess their mastery of the subject matter.

If the examiners' academic assessment concludes that the student, in their use of GAI, has deliberately misled the examining board or teaching staff about its use or about their personal contribution to their work, they are liable to the application of Article 82 and, consequently, to an academic penalty of zero marks or even disciplinary action for assessment fraud in accordance with the terms of that article.

Article 41. Teaching unit materials

In accordance with Article 78 of the Decree, teaching unit materials essential to the course must be made available to students via the Virtual University.

CHAPTER 6 – STUDENT'S ANNUAL PROGRAMME (SAP)

Article 42. Block 1 of the undergraduate programme

In accordance with Article 100, section 1, of the Decree, the first enrolment in block 1 of the undergraduate programme covers all of the first 60 credits defined in the programme, except in cases of course load reduction.

At the end of this first enrolment, there are two possibilities:

- the acquisition of the first 60 credits, where applicable, after assessment, leads to the successful completion of the first year of the undergraduate programme, and the student may enrol in the next stage of the Bachelor's degree programme;
- failure to acquire the first 60 credits, where applicable, after assessment, results in failure of the first year of the undergraduate programme, and the student remains enrolled in the first year of the undergraduate programme.

In the second scenario:

Students enrolled in the first year of the undergraduate programme who have acquired or validated fewer than 30 credits out of the 60 credits in the study programme must complete their annual programme with the units from block 1 that they have not acquired and must supplement their enrolment with remedial activities.

Students enrolled in the first year of the undergraduate programme who have acquired or validated between 30 and 44 credits out of the 60 credits required for the study programme must complete their annual programme with the units from block 1 that they have not yet acquired. On request, and with the approval of the examining board, they may complete their annual programme with teaching units from

the rest of the undergraduate programme for which they meet the prerequisites, but the total number of credits in their annual programme may not exceed 60 credits. Students have the option of completing their enrolment with remedial activities.

Students enrolled in the first year of the undergraduate programme who have acquired or validated between 45 and 54 credits out of the 60 credits in the study programme must supplement their annual programme with the units from block 1 that they have not yet acquired. On request, and with the approval of the examining board, they may complete their annual programme with teaching units from the rest of the undergraduate programme for which they meet the prerequisites, but the total number of credits in their annual programme may not exceed 60 credits. Students have the option of completing their enrolment with remedial activities.

Students enrolled in the first year of the undergraduate programme who have acquired or validated at least 55 credits out of the 60 credits required for the study programme must complete their annual programme with the units from block 1 that they have not yet acquired. On request, and with the approval of the examining board, they may complete their annual programme with teaching units from the rest of the undergraduate programme for which they meet the prerequisites, but the total number of credits in their annual programme may not exceed 65 credits. Students have the option of completing their enrolment with remedial activities.

Article 43. Continuation of the undergraduate programme

In accordance with Article 100, section 2, of the Decree, beyond the first 60 credits of the undergraduate programme, a student's annual programme consists of:

1. teaching units from the continuation of the undergraduate programme for which they were already enrolled and for which they have not yet acquired the corresponding credits, except for options that can be dropped;
2. teaching units from the rest of the undergraduate programme for which they meet the prerequisites.

All students' annual programmes are subject to the approval of the examining board, which ensures, in particular, that the SAP is balanced and that prerequisites and corequisites are met.

The annual programme of a student enrolled in the continuation of the Bachelor's cycle or in the Master's or Specialist Master's programme also comprises a minimum of 60 credits, except for students at the end of their cycle enrolled in a Master's programme with a balance of credits from a Bachelor's programme, enrolled in a programme other than one already completed in the same Master's programme, or enrolled with a reduced course load.

The examining board may offer a student an annual programme of more than 60 credits, particularly to enable them, if they acquire all their credits, to complete their cycle in one academic year.

At the end of the cycle, the examining board may convert prerequisites into corequisites, through an individual decision based on the student's academic record.

If a study programme leading to an academic degree is discontinued, the University allows each enrolled student to take the missing credits in their annual programme.

Students are notified of their SAP via the MonULB portal.

Article 44. SAP of less than 60 credits

Conversely, and on an exceptional basis, the examining board may define an annual programme of less than 60 credits, based on an individual and reasoned decision, in the following cases:

- in the event of courses organised jointly with other higher education institutions within or outside the French Community, or in the event of mobility;

- if the student's annual programme would have to include TUs for which they have not yet acquired prerequisites that cannot be converted into corequisites in order to achieve the minimum of 60 credits;
- with the agreement of the examining board for justified educational and/or organisational reasons, provided that the programme does not fall below 55 credits;
- at the student's request, in order to balance the remaining credits in their further studies.

Article 45. End of the undergraduate programme

In accordance with Article 100, section 3, of the Decree, students who still need to obtain a maximum of 15 credits in order to be awarded a Bachelor's degree giving access to a specific master's programme may complete their annual programme with teaching units from the next cycle of studies as long as they meet the prerequisites. In this case, students who choose to complete their programme in this way will be enrolled in the undergraduate programme and will be considered to be enrolled in the Master's programme. Students who have not obtained their undergraduate degree may not include in their SAP any Master's credits corresponding to the dissertation or final project, except for students enrolled in a 60-credit Master's programme. The teaching units for each cycle are assessed by their respective examining boards.

Article 46. Options

Certain annual programmes may consist of optional teaching units, in accordance with Article 127 of the Decree. These choices must be made and approved by the examining board in accordance with the timetable set by the faculty. Between 1 and 15 February, students may change their choice of options with the approval of the examining board, provided that this change relates exclusively to teaching units taught strictly within the second quadrimester and provided that the change does not affect the number of credits.

If a teaching unit is not credited, the student must, where applicable, retake the credits not acquired in the previous year, except for optional teaching units in the programme that were chosen by the student, which can be dropped while complying with the choice rules defined for the study programme. From one academic year to the next, therefore, depending on the rules for choosing options, the student may be required to take a whole new block of optional teaching units.

Article 47. Teaching practice

In the context of a Master's degree leading to a teaching qualification or of higher education teacher training, the examining board may also refuse to allow a student to carry out their teaching practice if their prior assessments – conducted as part of the education teaching units for the subject – or continuous assessments – carried out during lessons in the classroom – reveal significant shortcomings that would necessarily lead to failure for that teaching unit. This includes, in particular, scientific or teaching quality that is manifestly inadequate to the extent that it would affect the education of the pupils for whom these lessons are intended.

This decision is taken by an examining board committee consisting of the board chair, the board secretary and the tenured professor(s) of the education teaching unit for the subject concerned, and the student is notified in writing.

Practical details such as the date on which the examining board may end the teaching practice will be communicated by the faculty at the beginning of the academic year.

Article 48. Final project

The dissertation, thesis, portfolio or personal project at the end of the course is part of the assessment for the Master's programme and may be worth between 15 and 30 credits, in accordance with Article 126 of the Decree.

This work and its assessment may cover any learning activity, including internships and other professional integration activities that highlight the student's autonomy, critical thinking, personal qualities and professional skills. The work includes drafting a written document. With the agreement of the examining board and the academic authorities, it may be written entirely or partly in a foreign language.

CHAPTER 7 – RULES RELATING TO ULB STUDENTS PARTICIPATING IN MOBILITY PROGRAMMES

Article 49. Exception

This chapter does not apply to students participating in dual degree programmes.

Article 50. Organisation of mobility programmes

The provisions relating to the organisation of mobility programmes (selection criteria, departure dates, etc.) are specified on the faculties' websites during the first quadrimester of the academic year preceding the mobility period ($y - 1$).

The faculties appoint one or more members of their academic staff to manage student mobility, and they may be assisted in this task by one or more members of the scientific or administrative staff. These members of the academic staff are called academic coordinators. The academic coordinators are members of the examining board.

Mobility is only possible with institutions that have signed an agreement with the faculty concerned or with ULB as a whole. [Lists of destinations](#) are made available to students by the Student Mobility Service.

Article 51. Mobility contract (Learning Agreement)

Students engaging in mobility programmes are required to sign a mobility contract before their departure. This sets out the dates and conditions of their stay and cannot be disputed. They must also complete an individual study programme (Learning Agreement), to be validated, that lists the various teaching units that will be taken during the mobility programme. In order to be validated, the Learning Agreement must be approved by the student, ULB or the academic coordinator in the faculty concerned, as applicable, and the partner institution. This Learning Agreement serves as a reference for the awarding of credits.

For long stays (two to twelve months), the Learning Agreement is provisionally established on 30 June of academic year $y - 1$ (at the latest) for courses in the first quadrimester and 1 December (at the latest) for courses in the second quadrimester. The Learning Agreement is finalised within seven weeks of the start of classes at the host university. Students may not unilaterally modify their Learning Agreement under any circumstances.

For short stays (lasting five to 30 days) within Blended Intensive Programmes (BIPs), the Learning Agreement is common to all the participants in the BIP. Faculties may award credits for the mobility equal to the number of credits (ECTS) allocated to the BIP.

If the mobility lasts one quadrimester, the total number of credits for the teaching units taken as part of the mobility programme and those taken at ULB must be distributed evenly. It is advisable for a mobility

student's programme to be close to 30 ECTS per quadrimester so that the student does not have a heavier course load than a student who does not go abroad.

For long stays, the minimum allowed is 15 ECTS per quadrimester, and the maximum allowed for a stay of two quadrimesters is 90 ECTS. For short stays, the minimum is 3 ECTS.

Article 52. Credits per academic year

The student's individual programme must always include a minimum of 60 credits per academic year. If, for exceptional and duly justified reasons, the credits obtained during the stay and the credits to be taken at ULB do not reach a total of 60 credits, it is up to the faculty to propose a solution to the student in order to reach this total. This solution is agreed upon with the student when their finalised Learning Agreement is signed.

Article 53. Timetable

Students are required to find out about all the deadlines related to their stay, including periods, days, timetables, the order in which assessment tests are to be taken and the possibility of a period of assessment in the third quadrimester at the partner institution. Assessment periods are set by the competent bodies of the host institutions.

Article 54. Assessments

Students are required to take assessments for all teaching units included in their Learning Agreement at the partner institution. Each student's results are recorded on an individual Transcript of Records, which is sent by the host institution.

Any indication in the Transcript of Records that the student has not taken an assessment included in their finalised Learning Agreement or that they did not attend as scheduled will result in an entry of "absent" in the assessment grid. Assessments taken for a teaching unit that does not appear in the finalised Learning Agreement will not be counted or validated.

The course titles listed on mark sheets and the diploma supplement are those of the teaching units taken at the partner institution (or, where applicable, their transcription into Latin characters or their literal translation).

Article 56. Conversion of marks

Marks obtained at the partner institution are converted and scaled to a 20-point scale using a statistical conversion method specific to each faculty, based on its ECTS conversion thresholds. Faculties are required to inform students of the conversion method that will be used, preferably before they apply.

After conversion of the marks, students are assessed in accordance with the rules defined in [Title III, Chapter 9, section 20](#) of these regulations.

Article 57. Open session and third quadrimester

During a single academic year, and to the extent that this is possible at the host institution, a student may take the assessments for a single teaching unit no more than twice, regardless of the partner institution's regulations in this regard.

Students whose marks are not available during the deliberations are considered to be in open session. Their results are only deliberated and announced after receipt of the marks obtained at the partner institution, so that deliberations can be organised no later than two months and two weeks after the end of the previous quadrimester, in accordance with the provisions of [Article 74](#) of these regulations, so that the student does not suffer any significant detriment.

Students who have not acquired all the credits for their individual programme at the end of the second quadrimester's assessment period, following transfer of the marks obtained under the mobility programme, must be able to retake any assessment tests for which they did not obtain a mark of 10/20 if they wish, and if possible at their host institution, unless a special exemption is granted on a case-by-case basis by the faculty. If this assessment period does not exist at the partner institution or is not accessible to the student on the mobility programme, the relevant faculty at ULB will be responsible for finding a solution, preferably in consultation with the host institution and the student (for example, a remote assessment test marked by the partner institution may be organised through the academic coordinator with the agreement of the examining board).

Article 58. Acquired credits

Credits corresponding to teaching units taken at the partner institution as part of the mobility programme and validated by the examining board are definitive. The credits acquired may not be replaced by ULB teaching units later in the student's curriculum under any circumstances. The examining board draws up a list of teaching units that must be taken during the following academic year at ULB to cover any credits not obtained during the mobility period.

Article 59. Conditions

To take part in a long-term mobility programme, undergraduate students must have obtained at least 120 undergraduate credits by the end of the third quadrimester in the year in which they submit their mobility application. Mobility candidates on Master's programmes who have not obtained all their undergraduate credits by the end of the third quadrimester will be refused definitive admission to the programme. Under exceptional circumstances, the undergraduate examining board may grant an exemption to mobility candidates who do not meet these conditions, but only in cases where the credit deficit is limited.

Students who make commitments regarding their mobility before the third quadrimester deliberations do so in full knowledge of the risks.

Article 60. Compliance with rules

Students are required to comply with the rules of the host institution. In the event of a breach of these rules, students are liable to the disciplinary sanctions provided for in [the disciplinary regulations for students](#) in force at ULB.

TITLE III: ASSESSMENTS

CHAPTER 8 – ASSESSMENTS

Article 61. Assessment of teaching units

The assessment of a teaching unit within a study programme covers all the knowledge and learning outcomes in that teaching unit. Assessments may therefore be organised for lectures, but also for the associated tutorials, practical work, seminars, excursions, language practice, projects, internships, dissertations or final projects, workshops and independent study. Regular attendance at learning activities and teaching methods for the course may also be a necessary factor for success.

In accordance with Article 10 of these regulations, students may only take assessments for teaching units included in their annual programme, which are available on the MonULB portal. As a result, no marks may be counted if the teaching unit in question does not appear in the student's annual programme.

SECTION 16. TYPES AND METHODS OF ASSESSMENT

Article 62. Language of assessment

In accordance with Article 75 of the Decree, the language of instruction and assessment for learning activities is French. However, activities may be taught and assessed in another language:

1. in undergraduate studies, for up to a quarter of the credits;
2. for studies leading to a Master's degree, except for credits specific to teacher training, for up to half of the credits;
3. for studies organised jointly by several higher education institutions in accordance with Article 82, at least one of which is outside the French Community;
4. for specialist studies;
5. for doctoral studies;
6. for continuing education and other training courses.

In general, any learning activity in an undergraduate or Master's curriculum may be organised and assessed in another language if it is also organised in French; this obligation is satisfied for options or activities chosen individually by the student under the terms of Article 127 of the Decree if there is at least one other possible choice of options or activities organised in French.

Article 63. Types of assessment

In accordance with Article 137 of the Decree, assessment for a course may consist of an oral and/or written test, in person or remotely, continuous assessment or any other work carried out by the student for this purpose. Oral tests are public. The audience may not interact with the teacher or student in any way during the test or disrupt its progress.

The specific assessment methods for each part of a teaching unit are specified in the [description of the teaching unit](#). The description may also stipulate that the type of examination may differ from one session to another for this teaching unit within the same academic year.

Students who do not take part in all or some of the written tests or assessments for each part of a teaching unit may be marked “absent” for that teaching unit.

The French Community university examining boards may adopt specific assessment methods for practical work, tutorials, internships and seminars if the general provisions are not compatible with the circumstances of students enrolled with these boards.

Article 64. Assessment methods

Except in cases of force majeure or incompatibility of which students are notified, all students are examined by the tenured professor or the persons mentioned in [Article 65](#) at the places and on the dates set by the timetable of assessment tests or examinations described above.

The tenured professor or persons mentioned in [Article 65](#) is/are responsible for organising the assessments and ensuring that the tests run smoothly. They must be available throughout the duration of the test and, except in the case of a remote examination, a qualified person (tenured professor, substitute, assistant or authorised and competent person) must be present at the location throughout the duration of the test.

Article 65. Responsibility for assessments

The responsibility for assessments lies with the tenured professors of the teaching units, including their substitutes duly appointed in accordance with the procedures set out in the [coordinated text](#) containing provisions relating to the careers of scientific and academic staff.

The tenured professors responsible for teaching units, or their substitutes, may be assisted by one or more members of the academic and scientific staff in preparing and assessing written or oral tests. They may also call on the assistance of University staff to supervise tests.

In exceptional circumstances, with the justified authorisation of the examining board and the Dean of the faculty, tenured professors responsible for teaching units may also be specially assisted or replaced by one or more members of the academic or scientific staff in order to conduct oral and written tests and assessments.

Article 66. Exceptions

No one may take part in the assessment of a spouse, cohabitant or relative up to the fourth degree or any person with whom a romantic and/or sexual relationship is or has been maintained, nor may they attend the deliberation of their results. In such cases, the teacher must make a declaration to the faculty authorities as soon as possible, and these authorities will take appropriate measures to ensure impartiality and equality. A conflict of interest is declared without mentioning the reason.

Article 67. Panel of examiners

For serious and justified reasons, a student may write to the chair of the examining board and the Dean of the faculty to ask to be examined by a panel of at least three members of the examining board appointed by the board office. A response must be sent to the student within seven calendar days of the request being submitted.

A tenured professor who so wishes may also ask the chair of the examining board or the Dean of the faculty that one or more students take their assessment test before such a panel of examiners for a given teaching unit.

Article 68. Identification of the student

All students taking an oral or written test must be able to present their student card for the current academic year or a form of identification or proof of enrolment.

Article 69. Compliance with assessment instructions

During all assessment, students are required to comply with the instructions given by the tenured professor or the persons mentioned in [Article 65](#).

Unless otherwise specified by the teacher, taking a test while in possession of documents or materials related to the test is strictly forbidden. Taking a test while in possession of a mobile phone (GSM) or any other electronic device for communication, transmission or data storage is also strictly forbidden.

Furthermore, no student may communicate or exchange verbal messages, physical or technological signs, documents, items, papers or copies of any kind with another student during a test without the express authorisation of the person responsible for the test, the tenured professor or the persons mentioned in [Article 65](#).

During any assessment test, the tenured professor or the persons mentioned in Article 65 may require a student whose ears are not visible to uncover them temporarily so that the tenured professor or the persons mentioned in Article 65 can visually inspect them to ensure that no earphones or other concealed communication devices are present. Depending on the case, this may involve removing, lifting or moving any clothing, accessories – such as hats, scarves or headscarves – or hair that may obstruct this inspection. This check is carried out without discrimination and exclusively by visual inspection, with no physical contact between the person responsible for carrying out the check and the student concerned. Students may also be required to reveal the contents of their hands.

Any breach of the provisions of this article exposes the student to the risk of penalties for assessment fraud as provided for in [Article 82](#) of these regulations and, in the case of a written examination, to having their paper withdrawn and being excluded from the examination room. If the exclusion is recognised to be unfounded, the student may ask to retake the examination.

SECTION 17. ASSESSMENT PERIODS AND LOCATIONS

Article 70. Assessment periods

In accordance with Article 138 of the Decree, the University is required to organise at least two assessments for the same teaching unit during two different quadrimesters in the same academic year.

Except in exceptional circumstances, duly justified by the student and assessed by the academic authorities, no student may take the same tests more than once during the same assessment period.

It is possible for assessments of teaching units or parts of teaching units such as tutorials, seminars, practical work, workshops, language practice, internships, projects and independent study to be organised only once per academic year over a period covering all three consecutive quadrimesters. This specific characteristic must be stated in the teaching unit description.

Article 71. Assessment timetables

The timetable (including dates) for assessments is set by the faculty, taking into account the practical constraints of organising the tests and with a view to ensuring a balanced distribution of the workload for tenured professors and students. The timetable is provided to students no later than one month before the date on which the test is to be held, in accordance with Article 134 of the Decree. Except in cases of force majeure, no changes may be made to the date and time of a test less than 10 working days before the date initially announced. Except in cases of force majeure, the new date may not be earlier than the date initially announced. The timetable can never be changed by students. Any changes will be brought to the attention of the students concerned without delay via the MonULB portal and by email.

This published timetable is therefore final, except in cases of force majeure assessed by the Dean of the faculty. Examiners are required to adhere to it strictly. Any student who does not attend at the place and

on the dates set by the timetable will be declared absent. Attendance at an assessment test will be recorded on a list of names.

During the assessment period, a student may be examined until the last day of the assessment period inclusive on any teaching unit of their programme that has actually been taught.

If the assessment for a course consists of continuous assessment, the academic authorities may delegate the powers referred to in the previous paragraph to the heads of the teaching unit, who communicate the timetable for a test at least two weeks before the test date, in accordance with the consultation procedures relating to examination timetables established by the faculty.

If a tenured professor is unable to attend an assessment, the chair of the examining board takes the necessary measures either to replace the tenured professor or to set a new timetable, taking care not to disrupt other examinations. They communicate this to the Dean of the faculty and to the students concerned.

If a student has to take teaching units outside the programme divided into annual blocks of 60 credits, as published in the course catalogue, there is no guarantee that the timetable will allow them to actually take these units, even if their programme has been approved by the relevant examining board committee.

Article 72. Third-quadrimester assessments

Without prejudice to the following paragraph, all students formally enrolled in a programme are considered to be automatically enrolled for the assessments and partial assessments taking place during the first and second quadrimesters.

At the end of the second quadrimester, any student who has not acquired all the credits in their programme and who wishes to take the assessments organised during the third quadrimester must enrol via the MonULB portal within eight calendar days of the publication of the results of the deliberations. The student will then be automatically enrolled for the assessment tests for the teaching units that were not credited during the deliberations. If the student does not take the tests during the third term assessments for teaching units not credited by the examining board during the previous quadrimesters of the academic year, they will be marked "absent".

Article 73. Marks

Undergraduate teaching units organised over both the first two quadrimesters are subject to partial assessment during the first quadrimester, except for certain teaching units or parts of teaching units mentioned in [Article 43](#) of these regulations. The corresponding partial mark is incorporated in the mark awarded in the deliberation at the end of the second quadrimester, in accordance with the method of incorporation mentioned in the teaching unit description.

For teaching units attached to the first-year undergraduate programme, the mark obtained in the assessment organised during the first quadrimester is carried into the deliberation if the threshold of 10/20 is reached; the test cannot therefore be retaken. If the pass mark of 10/20 is not achieved, the student may decide to be examined again during the second quadrimester in accordance with the procedures defined by the faculty. They must withdraw the mark in question via the MonULB portal or any other faculty procedure within the time scales set by the faculty and will then be enrolled for the second quadrimester assessments. If the student does not take these tests, they will be marked "absent". However, for these tests only, the student may also decide to keep a mark lower than 10/20, provided that they have not notified the faculty of their enrolment for the test at the end of the second quadrimester within the time scales set by the faculty.

At the end of the second quadrimester assessments, any student may definitively waive a mark of 10/20 or higher, before the deliberations closing the second quadrimester, in accordance with the procedures defined by the faculty.

Article 74. Open session

In an exception to [Article 37](#) of these regulations, examining boards may, for duly justified reasons of force majeure, extend a student's assessment period to the following quadrimester, but not for more than two months and two weeks beyond the end of the previous quadrimester. The student is then declared to be "in open session". The examining board determines the duration of the extension to the assessment period and the teaching units concerned, in accordance with Article 79, section 2, of the Decree. The procedures and deadlines relating to this extension are defined in the specific faculty provisions.

Students enrolled at ULB who are taking part in a mobility programme hosted by a university institution whose assessment periods are incompatible with the ULB calendar may benefit from special open assessment periods, provided that the extension of the assessment period does not exceed two months and two weeks. In view of the summer holidays, the assessment period at the end of the second quadrimester may be extended, if necessary, until the deliberations at the end of the third quadrimester. To arrange this, the student concerned must inform the chair of the examining board of the external constraints to which they are subject.

Article 75. Inability to take part in an assessment

A student who is unable to take part in a test or part of a test for serious and exceptional reasons may request a change of timetable, within the limits of timing requirements and the material constraints of the organisation of assessments. In the event of disagreement between the tenured professor and the student, the student may request, in writing, arbitration from the chair of the examining board or the Dean of the faculty.

However, submitting a medical certificate or any other official document justifying absence cannot be considered sufficient reason to automatically entitle the student to a postponement of tests to a later date during the same assessment period.

Article 76. Medical certificate

Students may not sit an examination during the period covered by a medical certificate. A student who sits an examination under a medical certificate is considered absent.

SECTION 18. MARKING AND REVIEW OF PAPERS

Article 77. Pass mark

In accordance with Article 139 of the Decree, the mark expressing the result of the assessment of a teaching unit is a number between 0 and 20 inclusive (one decimal place to the nearest half is tolerated for teaching units, and one variable decimal place is tolerated for final projects), with a mark of 10/20 considered the pass mark for definitively acquiring the associated credits. The term "absent" will indicate a student who did not attend according to the established timetable. This means a failure for the course concerned.

Article 78. Publication of marks

The tenured professor is required to publish the provisional results of the learning assessments anonymously before the deliberation that will make them final. With regard to the assessment period at the end of the first quadrimester for first-year undergraduate students, the deliberation must be organised no later than two weeks after the end of the assessment period in order to allow these students to change direction before 15 February. In addition, students receive details of the results of the assessment in which they participated, on request, no later than one month after the end of the quadrimester in which the assessment took place.

Article 79. Consultation of examination papers

In accordance with Article 137 of the Decree, the publication of assessment tests and written work means that the corrected papers, including the test itself, may be consulted by the student under material conditions that make the consultation effective. If a teaching unit consists of several learning activities assessed separately, a single visit to view the papers may be organised, subject to compliance with the deadline imposed by Article 137 of the Decree. This consultation will take place in the presence of the person responsible for the test or a representative designated for their competence, no later than one month after the end of the quadrimester during which the corresponding assessment is organised, on a date determined by them and announced at least one week in advance and, as far as possible, before the deliberation.

Article 80. Reproduction of the paper during the consultation of papers

The paper may be reproduced photographically during the visit to view the copies, if it has not been previously sent to the student by the person responsible for the test, on condition that the student attends the visit in person and signs a document in which they undertake to make only personal use of the copy. The copy may not be communicated, shared or distributed by the student in any way, except with the prior written consent of the University authorities. If this prohibition is breached, the student will be liable to disciplinary sanctions. Students must take all necessary steps to photograph their papers during the paper viewing session. However, if students do not have the necessary equipment, they may request during the viewing session that their papers be sent to them at a later date.

At the end of an oral test, the examiner may inform the student of the mark obtained or give an indication of their assessment. If the student requests this information, the examiner is obliged to provide it. Wherever it appears necessary, the examiner explains the reasons for their assessment so that the student is aware of their shortcomings and can improve their preparation methods.

In cases of force majeure duly justified by supporting documents, a student may request, by means of a written proxy based on the model established by ULB, that another student who has taken the same assessment test during the same assessment period and who is in possession of their student card may consult (but not photograph) their paper in order to check for any material errors. A student may only be the holder of one proxy per test. If the student granting the proxy wishes to obtain a copy of their exam paper, they must request this in the proxy at the time of the exam paper review and undertake in writing to use it only for strictly personal purposes, as specified in the previous paragraph. The reproduction will be sent to them at a later date on the basis of this duly signed declaration accompanying the proxy.

Article 81. Non-compliance with these provisions

In the event of non-compliance with these provisions, the student may refer the matter to the faculty body identified in the specific faculty provisions. These provisions will specify, where applicable, who to contact if the person who is the subject of the complaint is also in charge of the procedure.

SECTION 19. ASSESSMENT FRAUD AND PLAGIARISM

Article 82. Assessment fraud and penalties

In academic terms, all assessment fraud will result in a penalty that may include the awarding of a mark of 0/20 for the test in question by the tenured professor. However, if the student disputes the academic penalty imposed, they may submit a written, reasoned appeal to the examining board within seven working days of being notified of the penalty. The appeal should be sent to the chair of the examining board or, if this person is the tenured professor for the course in question, to the secretary of the examining board. If appropriate, a faculty meeting will be organised at the student's request.

In disciplinary terms, and without prejudice to any academic penalty already imposed, a perpetrator of assessment fraud is liable to the penalties provided for in the [Student Disciplinary Regulations](#).

Any form of appropriation by the student of an answer or part of an answer to an examination question by seeking outside help, whether human, technological or material, that is not expressly authorised in the context of the test constitutes assessment fraud within the meaning of these regulations. This provision applies in particular, but is not limited to, the appropriation of answers through verbal exchange with another student, through consultation, even fleeting and without moving, of another student's paper, or through consultation of any technological source, book or other graphic document whose consultation is not expressly authorised within the framework of the test.

Assessment fraud may take the form of altering the examination paper during the consultation of exam papers.

A student who knowingly contributes to the commission of fraud by another student may be penalised in the same way as the perpetrator of the fraud.

Evidence of fraud may be reported by any legal means, including, but not limited to, statements from teachers and invigilators, the tenured professor or the persons mentioned in [Article 65](#), witness statements, comparisons of papers, examination of the student's examination materials, confessions, etc. It may be established by gathering specific, consistent evidence that proves the existence of fraud beyond reasonable doubt.

Article 83. Plagiarism and penalties

Plagiarism involves appropriating other people's work without mentioning its source. The following are therefore considered plagiarism: copying a third party's text without respecting the citation rules; reproducing images, graphs, data, etc. without indicating their author or origin; "quasi-copying" or "slavish reproduction" of another person's words or translating them into another language without the appropriate references; appropriating someone else's original ideas without referring to them. All these forms of plagiarism are reprehensible both from an ethical standpoint and in terms of respect for intellectual property.

In academic terms, all plagiarism, depending on its severity and/or its deliberate fraudulent nature, will result in a penalty imposed by the tenured professor, which may include a mark of 0/20 for the assignment in question. However, if the student disputes the academic penalty imposed, they may submit a written, reasoned appeal to the examining board within seven days of being notified of the penalty. The appeal should be sent to the chair of the examining board or, if this person is the tenured professor for the course in question, to the secretary of the examining board. If appropriate, a faculty meeting can be organised at the student's request.

In disciplinary terms, and without prejudice to any academic penalty already imposed, a perpetrator of plagiarism is liable to the penalties provided for in the [Student Disciplinary Regulations](#).

CHAPTER 9 — EXAMINING BOARDS

SECTION 20. COMPOSITION AND DUTIES OF EXAMINING BOARDS

Article 84. Composition of the examining board

In accordance with Article 131, section 1, of the Decree, the academic body, chaired by the Dean, appoints an examining board for each cycle, which may cover either the entire faculty or each of the groups, departments or sections that may be created within it. Separate sub-boards may also be formed for the first year of the undergraduate programme. Each examining board consists of at least five

members, including a chair and a secretary. The names of the chair and secretary of the examining board are included in the study programme.

The chair of the examining board also chairs the corresponding section of the French Community university examining board. In the absence of the chair, the members present elect a chair for the meeting.

Depending on its organisation, the academic body of a faculty may appoint a chair for a group of examining boards or sub-boards. This chair is an ex officio member of these boards.

Each examining board may also appoint committees from among its members (see [Article 86](#) of these regulations) for the purposes of approving and monitoring students' programmes, admissions, equivalence or recognition.

Article 85. Duties of the examining board

In accordance with Article 131, section 1, of the Decree, examining boards are responsible for deliberating, awarding credits, announcing the successful completion of a study programme, conferring the academic degree that certifies the cycle of studies, recognising, where applicable, the equivalence of foreign qualifications to the doctoral degrees they confer, admitting students to the corresponding studies and, in this context, assessing the candidates' learning outcomes.

SECTION 21. EXAMINING BOARD COMMITTEES (INCLUDING THE OFFICE AND THE ADMISSIONS COMMITTEE)

Article 86. Examining board committees

In accordance with Article 131, section 4, of the Decree, each examining board appoints from among its members one or more examining board committees for at least one academic year, one of which may be called the "office". The committee in charge of admissions may be called the "admissions committee". These examining board committees consist of at least three members, including the chair and the secretary of the examining board. They are chaired by the chair of the examining board. Their meetings are held behind closed doors. Decisions are taken by a simple majority of votes.

Examining board committees are responsible for:

- Deciding on applications for admission: in accordance with the general conditions for admission to studies and any additional conditions set out in the course catalogue, it may decide to refuse or admit an applicant and, if necessary, define any additional conditions. It may take the student's professional experience or personal achievements into account in [personalised admission procedures](#).
- Recognising credits previously acquired by the candidate and establishing the student's annual programme accordingly.
- Receiving and examining requests for reduced course loads and determining the teaching units that will make up the student's reduced programme.
- Examining requests for course changes and any complementary remedial programmes.
- Proposing and validating each student's annual programme (including optional teaching units) throughout their study cycle.
- Deciding on the potential impact of course restructuring on the continuation of the student's annual programme.
- Determining the specific study programme and the content of assessment tests for students taking part in mobility programmes with another university.

- In urgent cases, taking any decision within the remit of the examining board, except for deliberations, subject to information/ratification at the next examining board meeting.

Article 87. Decisions of an examining board committee

When a case is submitted to one of the examining board committees, a decision must be taken by the committee and notified to the applicant or the competent administrative body by the secretary of the examining board or, failing that, by the chair of the examining board, within a reasonable time period, not including the academic holiday period.

SECTION 22. DELIBERATIONS AND THE AWARDING OF CREDITS AND HONOURS

Article 88. Operation of the examining board

The examining board may only deliberate legitimately if 50% of the members responsible for a teaching unit listed among the compulsory courses in the student's study programme, including any substitutes, are present, in accordance with Article 131, section 2, of the Decree. If a teaching unit has several tenured professors, the quorum is calculated by taking only the coordinator of the teaching unit into account.

The following are members of the examining board and have voting rights:

- All the teaching staff responsible for a teaching unit listed among the compulsory courses of the student's study programme, in accordance with Article 131, section 2, of the Decree.
- Teaching staff responsible for other teaching units in the programme taken during the year by at least one student take part by right in the deliberations of the examining board, with voting rights, in accordance with Article 131, section 2, of the Decree.
- Substitutes duly appointed following the procedures specified in the coordinated text of the provisions relating to the careers of scientific and academic staff to substitute for the teaching staff referred to in this paragraph also substitute for them on examining boards, with voting rights. Directors of final projects who are not covered by the preceding paragraphs also take part in the deliberations of the examining board with voting rights.
- Members of the academic or scientific staff who have substituted for the tenured professor of a teaching unit in assessments in accordance with [Article 65](#), section 3, of these regulations and internship supervisors may also, on an exceptional basis, substitute for a tenured professor who is unable to attend examining board meetings at their request, with voting rights, subject to the agreement of the examining board and the Dean.

If, due to a case of force majeure, a member of the examining board is unable to take part in deliberations, they immediately notify the faculty administration and the chair of the examining board concerned and provide the chair, or another member of the board, with any useful information concerning the marks they have submitted to the faculty administration.

The examining board's decisions are taken by a simple majority of votes cast by a show of hands. Each tenured professor or their substitute for the teaching units in the study programme for the cycle, in the case of a cycle examining board, or for the first year of the undergraduate programme, in the case of a sub-board, has one vote. Each board member has only one vote, regardless of the number of teaching units for which they are responsible or for which they are substituting for the teacher responsible.

When voting on a student's results, the tenured professor or their substitute for one of the teaching units included in the student's annual programme who has examined them may not abstain. In the event of a tie, the chair of the board has the casting vote.

Without prejudice to the preceding paragraphs, persons responsible for examining portfolios and final projects, as well as members of the academic and scientific staff involved in preparing and assessing written or oral tests in accordance with [Article 65](#), sections 2 and 3, of these regulations, may also be invited to examining board meetings in an advisory capacity.

Article 89. Decisions of the examining board

In accordance with Article 133 of the Decree, the examining board's deliberations take place behind closed doors. They may be conducted electronically. All members of the examining board have a duty to respect the secrecy of the deliberations and any votes. The examining board has sole, collective authority to rule on all matters within its remit.

The examining board's decisions are justified by means of notes, without prejudice to the provisions of [Article 92](#) of these regulations. The secretary of the examining board draws up minutes for each meeting, briefly explaining the decisions taken. These minutes are countersigned by the chair and forwarded to the relevant administrative services within the faculty.

The examining board's decisions are then made public. For first-year undergraduate students and students at the end of their cycle, the examining board's decisions are made public by announcement and then posted for at least 15 days following the announcement. For other students, the examining board's decisions may be made public by posting only.

The posting of results must respect the anonymity of the students and be based on their identification numbers. The secretary ensures compliance with these provisions. Following the deliberations, a student can receive their transcript on request.

Article 90. Convening of the examining board

The chair must convene the members of the examining board for deliberations after the assessment periods at the end of the second and third quadrimesters. In accordance with Article 132, section 1, of the Decree, the examining board deliberates about first-year undergraduate students at the end of the first quadrimester. Students are assessed exclusively on the basis of the teaching units covered in the first quadrimester, with a view to possible changes of course.

At the end of the first quadrimester, the examining board may also deliberate about students who have acquired all the credits for the cycle by the end of the first quadrimester, provided that the teaching units (excluding internships, dissertations, final projects, etc.) included in their annual programme are organised in the first quadrimester.

For all programmes, the examining board meets as soon as at least three of its members request it.

Article 91. Role of the examining board secretary

The examining board secretary prepares for the deliberations by providing each member of the board with all the marks obtained by the student in the various teaching units of their individual programme and the weighted average of these marks across the cycle. These potential weightings are set by the examining board when the study programme is drawn up and must be communicated to the student.

Article 92. Awarding of credits

During deliberations, the examining board reaches its assessment collectively. This is particularly the case for the overall marks obtained over one or more assessment periods and for the weighted average obtained by the student since the start of the cycle. During deliberations, the board may award credits for each teaching unit even if the conditions for passing have not been met. In this case, it definitively awards the corresponding credits, regardless of the mark obtained, provided that an average of 10/20 is achieved for all the teaching units validated during the cycle. If the examining board awards credits for a teaching unit that has a mark lower than 10/20, it maintains the mark as it stands, but gives reasons for

its decision. If the examining board does not award credits for a teaching unit, the unit will be re-assessed during a subsequent assessment period, provided that this teaching unit is included in the student's annual programme. Only the last mark obtained will be submitted to the examining board for validation.

The examining board also decides on the awarding of credits corresponding to the additional teaching units for which the student has registered.

Based on the assessment tests taken by the student during the academic year, the examining board awards credits for teaching units for which the assessment is satisfactory or for which the deficit is acceptable in view of the overall results, in accordance with Article 140 of the Decree.

Article 93. Honours

The cycle is passed without honours if the average mark is greater than or equal to the pass mark of 10/20 and less than 12/20. If the average mark for a cycle is 12/20 or above, the cycle may be passed with one of the following honours: “with satisfaction” (from 12/20), “with distinction” (from 14/20), “with great distinction” (from 16/20) or “with the highest distinction” (from 18/20).

However, the precise conditions for awarding honours are set out in the specific faculty provisions.

Article 94. Neutralisation of assessment

If a mark is not available at the time of deliberation, the assessment may be neutralised by the examining board. The manner in which the assessment is neutralised is specified in the specific faculty provisions.

Article 95. Absence

If a student is absent from a test for a reason recognised as valid by the examining board, the board may decide to keep the assessment period open for the student concerned, though it may not exceed a period of two months and two weeks beyond the end of the previous quadrimester. Unjustified absence from a test in the programme automatically results in failure of that examination. The examining board may consider absence due to force majeure as a legitimate reason, which must be documented by the student requesting 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 [Article 75](#) of these regulations).

Article 96. Opinion on eligibility for funding

During the deliberations at the end of the third quadrimester, if as a student is deemed ineligible for funding within the meaning of Article 5 of the Funding Decree, the examining board issues an academic opinion on re-enrolment. This opinion is forwarded to the relevant departments, in accordance with the provisions set out in these regulations (see [Article 29](#) and [Appendix 2, point 1.3.5.](#)).

Article 97. Evaluation

The examining board only deliberates on academic grounds. However, in special and exceptional circumstances, students may approach the chair of the examining board prior to its deliberations to explain their situation, which may, if appropriate, be discussed during the deliberations. Evaluation of the situation is left to the sole discretion of the chair of the examining board.

Article 98. Correction of a material error

Any material error identified in the awarding of marks is corrected by the faculty administration at the request of the chair of the examining board or, if the chair is the tenured professor responsible for the course in question, at the request of the secretary of the examining board, either on their own initiative or at the request of the student concerned or the tenured professor concerned. If correcting the material

error is likely to alter the examining board's decision, the chair convenes the board for further deliberations.

SECTION 23. APPEALS

Article 99. Appeals

In accordance with Article 133, paragraph 4, of the Decree, the examining board rules independently. The decisions of the examining board and its committees are final.

Article 100. Subjects for appeal

In accordance with Article 134, point 8, of the Decree, appeals may only be lodged in the event of irregularities in the conduct of assessments.

On penalty of inadmissibility, an appeal may only be lodged once on the same subject.

Article 101. Time limit

In accordance with Article 134, point 8, of the Decree, the time limit for lodging an appeal, on penalty of inadmissibility, is a maximum of three working days from the date on which the papers were consulted in the case of a written examination, and, in all other cases, from the date of notice of the results of the deliberation in the event of a dispute about the deliberation.

Article 102. Procedure

On penalty of inadmissibility, any appeal must be duly substantiated. It must set out in writing the irregularity on which it is based, specify how the said irregularity adversely affects the student and be sent in accordance with the specific provisions in force in the faculty concerned to the chair of the appeals committee.

On penalty of inadmissibility, the appeal must be submitted by email for the attention of the competent persons in accordance with the specific faculty provisions.

If the appeal is declared inadmissible, the chair of the appeals committee informs the student in writing.

If the appeal is admissible, the chair of the appeals committee refers the matter to the appeals committee.

Within 15 working days of the appeal being lodged, except in exceptional circumstances notified to the student, the appeals committee meets, examines the written arguments of the parties and decides by a simple majority. The student may request a hearing by the appeals committee during this period.

If the appeal is deemed valid, it is then referred to the examining board, which decides on the necessary measures, if any. If the irregularity is of a nature that could alter the examining board's decision, the chair convenes the board. The members of the examining board who are the subject of the appeal withdraw when the appeal is deliberated.

The appeals committee and the examining board must state the reasons for their decisions. They are notified in writing to the complainant.

The principle of confidentiality must be respected throughout the procedure.

Article 103. Composition of the appeals committee

The appeals committee is appointed annually by the faculty examining board from among its members; it consists of at least three full members and three substitute members.

The composition of the appeals committee is public and may be consulted by students.

Any member of the appeals committee who is the tenured professor for a course involved in the appeal, or who has assisted or replaced the tenured professor of such a course under [Article 88](#) of these regulations, is automatically replaced by their substitute on the committee.

CHAPTER 10 — DIPLOMAS AND CERTIFICATES

SECTION 24. DIPLOMAS AND DIPLOMA SUPPLEMENTS

Article 104. Diplomas

In accordance with Article 142 of the Decree, diplomas certifying academic degrees and certificates ratifying the successful completion of studies and the acquisition of credits are issued by the examining boards constituted by the academic authorities or by the French Community university examining board.

They may only be issued to students who have met the access conditions for admission to studies, who have been formally enrolled and who have obtained the minimum number of credits for the corresponding study programme in accordance with Articles 84 and 130 of the Decree.

Diplomas follow the format established by the Government, in accordance with Article 145 of the Decree.

They are signed by the Rector or by the academic authority designated by the Rector, and by the chair and secretary of the examining board, in accordance with Article 144 of the Decree.

Diplomas are issued within three months of the deliberation during which the academic degree was conferred.

ULB does not issue duplicates under any circumstances.

Students who wish to do so may have [copies of their diploma certified](#) by presenting the diploma and copies to the Enrolment Office.

Persons who have changed their surname or first name in accordance with the relevant legislation may ask the institution that awarded them a diploma to issue, free of charge, a certificate of conformity with the diploma taking this change of surname or first name into account, provided that the request is accompanied by documents proving this change.

Article 105. Diploma supplement

In accordance with Article 146 of the Decree, diplomas are issued together with a diploma supplement containing the list of courses in the student's study programme, the access conditions for the programme and the assessments leading to the academic degree awarded.

The diploma supplement is signed by the secretary of the examining board.

The personal details in this supplement specific to each individual student may be grouped together in an appendix to the supplement. In this case, only this appendix is signed by the secretary of the examining board, with the common part of the supplement being certified by the institution.

The diploma supplement follows the form and content specified by the Government.

Only one diploma supplement is issued.

SECTION 25. CERTIFICATES AND ATTESTATIONS

Article 106. Continuing education

Continuing education courses worth 10 credits or more do not lead to an academic degree. At the end of such courses, ULB issues a certificate ratifying their successful completion.

Article 107. CAPAES

The CAPAES teaching assessment is validated by a certificate of completion, which does not include honours.

Article 108. Attestations

The form and content of certificates and attestations are determined by the University. At the request of a student or former student, ULB can issue [various attestations](#) proving enrolment, success or failure (Bologna Decree) and credit acquisition. Attestations of enrolment or credit acquisition or documents for Belgian or foreign official bodies are issued exclusively by the Enrolment Office.

APPENDICES

APPENDIX 1 — OTHER REGULATIONS CONCERNING STUDENTS

Student participation in electoral bodies and electoral regulations

A French Community decree of 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.

The election of student representatives is governed by [electoral regulations](#) available on the ULB website.

Disciplinary regulations

Students' obligations, the disciplinary sanctions applicable in the event of a breach of these obligations, the procedures for applying them and methods of appeal are set out in the [disciplinary regulations](#) available on the ULB website.

ULB email account and computer network

All students enrolled at ULB have an @ulb.be email address and access to the MonULB student portal. Only the @ulb.be email address is used, excluding any other email address, for official individual communication between the University and the student. It is thus the student's responsibility to log in regularly to the portal and to this email address.

These provisions apply particularly to administrative information.

In addition, if a teaching unit has a space in the Virtual University, this will also be considered an official channel for course communications.

The network and all IT tools in general made available to students may only be used for educational and research purposes, in compliance with the law and the rights of others. Private, malicious or illegal use of these tools constitutes misconduct that may be recorded and penalised. All students undertake not to consult or attempt to consult any documents on the Internet (or in any other medium) whose publication is prohibited by law, or to consult or attempt to consult any information that is not legally accessible to them.

The [“ULB Information Systems Security Policy” document](#) is available on the ULB website. If you have any questions about IT or the operation of the MonULB portal, please [consult the specific help and contact page](#).

Library regulations and library user charter

ULB libraries are accessible to enrolled students.

Students may use the libraries as long as they comply with the [library regulations](#), which are available on the ULB website.

When registering at the loan desk, students must agree to the ULB library [user charter](#), which can be found on the ULB website.

Access to ULB car parks

Use of ULB's private car parks is subject to compliance with the car park regulations and rules of access. All the terms and conditions are available on the MonULB student portal ([Student parking – Student intranet](#)). Safety and/or regulatory provisions

All students must comply with the safety provisions relating to the teaching activities in which they take part. In the context of internships, mobility programmes or activities organised outside the University, students must comply with the regulatory provisions of the organiser.

[Support procedures for prevention and protection against violence, sexual harassment, bullying and psychosocial risks associated with interpersonal relationships during studies at ULB](#)

ULB is attentive to the well-being of its university community. It aims to develop a specific system for the benefit of students, with procedures similar, within the limits of the law, to those used by psychosocial risk prevention advisers in the workplace.

This is why it created Care, the support unit for respect for students. Care's mission is to welcome and support students facing psychosocial risks, acts of violence, sexual harassment or bullying by other students or by members of staff during their studies at ULB.

APPENDIX 2 — APPEAL PROCEDURE

SECTION 1: ADMISSIONS – ENROLMENT

1.1. Application inadmissible under Article 95 of the Decree

The student will be notified if their application for admission/enrolment is inadmissible directly in their application form. They will be invited to log back into their application form. They will be invited to log back into their application form in an email sent to the address provided by the student in their admission application. The application form must provide the reasons for the decision and an extract from the General Study Regulations describing the procedure for appealing to the Government Delegate. The appeal period begins on the first working day following the notice of the aforementioned decision.

If the institution has not made a decision by 31 October, students who have submitted a valid and complete application may lodge an appeal within 15 working days from the first working day following 31 October. In an exception to the above, the 15-day period begins on the first working day following 30 November for students whose results for the previous academic year were announced during the open assessment period (Article 79, section 2, of the Decree).

All appeals must be submitted by the student either in person to the office of the Government Delegate in exchange for a receipt, or by registered letter with acknowledgement of receipt to Boulevard de la Cambre, 62, 1000 Brussels, or by email to delgov@ulb.be, with receipt by the email client serving as proof of the date, within 15 working days from the first working day following the notice of the disputed decision.

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

- on penalty of inadmissibility, their full identity details (surname, first name(s), home address, telephone number, email address and nationality);
- a reference to ULB as the institution concerned;
- the studies for which admission was being applied for;
- the academic year concerned;
- on penalty of inadmissibility, the subject matter and grounds for the appeal;
- on penalty of inadmissibility, a copy of the contested admission decision if it has been issued to the student, as well as proof of the date of receipt of the decision;
- for students who have not received an admission decision by 31 October, proof that they submitted an application to the ULB within the time limits set by these regulations, in accordance with the prescribed procedure and conditions.

In addition, the appeal may be supplemented by any documents considered useful, and includes a list of the attached documents.

The Government Delegate decides on the admissibility of the appeal in accordance with the forms and time scales set out in the above points.

If the Government Delegate considers the appeal inadmissible, they inform the applicant either by registered letter with acknowledgement of receipt or by email, and the procedure ends at this stage. At the same time, the Government Delegate informs ULB of their decision in writing.

If the Government Delegate considers the appeal admissible, they send a request for information to the ULB Enrolment Office, stating the surname, first name(s) and identification number of the applicant, as well as the contested decision. The Enrolment Office sends the information requested to the Government Delegate within seven working days of receiving this request.

The Government Delegate reaches a conclusion within seven working days of receiving the above information. The student must be notified in writing, either by email using the address provided by the student in their online application form, or by registered letter with acknowledgement of receipt.

The decision, for which the reasons are given:

- Either confirms the inadmissibility of the admission decision;
- Or invalidates the inadmissibility of the admission decision and confirms the applicant's admission, provided that, according to the legislation in force, they meet the access and funding eligibility conditions for the studies that were the subject of the application.

A copy of the decision sent to the applicant is simultaneously sent to the Enrolment Office (Direction.Service.Inscriptions@ulb.be).

1.2. Non-consideration of an application for admission or enrolment under Article 102 of the Decree

The non-consideration of an application for admission or enrolment, in accordance with Article 102, section 1, of the Decree, is notified to the student directly in their application form. The student is invited directly in their application form. The student is invited, by email sent to the address that the student has specifically provided for this purpose upon admission, or, if the student is enrolled, to their @ulb.be address, to log back into their application form. This procedure shall constitute official notice.

An appeal against this decision may be lodged within 15 working days of the first working day following the notice of the contested decision, either in person at the office of the Government Delegate in exchange for a receipt, or by registered letter with acknowledgement of receipt to Boulevard de la Cambre, 62, 1000 Brussels, or by email to delgov@ulb.be, with receipt by the email client serving as proof of the date.

The appeal suspends the effects of the decision not to consider the application for enrolment or admission.

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

- on penalty of inadmissibility, their full identity details (surname, first name(s), home address, telephone number, email address and nationality);
- a reference to ULB as the institution concerned;
- the studies for which admission was being applied for;
- the academic year concerned;
- on penalty of inadmissibility, the subject matter and grounds for the appeal;
- on penalty of inadmissibility, a copy of the contested decision not to consider the application for admission.

The Government Delegate decides on the admissibility of the appeal in accordance with the forms and time scales set out in the above points.

If the Government Delegate considers the appeal inadmissible, they inform the applicant either by registered letter with acknowledgement of receipt or by email, and the procedure ends at this stage. At the same time, the Government Delegate informs ULB of their decision in writing.

If the Government Delegate considers the appeal admissible, they send a request for information to the Enrolment Office, stating the surname, first name(s) and identification number of the applicant and the contested decision. The Enrolment Office sends the information requested to the Government Delegate within seven working days of receiving the request.

The Government Delegate reaches a conclusion within seven working days of receiving the above information. Their decision is communicated in writing in one of the following ways: by email to the @ulb.be address if possible – or to the address provided in the admission application if not – or by registered letter with acknowledgement of receipt.

The decision, for which the reasons are given:

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

A copy of the decision sent to the applicant is simultaneously sent to the Enrolment Office (Direction.Service.Inscriptions@ulb.be).

1.3. Refusal under Article 96 of the Decree

1.3.1. The student has been subject, in the previous three academic years, either to expulsion from a higher education institution for reasons of enrolment fraud or assessment fraud, or to a decision by ARES to refuse enrolment for a test or admission examination organised by ARES.

§1. Exclusively in the event of a material error, an appeal against this refusal of admission may be lodged with the Vice-Rector for Student Affairs by email to the address derogations@ulb.be within 10 calendar days from the day after the notice of refusal was sent.

This period is suspended until the first working day of September.

§2. The appeal must highlight any exceptional non-academic circumstances that may explain the student's situation. The student must compile a file including a letter explaining the reasons why they believe they should be granted an exemption, documents justifying the reasons given and their exceptional nature, official transcripts of marks for the last three years and any other documents they consider useful for the analysis of their application.

§3. On penalty of inadmissibility, and except for the provisions stated in point 5, the application must be complete when it is submitted. However, late submission of transcripts will not result in a decision of inadmissibility if the Vice-Rector for Student Affairs is notified promptly by the student, and no later than the time of the decision.

§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. Failure to provide the document in the original language or the translation will result in the application being rejected.

§5. If a case of force majeure prevents the completion of the online application with one or more documents considered important within the specified time limit, an email giving the reasons with supporting evidence may be sent to the Vice-Rector for Student Affairs (derogations@ulb.be). The request will be reviewed and the decision will be posted on the online application. If the decision is favourable, the final deadline for submission will be specified.

§6. The decision of the Vice-Rector for Student Affairs is communicated to the student by email using the address provided in the admission application within 18 calendar days of the request being submitted.

1.3.2. The student has been subject, in the previous three academic years, to expulsion from a higher education institution for serious misconduct.

§1. Exclusively in the event of a material error, an appeal against this refusal of admission may be lodged with the Vice-Rector for Student Affairs by email to the address derogations@ulb.be within 10 calendar days from the day after the notice of refusal was sent.

This period is suspended until the first working day of September.

- §2. The appeal must highlight any exceptional non-academic circumstances that may explain the student's situation. The student must compile a file including a letter explaining the reasons why they believe they should be granted an exemption, documents justifying the reasons given and proving their exceptional nature, official transcripts of marks for the last three years and any other documents they consider useful for the analysis of their request.
- §3. On penalty of inadmissibility, and except for the provisions stated in point 5, the application must be complete when it is submitted. However, late submission of transcripts will not result in a decision of inadmissibility if the Vice-Rector for Student Affairs is notified promptly by the student, and no later than the time of the decision.
- §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. Failure to provide the document in the original language or the translation will result in the application being rejected.
- §5. If a case of force majeure prevents the completion of the online application with one or more documents considered important within the specified time limit, an email giving the reasons with supporting evidence may be sent to the Vice-Rector for Student Affairs (derogations@ulb.be). The request will be reviewed and a decision will be sent by email. If the decision is favourable, the final deadline for submission will be specified.
- §6. The decision of the Vice-Rector for Student Affairs is either delivered to the student in person or communicated to the student by email using the email address provided in the admission application within 18 calendar days of the request being submitted.
- 1.3.3. The student does not meet the specific conditions set out in the Decree of 16 June 2006 (studies subject to quotas)
- §1. In the event of refusal to enrol a non-resident student under Article 5 of the Decree of 16 June 2006, as notified by the Enrolment Office, the student may lodge an appeal against this refusal with the Vice-Rector for Student Affairs (derogations@ulb.be) within 10 calendar days from the day after the notice of refusal is sent. This period is suspended until the first working day of September.
- The decision of the Vice-Rector for Student Affairs is either delivered to the student in person or communicated to the student by email using the email address provided in the admission application within 18 calendar days of the request being submitted.
- 1.3.4. A course change for a first-year undergraduate student is refused by the examining board in charge of the studies they wished to change to
- §1. First-year undergraduate students who wish to transfer to another programme before 15 February and whose request is refused by the examining board of the programme to which they wish to transfer may appeal against this refusal within 10 calendar days from the day after the refusal notice was sent.
- The request must be sent to the Vice-Rector for Student Affairs by email using the address derogations@ulb.be, highlighting exceptional non-academic circumstances that may explain the student's situation. The student must compile a file including a letter explaining the reasons why they believe they should be granted an exemption, documents justifying the reasons given and proving their exceptional nature and any other documents they consider useful for the analysis of their request.
- The file must be complete when it is submitted.
- §2. The decision of the Vice-Rector for Student Affairs is communicated to the student by email using the address provided in the admission application, or the @ulb.be address if the student is already enrolled at ULB, within 18 calendar days of the request being submitted.

1.3.5. The student is not eligible for funding

A refusal of enrolment on the grounds of ineligibility for funding under the Funding Decree can be appealed online using the application form, on the “Exemptions from refusal of enrolment” tab. Appeals must be submitted within 15 calendar days of the day after the notice is sent.

This period is suspended until the first working day of September.

The request must highlight any exceptional non-academic circumstances that may explain the student's situation. The student must upload the following documents: a cover letter explaining the reasons why they believe they should be granted an exemption, documents justifying the reasons given and their exceptional nature, any official transcripts of marks issued by another institution during the last three years of formal enrolment and any other documents they consider useful for the analysis of their application.

If, in the grounds for their appeal, the student disputes the fact that they are not eligible for funding, there is a box to tick for this purpose. The Vice-Rector for Student Affairs submits the matter to the Government Delegate. The Delegate provides a reasoned opinion within three working days. If the Delegate concludes that the student is eligible for funding, the refusal of admission is overturned.

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. Failure to provide the document in the original language or the translation will result in the application being rejected.

On penalty of inadmissibility, and except for what is stated below, the online application must be completed within the specified time limit. The student candidate may consult it at any time.

If a **case of force majeure** prevents the completion of the online application with one or more documents considered important within the specified time limit, an **email giving the reasons with supporting evidence** may be sent to the Vice-Rector for Student Affairs (derogations@ulb.be). The request will be reviewed and the decision will be posted on the online application. If the decision is favourable, the final deadline for submission will be specified.

The decision of the Vice-Rector for Student Affairs will be communicated to the student by email and/or in the online application form within 18 calendar days of the request being submitted. The email address will be the one provided in the admission application.

If the number of applications submitted online exceeds the daily quota set by the University, the application is recorded, but the 18-day response period is postponed to a date that will be immediately communicated online.

Note regarding internal appeals: if no decision has been made within 30 days of the appeal being lodged, the student may issue a formal notice to the University requesting that it notify them of its decision. The University must do so within the period specified in the formal notice. If it fails to do so, the University's decision is considered to be positive. The decision will be considered to have been notified to the student on the same date.

SECTION 2: RE-ENROLMENT

2.1. Refusal of re-enrolment under Article 96 of the Decree

2.1.1. A student who has been the subject of a final decision of expulsion due to assessment fraud or serious misconduct issued by the Disciplinary Committee or the Office of the Academic Council

2.1.2. A student's re-enrolment application concerns studies that are not eligible for funding

A refusal of re-enrolment for studies that are not eligible for funding under the Funding Decree can be appealed online using the application form, on the "Exemptions from refusal of enrolment" tab. Appeals must be submitted within 15 calendar days of the day after the notice is sent.

The request must highlight any exceptional non-academic circumstances that may explain the student's situation. The student must upload the following documents: a cover letter explaining the reasons why they believe they should be granted an exemption, documents justifying the reasons given and their exceptional nature, any official transcripts of marks issued by another institution during the last three years of formal enrolment and any other documents they consider useful for the analysis of their application.

On penalty of inadmissibility, and except for what is stated in point 4, the online application must be completed within the specified time limit. The student candidate 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. Failure to provide the document in the original language or the translation will result in the application being rejected.

If a case of force majeure prevents the completion of the online application with one or more documents considered important within the specified time limit, an email giving the reasons with supporting evidence may be sent to the Vice-Rector for Student Affairs (derogations@ulb.be). The request will be reviewed and the decision will be posted on the online application. If the decision is favourable, the final deadline for submission will be specified.

The decision of the Vice-Rector for Student Affairs will be communicated to the student by email and/or in the online application form within 18 calendar days of the request being submitted. The email address will be the one provided in the admission application.

If the number of applications submitted online exceeds the daily quota set by the University, the application is recorded, but the 18-day response period is postponed to a date that will be immediately communicated online.

2.1.3. The student is not eligible for funding

2.1.3.1. Re-enrolment of a student enrolled at ULB who, relative to the previous academic year, no longer qualifies as a student eligible for funding under the Funding Decree:

During the deliberations for the third assessment period, the examining board issues an opinion on the future chances of success of students who have lost their status as a student eligible for funding at the end of the current academic year but must re-enrol in the same cycle.

If the examining board's opinion is favourable, the chair and secretary of the examining board send the student an email (only using the @ulb.be address) informing them of this opinion and authorising them to re-enrol according to the procedure described.

If the examining board's decision is unfavourable, the chair and secretary of the examining board send the student an email (only using the @ulb.be address) informing them of the refusal of re-enrolment.

Students who wish to re-enrol may appeal against this refusal of re-enrolment within 15 calendar days from the day after the notice of refusal is sent, in accordance with the procedure set out in point 1.3 of this Appendix.

A refusal of enrolment (on the grounds of ineligibility for funding under the above Decree) can be appealed online using the application form, on the “Exemptions from refusal of enrolment” tab.

The request must highlight any exceptional non-academic circumstances that may explain the student's situation. The student must upload the following documents: a cover letter explaining the reasons why they believe they should be granted an exemption, documents justifying the reasons given and proving their exceptional nature, any official transcripts of marks issued by another institution during the last three years of formal enrolment and any other documents they consider useful for the analysis of their application.

If, in the grounds for their appeal, the student disputes the fact that they are not eligible for funding, there is a box to tick for this purpose. The Vice-Rector for Student Affairs submits the matter to the Government Delegate. The Delegate provides a formal, reasoned opinion within three working days. If the Delegate concludes that the student is eligible for funding, the refusal of re-enrolment is overturned.

On penalty of inadmissibility, and except for what is stated in paragraph 11, the online application must be completed within the specified time limit. 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. Failure to provide the document in the original language or the translation will result in the application being rejected.

If a case of force majeure prevents the completion of the online application with one or more documents considered important within the specified time limit, an email giving the reasons with supporting evidence may be sent to the Vice-Rector for Student Affairs (derogations@ulb.be). The request will be reviewed and the decision will be posted on the online application. If the decision is favourable, the final deadline for submission will be specified.

The decision of the Vice-Rector for Student Affairs will be communicated to the student by email and/or in the online application form within 18 calendar days of the request being submitted. The @ulb.be email address will be used.

2.1.3.2. Re-enrolment during the cycle of a student from outside ULB who no longer qualifies as a student eligible for funding under the Funding Decree:

As the student in this case is in the admission process, see point [1.3.5](#).

Note regarding internal appeals: students who have lodged an internal appeal and who have not received notice of a decision within 30 days may issue a formal notice to the higher education institution to notify them of the decision. From the date of this formal notice, the institution has 15 days to notify the student of its decision. If no decision has been made at the end of the 15 days, the higher education institution's decision is considered to be positive. The decision will be considered to have been notified to the student on the same date.

APPENDIX 3 — ENROLMENT FEES FOR THE 2025–2026 ACADEMIC YEAR (EXCLUDING HIGHER FEES – *APPENDIX 5*)

Enrolment for entrance examinations

University admission examination	€132
Special admission examination for undergraduate studies in engineering science	€50
French language proficiency examination	€50

Enrolment for one year of undergraduate or Master's studies (excluding students subject to higher fees)

1. Primary enrolment:

a) Formal years of study (regardless of the number of credits – Bachelor's – Master's – specialist Master's)

"Normal" fee	€835
"Intermediate" fee (students on low incomes)	€374
"Reduced" fee (grant holders)	€0

b) AESS, CAPAES or enrolment in another programme within the same 120-credit Master's degree

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

c) Specialist Master's degree – Members of staff at a higher education institution or researchers

"Reduced" fee	€0
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Special case of **specialist Master's degrees (MS) in the fields of medical, dental or pharmaceutical science¹**

Enrolment for the first 120 credits

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

Enrolment for subsequent credits

Fee €32

d) University examining board

€384

2. Additional enrolment

-
- a) Specialist Master's degrees in the field of medical sciences leading to a professional qualification recognised by federal law, as well as MS degrees in clinical biology (in the field of pharmaceutical science), MS degrees in stomatology (in the field of medical science), MS degrees in general dentistry or orthodontics (in the field of dental science) and MS degrees in hospital pharmacy (in the field of pharmaceutical science):

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

3. Reduced course load

Course load reduction

Full rate.....	€13.92 per credit
Intermediate rate	€6.23 per credit
Grant holder rate	€0

Doctoral enrolment (doctorate + doctoral training)

1. General case

First year of enrolment

"Normal" fee.....	€835
"Reduced" fee (grant holders)	€0

Subsequent years

Fee €32

2. Special case of enrolment in doctoral programmes in addition to enrolment in a Master's programme in the health sector

"Normal" fee.....	€247
"Reduced" fee (grant holders)	€0

3. Members of staff at a higher education institution or researchers

"Reduced" fee	€0
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Enrolment in individual courses:

First 10 credits	€139.10
Per additional credit.....	€13.91

Enrolment as a free auditor: €85

APPENDIX 4 — ENROLMENT FEES FOR THE 2025–2026 ACADEMIC YEAR – STUDENTS FROM NON-EU COUNTRIES AND EXEMPTION CRITERIA

Article 50 of the Programme Decree containing various provisions relating to education, school buildings, research and culture

Article 105 section 3bis of the Decree of 7 November 2013 defining the higher education landscape and the academic organisation of studies.

Implementing provisions for 2025–2026

Note: This information is valid solely for the 2025–2026 academic year and does not prejudice any legislative and/or regulatory changes that may occur in the future and affect both the amounts and the conditions of application of the higher enrolment fees. Such changes would be applicable as soon as they are adopted.

DC = developing countries

LDC = least developed countries

HDI = countries ranked at the bottom of the Human Development Index

If you have any questions about your situation or the calculation of your enrolment fees, please contact the following address: inscriptions@ulb.be

First enrolment in the cycle or programme in 25–26		Bachelor's degree	Master's degree	Specialist Master's degree	MS in Health	MS60 Section 5	Doctorate/doctoral training
	EU/Belgium	€835	€835	€835	€485	€835	€835
	Non-EU – LDC	€835	€835	€835	€485	€835	€835
	Non-EU – DC	€5,010	€5,010	€5,010	€4,660	€835	€835
	Non-EU – Industrialised countries	€5,010	€5,010	€5,010	€4,660	€835	€835

Except students enrolled in 2024–2025 under the following conditions:

1. Undergraduate students who paid the higher fee in 2024–2025 and remain enrolled in the same programme in 2025–2026 will be subject to the 2024–2025 system (until 2026–2027 at the latest).
2. Master's students who paid the higher fee in 2024–2025 and remain enrolled in the same programme in 2025–2026 will be subject to the 2024–2025 system (in 2025–2026 only).

See: Circular No. 2022–002 of 20 December 2022: <https://www.ares-ac.be/fr/a-propos/instances/conseil-d-administration/circulaires>

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

This list is subject to change. The latest version is available in [Circular No. 2022-002 of 20 December 2022](#).

APPENDIX 6 — AVERAGE ANNUAL BUDGET FOR A YEAR OF UNIVERSITY STUDIES 2025–2026 (BASED ON THE STUDENT WELFARE OFFICE OUTLINE)

1. Academic fees

▶▶ Tuition fee (per year)

- ☒ Normal tuition fee _____ €835
- ☒ Reductions _____ between €213 and €485
- ☒ Grant holders' tuition fee _____ Free

▶▶ Teaching costs

- ☒ Scientific materials: books, syllabus (prices vary depending on choice and years of study) from _____ €332
- ☒ Dissertation (in final year), printing, binding, copies, etc. _____ from €296

2. Miscellaneous expenses

▶▶ Transport

- ☒ STIB (<http://www.stib.be>):
 - First travel pass (age 12–24) _____ €12 per year
 - Second travel pass (age 12–24) _____ €12 per year
 - Third travel pass (age 12–24) _____ Free
 - Over age 25 _____ €499 per year
- ☒ SNCB:
 - Student Multi card or student pass: depends on the departure station to the Brussels zone (see belgiantrain.be)

▶▶ Accommodation

- ☒ Accommodation in a ULB university residence from €292 to €510 per month (including utilities)
- ☒ Private accommodation around €550 per month

▶▶ Food

- ☒ One meal in a university restaurant €5 per day on average

APPENDIX 7 — ADMISSION CRITERIA OF THE CENTRAL ADMISSIONS COMMITTEE FOR UNDERGRADUATE STUDENTS FROM COUNTRIES OUTSIDE THE EUROPEAN UNION (INCLUDING STUDENTS APPLYING FOR A YEAR OF STUDY IN SO-CALLED “QUOTA-BASED” PROGRAMMES IN ACCORDANCE WITH THE TERMS DESCRIBED IN [ARTICLE 5, SECTION 1](#))

This appendix applies only to students who do not meet one of the criteria listed in Article 3 of the Funding Decree.

Enrolment deposit

Prerequisite for the application to be examined by the central admissions committee: Candidates who are not assimilated to Belgian students are required to pay €200 in administrative fees, either via online payment or by bank transfer to the account with number 363-1162423-15 and name “FRAIS ADM. HORS UE” (IBAN code: BE83 363116242315 – BIC code: BBRU BE BB), quoting the structured communication as indicated in the admission application. This amount must be paid by 31 March at the latest.

Note that international transfer fees are payable by the candidate.

Candidates opting to pay by bank transfer must provide proof that payment has been made (essential for the submission of their application). The following forms of proof are accepted: debit notice, bank statement, account statement, postal transfer slip from a Belgian post office, bank certificate containing all the information relating to the transfer.

The following documents are not accepted: transfer order, postal order, cheque, proof of payment by Internet, transfer slip (“self banking”), cash, receipt for a transfer request.

As these administrative fees are non-refundable if admission is refused or if the candidate does not complete their enrolment for the academic year in question, interested parties are invited to carefully check that they meet the criteria set out below.

Only one application for admission may be submitted per academic year. Only candidates who have been granted partial equivalence that does not give them access to the studies for which the admission application was submitted and candidates who have failed the entrance examination for the Bachelor's degree in engineering science, civil engineering specialisation, or the entrance examination for medical and dental sciences organised by ARES will have their application re-examined by the committee with a view to a possible course change.

Once the enrolment deposit has been received by the University, the application will be examined by the relevant committee. Candidates must also meet all the academic criteria listed below.

If no payment is made within the specified time scale, the application will be rejected in accordance with Article 95 of the Decree.

Academic criteria

1. Before enrolment, and without prejudice where applicable to the specific conditions for admission to the Bachelor's degree programme in medical science, dental science or engineering science, candidates must have obtained an average mark of at least 13/20 in their secondary school leaving certificate, for which equivalence to the Certificate of Higher Secondary Education (CESS) of the Wallonia–Brussels

Federation must be established before enrolment (this does not apply to the International Baccalaureate (IBO)).

Candidates must also have obtained a mark of at least 12/20 in their secondary school leaving certificate in subjects directly related to their application for admission. The mark of 12/20 in these specific subjects will be verified in all assessments that led to the award of the secondary school leaving certificate (including state examinations, national examinations, regional examinations, continuous assessment, etc.).

Here is a list of the specific subjects for each course of study:

Architecture: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects on the curriculum for the secondary school leaving certificate).

Law: first and second language; if French is not part of the candidate's final curriculum, they must pass the B2 level French language proficiency exam (European reference framework).

Literature, Translation and Communication: first and second languages; if French is not part of the candidate's final curriculum, they must provide proof of proficiency in French at level B2.

Philosophy and History: first and second languages; if French is not part of the candidate's final curriculum, they must provide proof of proficiency in French at level B2.

Psychology and Education Sciences: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects on the curriculum for the secondary school leaving certificate).

Sciences: second language, mathematics, sciences (physics, chemistry and/or biology depending on the subjects on the curriculum for the secondary school leaving certificate).

Economics and Management Sciences: second language, mathematics, sciences (physics, chemistry and/or biology, depending on the subjects on the curriculum for the secondary school leaving certificate).

Social and Political Sciences: mathematics, first and second language

Engineering science: the average referred to in paragraph 2 does not apply. Passing the special admission examination supersedes this condition.

Health sciences (medicine, dental science, veterinary medicine, physiotherapy, biomedical science, pharmacy, motor system science): second language, mathematics, sciences (physics, chemistry and/or biology, depending on the subjects on the curriculum for the secondary school leaving certificate).

Medical and dental sciences: the average referred to in paragraph 2 does not apply. Passing the ARES admission examination supersedes this condition.

2. Time between obtaining the secondary school leaving certificate and the application for admission:

Candidates who have obtained their secondary school leaving certificate within the last two years must meet the academic criteria set out in points 1 and 3 of this Appendix and have successfully completed the years of higher education undertaken since obtaining the certificate with a minimum average of 13/20 in each year of study. Note that dropping out during the year will be considered a failure unless the cancellation occurred by 30 November at the latest. Successful completion of years of higher education must be combined with the successful completion and validation of each subject in the student's programme. Subjects validated by compensation will not be assimilated to a pass.

Applications from candidates who obtained their secondary school leaving certificate more than two years prior to their application for admission will also be subject to the sovereign judgement of the committee.

Candidates who are in the process of obtaining their secondary school leaving certificate may be admitted subject to obtaining it with the above-mentioned averages.

By academic year, we mean all academic years undertaken, consisting of three quadrimesters/two semesters. Any semester undertaken automatically entails enrolment in the second semester and the academic year being counted in its entirety, except in the event of withdrawal/cancellation before 30 November or before the middle of the third month following the start of the academic year.

3. Special cases

Applications from candidates for whom it is impossible to verify the above academic criteria will also be subject to the sovereign judgement of the committee (academic criteria listed in points 1 and 2).

Candidates must provide proof that they have submitted an application for equivalence to the Wallonia–Brussels Federation's Equivalence Department by supplying proof of payment of the administration fee in the form of an official document issued by their bank. All the information concerning the Equivalence Department for compulsory education must be clearly identifiable.

For information, applications for this certificate must be submitted to the Wallonia–Brussels Federation's Equivalence Department by 15 July at the latest prior to the start of the academic year for which equivalence is being requested, except for non-assimilated non-EU candidates. Non-assimilated non-EU students who obtained their secondary school leaving certificate one year or more ago must be able to provide proof of their equivalence application by 31 March at the latest. Non-assimilated non-EU students in their final year of secondary school must be able to provide proof that they have submitted their equivalence application by 15 July. Note that candidates whose admission to studies is also conditional on passing a competitive entrance examination (medicine, dentistry, civil engineering) may provide proof of their application for equivalence after this date (15 July).

If the candidate's application has already been reviewed by the relevant department, they must provide proof that they have submitted an application for equivalence.

Failing this, the candidate may provide any other official document from the Equivalence Department stating that the application is being processed, whether it is in order or not. For example, the candidate may provide a copy of the online progress report for their application.

4. Appeals

See Article 28 of these regulations.

5. Composition of the committee

Chair: Professor Valérie Piette

Professor Michele Cincera

Contact: Inscriptions@ulb.be

APPENDIX 8 — STUDENTS WITH SPECIFIC NEEDS: SUPPORT PROCEDURE

Students with specific needs (SSN) and inclusive education

ULB emphasises its commitment to inclusive education, including for students with specific needs. These commitments can be found on the [University's website](#).

ULB is also the base for the drafting of a Guide for the Inclusion of Students with Disabilities. Prepared by the Equality Law Clinic with support from 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.

Any student whose situation (student with a disability, high-level athlete, recognised artist, etc.) and whose interaction with various obstacles may hinder their full and effective participation in higher education on an equal basis with others may apply for the status of a student with specific needs, enabling them to request reasonable accommodations from their faculty.

ULB enrolls students who have been granted specific needs status, in terms of the provisions regulating admissions, on the same basis as other students and implements reasonable accommodations in the organisation, conduct and support of their studies, including internships and professional integration activities.

These reasonable accommodations are proposed, in collaboration with all the parties involved and with the approval of the student's faculty, with a view to limiting or eliminating obstacles that prevent the student from pursuing their curriculum, based on their specific needs.

These students benefit in particular from exemptions relating to the organisation of studies referred to in Article 151 of the Decree, such as the right to request a reduced course load after the deadline of 31 October. The procedure for applying for a reduced course load is described in [Section 6](#) of these regulations.

The University ensures that reasonable accommodations are made to the extent of the resources available at each of its sites and in accordance with the additional provisions relating to the student's curriculum.

The University undertakes to ensure that, as far as possible, students admitted to a mobility programme can benefit from accommodations at their host institution similar to those referred to in this section.

In the case of dual degrees, the University undertakes, as far as possible, to inform the student of the conditions of collaboration between the partner institutions, as well as the conditions for the development, implementation and monitoring of the individualised support plan.

The application procedures and contact persons are listed below.

Beneficiary students and submissions of applications for SSN status

There are eight categories of students with specific needs:

1. High-level athlete student status must be requested from the address ebs.sportifs@ulb.be. It is granted to any student who demonstrates professional-level sporting activity that is difficult to reconcile with their timetable in terms of attending classes and sitting exams.
2. High-level artist student status must be requested from the address ebs.artistes@ulb.be. It is granted to any student pursuing an artistic career (performing arts, artistic production, etc.) that is difficult to reconcile with their timetable in terms of attending classes and sitting exams.

3. Student entrepreneur status must be requested from the address ebs.entrepreneurs@ulb.be. It is granted to any student who can demonstrate that they are engaged in independent professional activity that is difficult to reconcile with their timetable in terms of attending classes and sitting exams.
4. Student member of the Student Council status must be requested from the address bea@ulb.be. It is granted to any student member of the Student Council who, in carrying out their mandate, is required to attend decision-making bodies that are difficult to reconcile with their timetable in terms of attending classes and sitting exams.
5. Incarcerated student status must be requested from the address ebs.incarceres@ulb.be. It is granted to individuals in prison who wish to begin, continue or resume studies in certain fields.
6. The status of pregnant student and/or future young parent must be requested from the address ebs.parents@ulb.be. It is granted to any pregnant student or future young parent who has a child aged six months or younger at the time of the application, which is difficult to reconcile with their timetable in terms of attending classes and sitting exams.
7. The status of student carer must be requested from the address ebs.aidantsproches@ulb.be. It is granted to student carers who have followed the recognition procedure established by mutual health insurers on the basis of the Royal Decree of 12 May 2014 on the recognition of family carers and the granting of social rights to carers, a position that is difficult to reconcile with their timetable in terms of attending classes and sitting exams.
8. Student with a disability status, as well as the reasonable accommodations associated with it, must be requested exclusively via the MonULB portal ("My virtual secretariat", "My SSN application") by the beneficiary student. Students must strictly follow the [procedure](#) available on the ULB website and the time scales set by the Decree for submitting their complete application (15 October for the first quadrimester, 1 March for the second quadrimester). In accordance with the Decree on Inclusive Higher Education of 9 April 2014, the status of student with specific needs due to disability is granted to any student with proven long-term physical, mental, intellectual or sensory impairments, whose interaction with various obstacles may hinder their full and effective participation in academic life on an equal basis with others. This may include a motor or sensory disability, a specific learning disorder, a disabling illness, etc. Questions and information regarding SSN/disability status should be sent to the address ebs.esh@ulb.be.

Application review and status approval

The SSN service is responsible for reviewing the application, examining the case and analysing needs with the student applicant. The SSN service analyses the student's needs and, in consultation with the student, draws up a draft individualised support plan in advance. Only when all the steps of the application procedure have been completed will the application be considered complete and reviewed by the committee that decides on recognition for Student with Specific Needs status (SSN Committee).

The SSN service submits the application for a decision to the SSN Committee within 30 days. For each SSN status, the committee includes the Vice-Rectors for Student and Social Affairs and Cultural Policy or their representative and may call on the services of an expert in the field if necessary.

The SSN Committee decides whether to grant Student with Specific Needs status. The student is notified of the decision by email using their @ulb.be email address. For SSN students with disabilities, a certificate of recognition will be available via the MonULB portal. This certificate must be communicated to any other higher education institution in the Wallonia–Brussels Federation at which the student is also enrolled in the event of a dual degree for which ULB is the primary institution.

SSN status is valid for one academic year and is renewable for each year of the student's curriculum at their explicit request, in accordance with the conditions communicated to them by the SSN service.

For SSN students with disabilities, if the situation that led to the application for status changes over time, an update may be requested by the SSN service. In the event of a change of higher education institution during the student's curriculum, the documents relevant to the granting of the status remain valid and are forwarded to the new higher education institution at the student's request.

In the event of an unfavourable decision by the SSN Committee (exclusively for students with disabilities)

An Inclusion Appeals Committee (IAC) has been set up to deal with internal appeals within ULB lodged by student applicants.

If SSN status is refused, the student may lodge an internal appeal with the Inclusion Appeals Committee at the address cri@ulb.be.

In the event of an unfavourable decision by the ULB Inclusion Appeals Committee (exclusively for students with disabilities)

In accordance with Article 7 of the Decree of 30 January 2014, in the event of an unfavourable decision by the ULB Inclusion Appeals Committee or if the student believes that an irregularity has taken place, the student, if they are of legal age, or their parents or legal guardian, if they are a minor, may lodge an appeal with the Inclusive Higher Education Commission (CESI) established by ARES, which will reach a decision.

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

The appeal must be lodged by registered letter (CESI de l'ARES, 180 Rue Royale, 1000 Brussels) within five working days of the notice of refusal by ULB's Inclusion Appeals Committee. CESI has 15 working days from the date of receipt of the appeal to reach a decision. If an appeal is lodged with CESI to dispute the institution's final decision on the implementation of reasonable accommodations, CESI limits itself to verifying compliance with the procedure and the adequacy of the formal reasoning behind the decision. It only invalidates the decision if elements likely to influence the request favourably were not taken into account during the internal appeal.

Preparation and implementation of the individualised support plan

Preparation of the Individualised Support Plan (ISP)

If the SSN Committee recognises a student's SSN status, their faculty's academic and administrative advisors will decide on the suitability of the accommodations for the Student's Annual Programme (SAP) and will prepare the implementation of the reasonable accommodations. If the reasonable accommodations are not compatible with the SAP, the SSN service, in consultation with the student and faculty advisors, proposes equivalent accommodations to meet the student's needs.

The finalised ISP must be validated by the faculty within two months of the SSN Committee's approval.

It is signed by a member of the SSN service, the faculty advisors and the student or, if necessary, by the student's legal representatives if they are a minor. If one of the parties fails to sign, the ISP is not active and the planned accommodations will not be implemented.

The student signs and undertakes to comply with the SSN charter that accompanies the ISP.

A copy of the ISP is given to the student. No confidential information about the student may be included in the ISP without the student's consent.

Monitoring the implementation of the ISP

The implementation of the ISP is subject to ongoing evaluation by the SSN service and faculty advisors. At least one coordination and evaluation meeting is organised during the academic year. The student and faculty advisors or a member of the SSN service take part in this meeting.

Appeals if the accommodations are not implemented (only for students with disabilities)

In accordance with Article 16, paragraphs 5 et seq., of the Decree of 30 January 2014 on inclusive higher education, students may lodge a complaint regarding irregularities in the implementation of the ISP in the context of learning activities and associated assessments with the Government Delegate, in accordance with the procedure available via the [following link](#).

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 and with the inclusion policy in force at ULB, the ISP may be modified at the request of the student, the faculty advisors or the SSN service. Any changes to the ISP must be agreed upon by all parties. If the student, the faculty and the SSN service cannot reach an agreement, a statement of disagreement is drawn up and signed by all parties. A decision to refuse to modify the support plan may be subject to the internal and external appeals processes (students with disabilities only) referred to above.

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 and with the inclusion policy in force at ULB, the student, the faculty advisors and the SSN service may terminate the ISP by mutual agreement under exceptional circumstances. This termination by mutual agreement is recorded in a statement signed by the student, the faculty and the SSN service. If the student, the faculty and the SSN service cannot reach an agreement, a statement of disagreement is drawn up and signed by all parties. In the event of a dispute over the final decision regarding the early, unilateral termination of the individualised support plan, the decision may be subject to the internal and external appeals processes (students with disabilities only) referred to above.

APPENDIX 9 — LATE ENROLMENT

Late enrolment applications may be submitted from 1 October to 15 February of the current academic year via the online application form.

An enrolment application is only admissible if it complies with the provisions of the Decree (access conditions set out in Articles 107, 111, 112 and 113) and the provisions of the Funding Decree (conditions set out in Articles 3 and 5).

Only one application for admission may be submitted per academic year. If an application for enrolment or an enrolment is withdrawn or an application for admission is refused, it will not be possible to submit a new application via late enrolment.

The application must be complete when it is submitted, or it will not be considered.

Due to the specific characteristics of the procedure, the processing time for a late application can be up to 10 weeks.

Students must be able to justify their late enrolment application by first presenting a case of force majeure explaining their inability to comply with the legal time scales for enrolment.

The student's application will then be forwarded to the relevant academic and faculty authorities so that they can assess the exceptional circumstances cited by the candidate and the student's ability to succeed given the delay. They will also assess the candidate's background and application from an educational and organisational perspective.

If the decision is unfavourable, the procedure is closed. The candidate is notified of the decision by email and/or by a message directly in their online application form.

If the decision is favourable, the case manager analyses the application from an administrative perspective and, if applicable, enrolls the student. The student has 10 calendar days to pay either €50 (between 1 November and 1 February) or the full tuition fee (after 15 February).

Note that for non-EU candidates, only candidates who have been granted partial equivalence that does not give them access to the studies for which the admission application was submitted and candidates who have failed the entrance examination for the Bachelor's degree in engineering science, engineering specialisation, will have their applications re-examined by the committee with a view to a possible course change/late enrolment.

Note that no late enrolments will be processed or reviewed between 13 December 2025 and 23 January 2026 inclusive.

APPENDIX 10 — ASSESSMENT PROCEDURES (NOTE APPROVED BY THE ACADEMIC COUNCIL ON 25 FEBRUARY 2022)

In Articles 77 and 134 of the Landscape Decree, the legislator refers to assessment methods without defining them precisely. In order that there should be no misunderstanding about what this term covers, the following elements are specified in the course description:

A) Under the heading: Method(s) of evaluation

- Written or oral examination:

- If oral: with or without preparation
- If written: question type: open, closed or mixed
- If closed questions: explanation of how the examination mark is calculated

- Timing of the assessment:

- Examinations during or outside the examination period, tests or mock exams
- Exemption tests

This section should also indicate the format of the questions that will be asked: true/false, multiple choice, short answer, open book, long essay, etc.

B) Under the heading: Breakdown of the marks for the teaching unit

- Calculation of the mark

- Method of calculating the final mark for the TU, including, where applicable, an explanation of how the various learning activities are integrated (relative weightings of different learning activities, type of average, minimum mark required, etc.)
- Rule for carrying over partial marks to the following academic year

These details will be indicated either via a drop-down list, or by checkboxes, or by adding a specific heading to the course description. There is also a proposal that the handbook relating to course descriptions should be modified to incorporate the above proposals and to include recommendations:

- Regarding closed questions: in the event that the test is held remotely and negative points are applied, it is important for students to be able to go back, as the risk is calculated over the entire test.
- Regarding open questions:
 - Provide information about expectations and assessment criteria.
 - Indicate who is responsible for the assessment (teacher, examining board, etc.)
 - Organisation of the examination (duration, number of questions, etc.)
 - Set a time limit, but make sure it is long enough to allow students to think about their answers and reread them before the end of the examination.
 - Examinations lasting more than four hours without a break test students' endurance rather than their mastery of the subject.