

# General Study Regulations

Academic year 2023-2024

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# INTRODUCTORY PROVISIONS

- a) The terms used are understood in their epicene sense, so that they refer to both women and men.
- b) The provisions of this Regulation shall be adopted in application:
- of the French Community Decree of 7 November 2013 defining the higher education landscape and the academic structure of studies, hereinafter referred to as "Decree";
  - of the Law of 27 July 1971 on the finance and control of university institutions, hereinafter referred to as "Finance Law";
  - of the French Community Decree of 11 April 2014 adapting the finance of higher education institutions to the new structure of studies, hereinafter referred to as the "Decree on Finance";
  - of the Decree of 17 July 2020 determining the financeability of students for the year 2020-2021;
  - of the French Community Decree of 13 July 2016 on veterinary science studies;
  - of the French Community Decree of 29 March 2017 relating to medical and dentistry studies;
  - of the French Community Government Order of 25 January 2017 setting out the procedures for classifying and issuing certificates of entry following the cycle programme for veterinary science studies;
  - of the French Community Government Order of 21 December 2016 approving the single regulation on examination panels for tests at the end of the first term for the first 60-credit block of the Bachelor's programme in veterinary sciences;
  - of the French Community Decree of 16 June 2006 regulating the number of students on certain Bachelor's programmes;
  - of the French Community Decree of 30 January 2014 on inclusive higher education for students with disabilities;
  - of the French Community Decree of 17 November 2022 establishing the "E-paysage" computerised and centralised data exchange platform;
  - of the French Community Decree of 07 February 2019 defining initial teacher training;
  - of the French Community Decree of 22 June 2016 determining the models for diplomas and diploma supplements issued by the higher education institutions of the French Community.

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

Should the provisions referred to above be modified, obliging the authorities of the Université libre de Bruxelles, hereinafter referred to as ULB or University, to adapt these regulations with effect during the current academic year, the University authorities shall notify the students of such adaptations without delay. If applicable, an updated version shall be accessible on the University website. Students, by registering, accept in advance the principle and content of these regulations.

- c) Scope: these regulations and their appendices apply to all students enrolled at ULB. They also apply, in whole or in part, for the provisions that concern them:
- to students on a mobility programme;
  - to students enrolled on programmes co-organised with partner institutions;

- to students enrolled in the third cycle, with the exception of the provisions set out in the [PhD Regulations](#);
  - to students enrolled on continuing education programmes (10 credits at least);
  - as well as to any person who makes an application for registration on a course organised by the University, unless explicitly exempted by special regulations applicable to the study programme concerned.
- d) Time periods: time periods are counted from midnight to midnight. They are calculated from the day after the day of the act or event that gives rise to them. They may be defined, in accordance with the specific procedure referred to, in calendar days (all weekdays, even weekends and public holidays, included) or in working days (excluding Saturdays, Sundays, 27 September and statutory public holidays). The due date is included in the time period. However, when this day is a Saturday, Sunday, 27 September or a statutory public holiday, the due date is postponed to the next working day.
- e) Protection of personal data: the personal data communicated by the student for the purposes of admission and enrolment at the University are processed by the University – acting as data controller – in compliance with European Regulation 2016/679 of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter "the General Data Protection Regulation").

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

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

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

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

- f) Confidentiality: the student is bound by strict confidentiality with regard to all personal data which are managed by the University, other than those concerning the student and which he may access or gain knowledge of during his programme of study at the University, whether they concern other students, members of staff, visitors to the University or participants in research projects. The student is thus obliged to:
- refrain from accessing or seeking to access personal data that are not strictly necessary to the completion of his studies;

– abstain, both during and after the completion of his study programme, from disclosing or using for any purposes other than completing his studies, the personal data of which he may have gained knowledge without the permission of the persons concerned.

Image rights: the student must request permission from the teacher or any other person involved if they wish to make a recording (sound and/or images) of the teaching or, subject to the following paragraph, any other speech. If permission is granted, the student is obliged to respect the purpose for which it was given, namely, as a general rule, to provide individual assistance with study and understanding. Unless justified by the nature of the work, no oral examination may be recorded, either by the student or the teacher.

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

The faculties may define faculty provisions specific to these regulations, which are exclusively specified by Articles [51](#), [77](#), [78](#), [84](#), [97](#), [98](#) and [105](#) of these regulations.

- g) The names French Community and Wallonia-Brussels Federation are equivalent. The Wallonia-Brussels Federation denotes the French Community referred to in Article 2 of the Constitution. In a resolution of 25 May 2011, the Parliament of the French Community decided to use the name "Fédération Wallonie-Bruxelles" (Wallonia-Brussels Federation) systematically to refer to the French Community in its communications. The Government does likewise.

# DEFINITIONS

In these regulations, the following definitions apply:

## **Learning outcomes**

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

## **Practical work experience**

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

## **Remedial course activity**

An activity to help the student succeed that is not part of a programme of study, aimed at filling any gaps in students' skills or helping students to enter or re-enter a programme of study with a better chance of success.

## **Admission**

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

## **AESS**

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

## **Academic year**

A period of twelve months beginning on 14 September and ending on the following 13 September, divided into three periods known as terms. The [academic calendar of the University](#) is published every year before the academic year begins.

## **ARES**

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

## **Auditing student**

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

## **Academic authorities**

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

**Bachelor**

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

**BA1**

60 first credits of the Bachelor's programme.

**Block**

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

**CAPAES**

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

**Certificate**

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

**Admissions committee**

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

**Course unit coordinator**

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

**Corequisite of a course unit**

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

**Credit**

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

**Curriculum**

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

**Cycle**

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



**Deliberation**

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

**Degree**

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

**Field of study**

Branch of knowledge corresponding to one or more curricula.

**Doctorate**

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

**Complete file**

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

**Dean**

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

**Equivalence**

Procedure aimed at assimilating studies carried out abroad to those organised in higher education within the Wallonia-Brussels Federation.

**Assimilated student**

[Non-European student meeting one of the conditions](#) of Article 3 of the Decree on Finance.

**Special needs student (SNS)**

Students with specific needs recognised by the institution as requiring reasonable accommodation and facing barriers to full and effective participation in academic life, depending on their individual situation: disabled students (suffering from a disabling illness, a proven impairment or specific learning difficulties), students who are top-level athletes, entrepreneurs, or top-level artists, students who are members of the Student Council, incarcerated students, pregnant persons and (future) young parents.

**Financeable student**

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

**Student enrolled on an individual course**

A student enrolled on one or more course units outside of regular enrolment, who is granted permission to attend learning activities and take the related examination in accordance with [Article 19](#) of these regulations.

**End-of-cycle student**

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

**Faculty**

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

**Force majeure**

Force majeure is defined as an unforeseeable, insurmountable event beyond the control of the person claiming it, that makes it impossible for that person to perform an obligation.

- The unforeseeable nature of the event implies that the person concerned is not able to foresee the event;
- The insurmountable nature of the event implies that the event makes it impossible to fulfil the obligation;
- The absence of any fault in the occurrence of the event implies that the event cannot be caused or facilitated by fault, recklessness or negligence on the part of the person concerned.

**Continuing education (studies in continuing education)**

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

**Degree**

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

**Effective enrolment**

Enrolment for which the student has provided all the documents justifying his eligibility in accordance with the procedure and timetable described in these regulations, as well as those that may be necessary to prove their authenticity, has discharged all his debts to any higher education institution in the French Community and has paid at least a deposit of €50 by 31/10, in accordance with the timetable set out in these regulations.

**Regular enrolment**

Enrolment for an academic year relating to a coherent set of course units, validated by the examination panel, of a study programme for which the student meets the entry requirements and fulfils his administrative and financial obligations.

**Examination panel**

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

The examination panel deliberates on the basis of assessments relating to each student's learning outcomes for each of the course units taken during the academic year. It also awards the credits

associated with course units taken outside of the programme, for which it deems the results adequate. At the end of the cycle, the examination panel confers upon the student the corresponding degree when it finds that the minimum number of credits has been acquired, that this minimum number of credits acquired by the student includes all compulsory courses, that the entry requirements of the study programme have been met and that the student is regularly enrolled on the programme. The examination panel also determines the grade on the basis of all courses taken during the cycle.

**Master**

Level 7 academic degree awarded on completion of Master's programme studies worth at least 60 credits and, if they have a specific focus, at least 120 credits.

**Advanced Master**

Studies leading to a specific Master's degree (level 7), awarded by a university or a school of arts, or organised jointly with a university or school of arts, awarded on completion of Master's programme studies worth at least 60 credits, in addition to previous Master's training.

**Grade**

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

**Mark**

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

**Notification (notify)**

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

**Pre-requisite for a course unit**

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

**Announcement of results**

Public communication to students in the first year of a Bachelor's programme and at the end of the cycle of the decisions of the examination panel certifying the deliberated results of an annual programme or a cycle.

**Student's Annual Programme (SAP)**

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

**Study programme**

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

**Term**

Division of the academic year covering approximately four months. The first term begins on 14 September, the second begins on 1 February and the third begins on 1 July. An assessment period is organised at the end of each term so that credits can be acquired.

**Re-enrolment**

Regular enrolment for the academic year of a student already regularly enrolled for the previous academic year at ULB.

**Course unit (CU)**

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

**Accreditation of prior learning**

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

# PART I: ADMISSIONS AND ENROLMENTS

## CHAPTER 1 — ADMISSIONS, ENROLMENTS AND RE-ENROLMENTS

### SECTION 1. GENERAL ADMISSIONS PROCEDURE

#### Article 1.

Any application for regular enrolment at ULB begins **with an admissions procedure** intended to ensure that the legal, regulatory and additional entry requirements, as published in the University's course offering and available on the University website, have been met. Applications can only be made using the online application form or by contacting the operators for continuing education courses.

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

#### Article 2.

Applications for admission may be made following the calendar reproduced below. Please note that specific deadlines may nonetheless be set for some courses of study. [The detailed calendar](#) is as follows:

First year of a Bachelor's degree:

- Between 16/02 and 31/03 preceding the academic year for which enrolment is requested for applicants who are nationals of a country outside the European Union (non-EU) and who are not resident in a member state of the European Union;
- Between 24/06 and 30/09 for European applicants, applicants assimilated to a European student and residing in a member state of the European Union, and applicants not assimilated to a European student and resident in a member state of the European Union.

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

- Between 16/02 and 31/03 preceding the academic year for which enrolment is requested for applicants who are nationals of a country outside the European Union and who are not resident in a member state of the European Union;
- Between 01/04 and 30/09 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union who submit an application requiring academic analysis;
- Between 01/04 and 30/09 for other applicants.

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

- Between 16/02 and 31/03 preceding the academic year for which enrolment is requested for applicants who are nationals of a country outside the European Union and who are not resident in a member state of the European Union;
- Between 01/04 and 30/09 for European applicants, applicants assimilated to a European student and residing in a member state of the European Union, and applicants not assimilated to a European student and resident in a member state of the European Union;

PhD: Between 16/02 and 31/10.

### Article 3.

Administrative requirements:

- a) For non-assimilated non-EU students, examination of applications is subject to payment of administrative fees of €200 by 31/03 at the latest. Further specific conditions are defined in Article 5 for this candidate profile. Please note that these administrative fees are non-refundable, even if admission is refused or if the applicant does not complete their enrolment for the academic year in question. Applicants are therefore advised to check carefully whether or not they meet the admission criteria set out in the course offering. Failure to pay these administration fees by 31/03 at the latest will result in the application being refused.
- b) The complete application must be provided by the student within the time limits set out in [Article 2](#) of these regulations. The applicant will be required to upload any missing, incomplete or inadequate documents **within a maximum period of 6 weeks** after being invited by the Registration Office to complete his application and before the deadlines set in [Article 2](#) of these regulations at the latest.
- c) The following languages are accepted for documents and identity papers: French, English, Dutch, Italian, Spanish, German, Portuguese. Documents drawn up in another language must be translated by a sworn translator. In this case, the translation must accompany the document in its original language. A qualification containing a complete French/English translation certified by the institution where the qualification was issued no longer needs to be translated.
- d) The student is responsible for proving that he meets the entry requirements. Proof may be provided by any official document or, in the duly justified absence of a document, by [a declaration on the student's honour](#). In the latter case, the student must detail the case of force majeure due to which these documents cannot be produced. The academic authorities and the Registration Office reserve the right to rule on the relevance of the force majeure event cited by the student.
- e) It is essential that the student monitor the progress of his application online: validation of each document, requests for additional documents, administrative validation and admission decision. He must also pay attention to the e-mails that will be sent to him during the application analysis procedure.
- f) The examination panel admissions committee will give its academic opinion. The application is also subject to legal and administrative validation by the Registration Office.
- g) When the application is complete and all the administrative and legal conditions have been met, the Registration Office notifies the applicant of an official decision in favour of admission, which is available in the online application form. For students who need to apply for a study visa, an admission letter will also be available in the application form. Documents relating to the applicant's academic career and the admission letter, if agreed by the applicant in the case of the latter, will be sent to the diplomatic post selected by the applicant at the time of application.
- h) If the final decision is negative, it is communicated to the applicant by e-mail only, at the address provided by the applicant at the time of his application for admission. A reason is given for this decision. The decision is also displayed online on the applicant's personal profile.
- i) The appeal procedure is described in [chapter 2](#) of these regulations.
- j) Upon the opening of the enrolment campaign at the earliest, the admitted applicant is invited to confirm his enrolment, to provide the remaining required documents by 25/10 at the latest, if applicable, and to pay the tuition fees due, by 31/10 at the latest.

## SECTION 2. LEGAL AND SPECIFIC ENTRY REQUIREMENTS

### Article 4.

The legal requirements for access to Bachelor's, Master's, Advanced Master's and AESS are defined in Articles 107, 111, 112 and 113 of the Decree.

The entry requirements for the University's various programmes are available, via [the course offering](#).

Please note that for some programmes, there are specific entry requirements (average obtained, class ranking, language level, etc.) and these are listed in the course offering under the "entry requirements" tab.

### Article 5.

Some applications for admission are subject to specific measures and are listed below:

- Administrative fees for applications for admission from non-assimilated students from a non-EU country as provided for in [Article 3.a\)](#) and [appendix 7](#).
- Applications for admission to Bachelor's programmes from students from a non-EU country, based on Article 3 of the Decree on Finance:

These are examined [according to criteria set by the central admissions committee](#) with the aim of ensuring the feasibility of the admission applicants' study plans and improving the success rate of admitted students. The central admissions committee bases its decision on the criteria described in [appendix 7](#) of these regulations for applications for admission to Bachelor's degrees.

If the committee's admission decision is positive, the applicant is notified of the decision in the application form. No requests for changes to enrolment will be considered, with the exception of the cases provided for in [appendix 7](#).

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

- Courses subject to quotas (physiotherapy, veterinary sciences, speech therapy, medicine and dentistry) for non-resident students

The number of non-resident students enrolling on one of the study programmes covered by the Decree of 16 June 2006 regulating the number of students on certain Bachelor's programmes in higher education is limited. Please note that shortlisted students have 10 calendar days to confirm their enrolment. The University publishes the [admission and enrolment requirements for these courses](#).

- Veterinary science studies

The [Decree on Veterinary Science Studies \(13/07/2016\)](#) introduces a selective competitive examination, held at the end of the first 60-credit block of the Bachelor's programme. This competitive examination is held at each university that organises these studies. The University will issue a given number of entry certificates, following the Bachelor's degree in veterinary sciences, to shortlisted students who have earned or gained recognition of at least 45 out of the 60 credits of the Bachelor's programme. The student cannot take the competitive examination for more than two consecutive academic years, except in the case of force majeure duly assessed by the academic authorities.

- Medical or dentistry studies

In order to access the Bachelor's programme in medicine or dentistry, applicants must meet the general entry requirements and be admitted to the [competitive entrance examination in medicine](#)

[and dentistry organised by ARES in accordance with the Decree on Medical and Dentistry Studies of 29/03/2017](#). Students with a Bachelor's degree from outside the Wallonia-Brussels Federation are also required to pass the competitive entrance exam before they can begin their postgraduate studies.

- Engineering studies

Access to Bachelor's programme studies in the field of engineering sciences is subject to passing a special admission examination. The programme of the special admission examination is common to all university institutions. It is valid at all French-speaking universities in Belgium. All [details of the organisation of the registration for the special exam](#) are available on the faculty website.

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

- Application for admission to the PhD (3rd cycle)

Once admitted by the Faculty Doctoral Committee, the applicant registers simultaneously for the doctoral research training and the doctorate, unless he already holds a Doctoral Research Training Certificate. [He is then subject to the PhD regulations](#).

Enrolment and re-enrolment on the doctorate are compulsory each academic year, up to and including the year of the defence, unless it is temporarily suspended by the Faculty Doctoral Committee. Re-enrolment is subject to a positive opinion from the Faculty Doctoral Committee. The PhD candidate must submit his application for registration or re-registration on his MonULB portal by 31/10. Concurrent enrolment for the doctoral training is compulsory every year until this training has been validated.

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

As an exception to the previous paragraph, enrolment may take place after 31/10, solely for exceptional reasons duly substantiated by the Faculty Doctoral Committee and approved by the admission panel. In this case, if enrolment for doctoral training takes place, the credits relating to this training may not be awarded until the end of the following academic year at the earliest.

## SECTION 3. ACCREDITATION OF PRIOR EXPERIENTIAL LEARNING (APEL)

### Article 6.

In accordance with Article 119 of the Decree, the admissions committee of the examination panel may use students' knowledge and competences, acquired through their professional or personal experience (APEL) to admit to a study cycle a student who does not possess the degree required for admission. This must correspond to at least 5 years of activities, of which the years of higher education can only be taken into account up to a maximum of 60 credits acquired per academic year, without exceeding 2 years. The deadlines for submitting an APEL admission application are the same as those set out in the general entry requirements.

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

The appeal procedure is described in [Article 27](#) of these regulations.



## SECTION 4. PERSONALISED ADMISSION

### Article 7.

In accordance with Article 117 of the Decree, the examination panels can recognise the credits acquired by students during higher education studies or parts of higher education studies already successfully completed and thus exempt students from the corresponding parts of the study programme.

## SECTION 5. ADMISSION EXAMINATION

### Article 8.

The ULB organises an [admission examination](#) which gives access to all Bachelor's programme studies in the French Community, except for studies in the field of engineering sciences and in the field of medicine or dentistry, which are subject to an examination/competition. This examination is intended for applicants who do not hold a CESS (upper secondary education certificate) or equivalent qualification. Tuition fees must be paid before the examination.

## SECTION 6. FRENCH LANGUAGE PROFICIENCY

### Article 9.

ULB organises a [French language proficiency examination](#) to certify a thorough command of the French language. This examination is intended for students holding a diploma issued outside of the French Community wishing to register for a Master's course with a teaching focus or leading to a qualification to teach at upper secondary level (AESS).

The French language proficiency examination pass certificate is valid at all Universities and all higher education colleges of the French Community of Belgium. Tuition fees must be paid before the examination.

## SECTION 7. ENROLMENT

### Article 10.

In accordance with Article 68 of the Decree, all students must be regularly enrolled with the University for a given academic year in order to take the courses of the chosen programme, attend assessments and be awarded the corresponding credits.

To validate their enrolment, students must, in accordance with Article 102 §1 paragraph 1 of the Decree;

- meet the general, additional and specific entry requirements for the chosen programme, available in the course offering in each programme description;
- provide proof of the authenticity of the documents supplied;
- comply with the admission calendar and fee payment deadlines;
- have cleared any debts owed to a higher education institution in the French Community. This verification only concerns the most recent enrolment in the French Community;
- have paid a €50 deposit on the day of enrolment (and no later than 31/10) for the academic year for which the student is enrolling.

**Article 11.**

The academic authorities and the Registration Office check the enrolment and certify that it complies with the regulations.

When confirming enrolment for an academic year, the student receives information on the programmes, the University's General Study Regulations common to all faculties, and the specific faculty provisions relating to them, the ULB Information System Security Policy, the information notice on the protection of the personal data of students who have enrolled or are in the process of enrolling, and the terms of financial assistance, in accordance with Article 95 §2 paragraph 1 of the Decree. By validating his enrolment, the student acknowledges that he is bound by these documents.

The student shall confirm that they have read these documents online, with this confirmation signifying acceptance of and adherence to the contents of these documents.

The student pays the deposit of €50 on the day of his enrolment and no later than 31/10, and the total balance no later than 01/02 ([appendix 3](#)).

**SECTION 8. PROVISIONAL REGISTRATION****Article 12.**

In accordance with Article 95 §1, last paragraph of the Decree, ULB may register students provisionally pending the following (except for applicants for the AESS):

- passing the secondary education diploma, including that of the French Community Examination Board. As a reminder, the examination panel organises two examination cycles per year, the first running from August to January and the second from February to July. Only students registered for the CESS examination panel in the February to July session (session 2) are eligible for provisional registration.
- the statement of equivalence of the foreign qualification to the secondary qualification issued in the French Community, issued by the Ministry of the French Community. Students in possession of a foreign secondary diploma (except the CESS in the Flemish and German-speaking Community, European Baccalaureate awarded by one of the 14 European schools, Geneva International Baccalaureate, Bachelor's programme admission examination pass certificate) must, in order to have access to a year of studies on a Bachelor's programme, [be in possession of a definitive certificate of equivalence](#) of their foreign qualification to the CESS issued by the [Wallonia-Brussels Federation](#).

For information, this application must be submitted to the Equivalences Office of the Wallonia-Brussels Federation by 15 July preceding the start of the academic year for which the equivalence is sought, with the exception of non-assimilated candidates from outside the European Union. Non-assimilated students from outside the European Union who obtained their secondary school diplomas 1 year or more ago must be able to provide proof of their application for equivalence by 31 March at the latest. Non-assimilated students from outside the European Union in the last year of secondary education must be able to provide proof that they submitted their application for equivalence by 15 July. Please note that applicants whose access to studies is also conditional on passing a competitive examination (medicine and dentistry, civil engineering) may provide proof after this final deadline (15 July), but no later than the week following receipt of the competitive examination pass certificate. If the student is unable to produce the definitive certificate of equivalence at the time of finalising his enrolment, it may be done provisionally subject to providing proof that the equivalence application was submitted to the Equivalences Office within the required time limit, AND signing an equivalence agreement. Upon receipt of the definitive certificate of equivalence (by 30/11 at the latest), the student must send it to the Registration Office to regularise his enrolment. Failing this, his provisional enrolment cannot be confirmed for the whole academic

year, unless the delay in issuing the missing documents or certificates is not the responsibility of the student.

- the Diploma certifying the student's ability to enter higher education (DAES) organised by the French Community Examination Board, providing that they can prove that the steps to enrol for the DAES were taken within the deadline. [As a reminder, the DAES is designed to lift the restrictions set out in an equivalence decision.](#)

This situation must be regularised by 30 November of the current academic year at the latest, unless the delay in issuing the missing documents or certificates is not the responsibility of the student. The Registration Office advises the student of the documents to be produced by 30/11 in order to regularise his enrolment. Failing this, his provisional registration will be cancelled and the €50 deposit will be retained by ULB.

## SECTION 9. REDUCED PROGRAMME

### Article 13.

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

In accordance with Article 151 of the Decree, by individual and reasoned decision, the academic authorities may exceptionally permit a student to reduce his programme for an academic year. This reduction may only be granted on professional, academic, social or medical grounds duly certified by the appropriate documents.

Furthermore, students who have obtained the status of Special Needs Student (SNS) are considered to be entitled to such a reduction:

- students who are beneficiaries within the meaning of Article 1 paragraph 4°/1 of the Decree of 30 January 2014 on inclusive higher education, who have difficulty participating in teaching activities;
- students whose status as a top-level athlete, sporting hope or training partner is recognised in accordance with Chapter III of the Decree of 8 December 2006 on the organisation and subsidising of sport;
- students who are entrepreneurs or top-level artists, students who are members of the Student Council, incarcerated students, pregnant persons and (future) young parents.

A reduced programme may be requested at the time of enrolment and by 31/10 at the latest. In this case, the tuition fees are set in proportion to the number of credits in the student's annual programme ([appendix 3](#)).

A reduced programme may be requested during the academic year for serious medical reasons, serious social reasons or because the student has obtained SNS status. In such cases, the tuition fees payable at the time of enrolment will continue to apply. Please 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 balance may be lower:

- because the student is at the end of the cycle, or
- because, through no fault of their own, the student is unable to accumulate a higher number of credits.

In addition, in accordance with Article 150 of the Decree, students in the first year of a Bachelor's programme may choose, before 15 February, to reduce their programme of activities for the second

term. This modified programme is drawn up in consultation with the examination panel and includes specific remedial activities. Tuition fees will not be revised.

Students are notified of their reduced SAP in an e-mail sent to their ULB address.

## **SECTION 10. COMPLEMENTARY ENROLMENT AND SIMULTANEOUS ENROLMENT (BA-MA)**

### **Article 14.**

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

To [enrol on a complementary course](#), students must submit an application for registration using the online application form available on the MonULB portal before 30/09.

When calculating tuition fees, one enrolment is said to be principal and the other(s) is/are said to be complementary. The principal enrolment is the one with the highest tuition fees. The tuition fee amount is calculated according to the provisions of [appendix 3](#).

Any student who, in application of Article 100 §3 and Article 111 §3 of the Decree, wishes to enrol simultaneously on the Bachelor's programme and the Master's programme, is invited to submit an application for registration using the online application form available on the MonULB portal before 30/09. This is a simultaneous enrolment of BA-MA.

Any student enrolled at another full-time higher education institution in the French Community of Belgium is required to inform the Registration Office of that fact. Any omission may be considered as enrolment fraud (cf. [section 17](#) of these regulations).

## **SECTION 11. CHANGE OF ENROLMENT**

### **Article 15.**

Only one change of enrolment is allowed per academic year. To proceed with this, the student must apply via the MonULB portal and refer [to the procedure](#) described there, exclusively between 1 September and 30 September.

No change may be made when the enrolment follows an admission by the central admissions committee referred to in [Article 5 §1](#) of this document.

Between 1 October and 31 October of the academic year, only regularly enrolled students in the first year of their Bachelor's programme may apply to change their enrolment without this new application being considered as a transfer to different programme, in accordance with Article 101 paragraph 2 of the Decree.

The student must submit this application to change his enrolment using the online application form available on the MonULB portal before 31/10.

Students coming from another institution of the French Community must apply via the online application form before 31/10. This application must be accompanied by proof of enrolment at the original institution and payment of the €50 deposit.

## SECTION 12. TRANSFER TO A DIFFERENT PROGRAMME

### Article 16.

In accordance with Article 102 §3 of the Decree, a first year Bachelor's programme student can make changes to his enrolment until 15/02, without additional tuition fees, in order to continue his academic year on another course. This student may come from another higher education institution in the French Community. This request must be justified by the student and approved by the examination panel of the study cycle to which he wishes to move. Information on [this procedure](#) is available on the ULB website.

In the event of refusal, see the appeal procedure in [Article 27](#) of these regulations.

It is not possible for the student to transfer to a study programme for which he does not meet the entry requirements or, unlike the initial enrolment, the financeability conditions. As a reminder, admission to courses subject to quotas is subject to particular provisions ([Article 5](#) §2 of these regulations).

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

### Article 17.

In accordance with Article 102 § 2 of the Decree, an enrolment may be cancelled at the express request of the student, by notifying the Registration Office using the appropriate form available in the "My documents" tab on the MonULB portal. The completed form must then be submitted personally to the Registration Office. If the cancellation of the enrolment is registered with the Registration Office before 01/12 of the academic year concerned, only the deposit of €50 will be retained by ULB and the academic year will not be taken into account in the student's career.

From 01/12 onwards, it will no longer be possible to cancel enrolment and the enrolment will be taken into account in the student's career.

Please note that in the event of cancellation, no application for late enrolment may be made.

## SECTION 14. LATE ENROLMENT

### Article 18.

With the exception of the first registration for the 3rd cycle (PhD and research training), the final enrolment date is set at 30 September by Article 101 of the Decree.

However, by way of derogation, the higher education establishment concerned may, after this date, decide to allow a student to enrol late where this is justified by the circumstances of force majeure cited.

Late enrolment is possible from 01/10 to 15/02 of the current academic year.

The late enrolment application procedure is described in [appendix 9](#) of these regulations.

Force majeure is defined as an unforeseeable, insurmountable event beyond the control of the person claiming it, that makes it impossible for that person to perform an obligation.

- The unforeseeable nature of the event implies that the person concerned is not able to foresee the event;
- The insurmountable nature of the event implies that the event makes it impossible to fulfil the obligation;
- The absence of any fault in the occurrence of the event implies that the event cannot be caused or facilitated by fault, recklessness or negligence on the part of the person concerned.

Moreover, the student must fulfil the conditions of Articles 3 and 5 of the Decree on Finance.

Please note that if an application has been submitted in accordance with [Article 2](#) of these regulations and has been declared inadmissible, the appeal procedure set out in [Article 27](#) of these regulations must be followed.

## **SECTION 15. SPECIAL ENROLMENT ARRANGEMENTS: INDIVIDUAL COURSES, AUDITING STUDENT, CONTINUING EDUCATION, FRENCH COMMUNITY UNIVERSITY EXAMINATION BOARD**

### **Article 19.**

**Individual courses** — In accordance with Article 68/1 of the Decree, any person may be admitted to take individual courses outside of any regular enrolment. The maximum number of credits allowed in 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 study visa or official social or tax certificates.

Regularly enrolled students may under no circumstances opt for courses that are already part of the study programme for which they are regularly enrolled. Under no circumstances may Bachelor's students enrol for classes in a higher study cycle.

A student enrolled on individual courses will not be awarded credits. However, examination panels may recognise the course units when the student enrolls for a course in the future, under the conditions of [Article 7](#) of these regulations and if the pass threshold is achieved.

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

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

The closing date for enrolment is 30/09 for first term course units and 15/02 for second term course units.

The amount of tuition fees is proportional to the number of credits taken and is specified in [appendix 3](#) to these regulations. The student must pay the tuition fees in full on the day of his enrolment, no later than 31/10 for the first term and no later than 28/02 for the second term. Tuition fees for individual courses are not refundable.

The [detailed enrolment procedure](#) along with the enrolment form are available on the ULB website.

### **Article 20.**

**Auditing student** - Auditing student status entitles students to attend lectures. However, it does not entitle them to attend practicals or laboratories. It does not entitle them to take examinations. The student must pay the tuition fees in full no later than 31/10 or on the day of his enrolment if later.

Enrolment closes on 15/02.

For the [enrolment procedures](#), see the ULB website.

### **Article 21.**

**Continuing education** - The list of continuing education courses organised at ULB is available in the ULB course offering. The entry requirements specific to each course are described there. A participant can

enrol on a course if he meets these entry requirements and holds the qualifications required for admission or if the examination panel grants him an exemption because his application meets the conditions for accreditation of prior experiential learning (APEL).

After the examination panel has admitted the course in question, the participant enrolls following [the appropriate procedure](#) via 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 start of the course.

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

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

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

The course operator must be notified of any dropouts.

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

## **Article 22.**

**French Community Examination Board** – In accordance with Article 136 of the Decree, access to the examinations organised by the French Community University Examination Board (Jury d'enseignement universitaire de la Communauté française) is reserved for financeable persons within the meaning of the Decree on Finance who, for objective reasons that are judged sovereignly by the examination panel, cannot regularly attend the teaching activities of the curriculum. In its academic aspects, examination panel enrolment follows the procedures for admission to equivalent studies and meets the additional requirements for entry and enrolment for assessments.

There is no French Community Examination Board for advanced masters or PhD studies.

The organisation and operation of the examination boards remain subject to the French Community Government Order of 8 July 2005 regulating the organisation and operation of the French Community University Examination Boards until the new order adapting the rules for this enrolment to the so-called "Landscape Decree" has been voted on and published.

A student registered with the French Community Examination Board does not have regular student status. He cannot take part in the teaching activities.

The enrolment deadlines for the University Examination Board of the French Community of Belgium are as follows:

First year of a Bachelor's programme: between 24/06 and 30/09 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union.

Continuation of the Bachelor's and Master's programme: between 01/04 and 30/09 for European applicants, applicants assimilated to a European student and residing in a Member State of the European Union.

The student must pay a deposit of €50 by 31/10 and the full amount of the course fee (minerval) by 01/02 of the current academic year. If the student withdraws before 01/12, he is only liable for €50 and the academic year is not taken into account in the student's academic career. If the student withdraws after 01/12, he is liable for the full amount of the course fee and the academic year will be counted as a

failure in his academic career. The student is subject to the same financeability rules as other students in accordance with Article 5 of the Decree on Finance.

[Entry and admission requirements and enrolment procedures](#) are on the ULB website.

## SECTION 16. RE-ENROLMENT

### Article 23.

Students regularly enrolled at ULB in the previous academic year [must submit their application for re-enrolment](#) exclusively via the MonULB portal ("My virtual secretariat", "My registrations").

### Article 24.

The deadline for re-enrolment is set for 30/09.

However, any student who wishes to enrol or re-enrol following a late decision by the examination panel (deliberation following an assessment prolongation period known as an open session, for example) or one of the appeal bodies, has a period of ten working days from the day following the communication of the aforementioned decision to proceed with enrolment, however this deadline shall not be extended beyond 30/11.

## SECTION 17. PENALTY FOR ENROLMENT AND RE-ENROLMENT FRAUD

### Article 25.

In accordance with Article 95/2 §1 of the Decree, any false declaration or falsification (including omissions, unless made without intent to deceive) in the constitution of an enrolment or admission file shall constitute enrolment fraud.

Applications by applicants suspected of enrolment fraud are investigated by the Registration Office. If, at the end of this investigation (lasting a maximum of 2 weeks), the information gathered is of such a nature as to establish fraud, the file is sent to the student at the @ulb.be e-mail address if the student is already enrolled at ULB, or to the address given by the student in his admission or enrolment file if the applicant is not yet enrolled at ULB. This communication is valid as notification of the opening of an investigation. The student is then invited to put forward his arguments and, if necessary, to supplement his file with any information or documents that he considers relevant in writing, within 15 calendar days from the day after the aforementioned notification was sent, to the address and according to the procedures stated in the notification e-mail.

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

The Committee gives a reasoned decision, which is notified to the student by e-mail within 30 calendar days from the day after the student sent his arguments or, if the student fails to reply within the aforementioned period, within 18 days of the deadline referred to in the aforementioned paragraph 2.

If the student is convicted of enrolment or re-enrolment fraud, the University forwards the file to the Government Representative at ULB. After checking that procedures have been complied with, the Representative will, if necessary, forward this data to ARES, which will be responsible for setting up a database containing the names of fraudsters and managed in compliance with the General Data



Protection Regulation and the Law of 30 July 2018 on the protection of individuals with regard to the processing of personal data. Fraudsters are automatically removed from the list after a period of three academic years. Higher education institutions notify the persons concerned of their registration on the database and tell them how to exercise their rights of appeal.

Any applicant found to have committed enrolment or re-enrolment fraud shall be prevented from continuing the enrolment process. If he is subsequently found to have committed fraud, he immediately loses his status as a regularly enrolled student, as well as all rights linked to this status and the legal effects of passing examinations during the academic year concerned. Tuition fees paid to the University are definitively acquired by the University, in accordance with Article 95/2 §3 of the Decree.

In accordance with Articles 95/2, 96 §1, 1° and 106, 1° of the Decree, the authorities of higher education institutions in the French Community shall refuse to enrol any student who has been convicted of enrolment or re-enrolment fraud for three academic years. The 3-year period begins on the first day of the academic year in which the fraud is punished.

## CHAPTER 2 — APPEALS

Various types of appeal exist according to the student's situation, [a summary table](#) is available on the ULB website.

### SECTION 18. ADMISSION-ENROLMENT

#### Article 26.

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

- if the student does not meet all the entry requirements of the intended course of study as listed in the course offering;
- if the student does not meet the provisions of these regulations, in particular Articles, 2, 3 and 25.

Any decision made on this basis may be the subject of an appeal to the Government Representative at ULB following the procedure detailed in [appendix 2, point 1.1.](#), within a period of 15 working days starting from the first working day following notification of the aforementioned decision.

A student who has **not received a decision from the institution on their application for admission or enrolment by 31/10**, may lodge an appeal with the Government Representative at ULB in accordance with the procedure detailed in [appendix 2, point 1.1.](#), within 15 working days from the first working day following 31/10 or 30/11 for students who have benefited from an open session period.

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

#### Article 27.

Non-consideration of an application for admission, under Article 102 §1 of the Decree, due to any of the following reasons:

- failure by the student to provide the documents proving his admissibility;
- failure by the student to provide the documents necessary to prove the authenticity of the documents;

- failure by the student to clear all his debts towards any higher education institution in the French Community by the day of his enrolment;

may be the subject of an appeal to the Government Representative at ULB following the procedure detailed in [appendix 2, point 1.2.](#), within a period of 15 working days starting from the first working day following notification of the aforementioned decision.

### **Article 28.**

By reasoned decision, and in accordance with Article 96 of the Decree, the Registration Office rejects the admission or enrolment of a student:

- a) when the student has, in the previous 3 academic years, been excluded from a higher education institution for enrolment or assessment fraud; or had his enrolment refused by ARES in the context of enrolment for a test or admission examination organised by ARES;
- b) when the student has, in the previous 3 academic years, been excluded from a higher education institution for serious misconduct;
- c) when the student does not meet the specific requirements provided for by the Decree of 16 June 2006 (courses subject to quotas);
- d) when a request to transfer to a different programme by a student in the first year of the first cycle (Bachelor's programme) is denied by the examination panel in charge of the programme to which he wished to transfer (Article 102 § 3 of the Decree);
- e) when the student has been found guilty of enrolment fraud by the committee established for that purpose (see [Article 26](#) of these regulations);
- f) when the application for admission concerns a course for which there is no entitlement to funding;
- g) when the student is non-financeable.

The student is notified of the rejection decision by e-mail, sent to the address provided by the applicant, within 15 days following receipt of his application (except for point b, see [Article 26](#) of these regulations). E-mails sent to the student in accordance with the provisions of these regulations, and printed copies thereof, are deemed proof of their content, the date on which they were sent and the identity of their sender until proven otherwise.

In the case of points a, b, c, and d, a request to appeal may be made internally to the Vice-Rector in charge of student affairs within 10 calendar days from the day after the notification of refusal was sent, in accordance with the terms defined in [appendix 2](#). As a last resort, after notification of the rejection of the internal appeal lodged with the Vice-Rector in charge of student affairs, the student has 15 working days to challenge the decision made at the end of that procedure before the [Committee created for that purpose at ARES](#) (see [appendix 2](#)).

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

In the case of point f) and g), an appeal may be made internally to the Vice-Rector in charge of student affairs within 15 calendar days starting from the day after the notification of refusal was sent, in accordance with the terms defined in [appendix 2](#). As a last resort, after notification of the rejection of the internal appeal lodged with the Vice-Rector in charge of student affairs, the student has 15 working days to challenge the decision before the Committee created for that purpose at ARES. ([See appendix 2, point 1.3.5.](#)).

### **Article 29.**

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

- By 31 October at the latest, the student must have paid the deposit of 50 euros or their tuition fees in full if a lesser amount is due.

If the student fails to do so, he is notified that his enrolment cannot be taken into account. As of that date, the student is considered never to have enrolled.

- The student must have paid the full amount of his tuition fees in full by 1 February at the latest, or upon enrolment if later.

If the student fails to do so, he is notified of the decision that he no longer has access to the learning activities from that date onwards, that he cannot be the subject of deliberations or have any credits carried over or recognised, but that he is still considered to have enrolled for studies for the academic year.

- Students who provide proof of having applied to the Directorate of Allowances and Study Loans (Direction des Allocations et Prêts d'Etudes – D.A.P.E.) of the Wallonia-Brussels Federation do not have to pay tuition fees (including the deposit of 50 euros) pending the decision of the said Direction. In the event of refusal by the D.A.P.E., the student has 30 days from the date of the refusal decision to pay the full amount of his tuition fees.

If the student fails to do so, he is notified of the decision that he no longer has access to the learning activities from that date onwards, that he cannot be the subject of deliberations or have any credits carried over or recognised, but that he is still considered to have enrolled for studies for the academic year.

Students may appeal against these decisions to the Government Representative at ULB following the procedure detailed in appendix 2, point 1.2., within a period of 15 working days starting from the first working day following notification of the aforementioned decisions.

## SECTION 19. RE-ENROLMENT

### Article 30.

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

- a) When the student has been found guilty of enrolment fraud by the committee established for that purpose (see [Article 28](#) of these regulations);
- b) When a final decision has been made by the Disciplinary Committee or the Academic Council Bureau to exclude the student on the grounds of assessment fraud or serious misconduct;
- c) When the student's application for re-enrolment concerns a course for which there is no entitlement to funding;
- d) When the student is non-financeable.

The student is notified in writing of the decision to refuse re-enrolment, by e-mail sent to the @ulb.be address (including the appeal procedure), within 15 days following receipt of his application for re-enrolment (except for point a, see [Article 28](#) of these rules). E-mails sent to the student in accordance with the provisions of these regulations, and printed copies thereof, are deemed proof of their content,

the date on which they were sent and the identity of their sender until proven otherwise. For points b, c, d, an appeal may be lodged following the procedures set out in [appendix 2 points 2.1.1., 2.1.2., 2.1.3.](#)

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

In the case of point b), the student has 15 working days to challenge the decision to refuse re-enrolment before the Committee created for that purpose at ARES (see [appendix 2, point 1.3.1. §7](#)) pursuant to Article 97 of the Decree.

In the case of point c) and d), the student may appeal internally to the Vice-Rector in charge of student affairs within 15 calendar days starting from the day after the notification of refusal was sent, in accordance with the terms defined in [appendix 2](#). As a last resort, after receiving notification of the rejection of the internal appeal, the student has 15 working days to challenge the decision made at the end of that procedure, before the Committee created for that purpose at ARES (see [appendix 2, point 2.1.3.](#)).

## CHAPTER 3 — COST OF STUDIES

### SECTION 20. TUITION FEES

#### Article 31.

In accordance with Article 105 §1 of the Decree, the amount of tuition fees for studies for which the University provides funding is set by decree. Tuition fees include matriculation, enrolment for the academic year and enrolment for the tests and examinations organised during that academic year.

The [tuition fee amounts](#) are available on the ULB website and are attached in [appendix 3](#) of these regulations.

Universities are authorised to charge higher tuition fees to a student from a country that is not a member of the EU or assimilated to the EU, with the exception of students from countries on the "Least Developed Countries" (LDC) list. This list is available in [appendix 5](#) of these regulations. The amount of these increased fees is freely set by each institution and may not exceed five times the amount set under the first paragraph.

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

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

#### Article 32.

A student who believes that he is eligible for reduced or intermediate fees must apply and submit a complete application to the Student Social Service by 31/10 of the academic year in question at the

latest. The [procedure](#) is available on the website of the Student Social Service. Submitting an application to the Student Social Service does not in any way exempt a student from the financial obligation.

**Article 33.**

Students enrolled on the CAPAES, the AESS or the French Community University Examination Board process, who spread their training over several academic years, will have to pay the full tuition fees for the course each time they enrol.

**Article 34.**

Students taking part in a mobility programme are exempt from tuition fees if they provide proof that they have paid these fees at their home institution.

**Article 35.**

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

**Article 36.**

[Applications for reduced tuition fees](#) must be made via the ULB website.

**Article 37.**

No spreading or splitting of tuition fees is permitted other than as provided for in [Article 40 of these regulations](#).

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

**Article 38.**

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

## SECTION 21. PAYMENT METHODS

**Article 39.**

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

No payment in cash or by cheque may be accepted.

## SECTION 22. PAYMENT DEADLINE.

### Article 40.

The student is enrolled at the University and can therefore participate in the teaching activities if he has paid at least a deposit of €50. This payment must be made on the day of enrolment, and no later than 31/10, the date on which the bank payment order must have been made. Proof of this payment shall be provided on time by the student by means of a certificate from his banking institution containing all the information relating to the payment in question.

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

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

Students who have not paid their tuition fees in full must pay the balance by 01/02 at the latest, by which date the bank payment order must have been made.

Failure to pay shall result in the student's academic de-enrolment as of 01/02. The institution then notifies him of the decision that he no longer has access to the teaching activities, and can neither be the subject of deliberations nor have his credits carried over or recognised. He nonetheless is still considered as having enrolled to study for the current academic year. **He shall remain in debt to ULB for the balance of his tuition fees and may only re-enrol at a higher education institution in the French Community once this amount has been paid.**

However, as an exception, students who have applied for a study allowance from the French Community, but who on 01/02 have not yet obtained it, continue to have access to learning activities, may be the subject of deliberations and may have their credits carried over or recognised, in accordance with Article 102 §1 of the Decree. If the allowance is refused, the student has 30 days following notification of the decision of refusal to pay the balance of his tuition fees.

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

## PART II: STUDIES

### CHAPTER 4 — ORGANISATION OF THE ACADEMIC YEAR

#### Article 41.

In accordance with Article 79 §1 of the Decree, the first term begins on 14 September, the second begins on 1 February and the third begins on 1 July. The first two terms contain at least 12 weeks of teaching activities. An assessment period is organised at the end of each term so that credits can be acquired. This covers all course units organised during the term, as a minimum. Exceptionally and for justified educational reasons, some course units may be spread over the first two terms of the academic year; in this case, for the Bachelor's programme, a partial test is organised at the end of the first term. A third term contains assessment periods along with practical work experience or personal work.

The assessment periods are set by the Academic Council via the [academic calendar](#) in a sequence of weeks. Any deviation from this calendar must be validated by the Academic Council except for the provisions of [Article 42](#) of these regulations, from which there can be no deviation.

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

#### Article 42.

No assessment may take place outside the assessment period, neither on a Sunday, nor on a public holiday, nor on 27/09, nor on a day of academic leave, nor before seven o'clock in the morning, nor after ten o'clock in the evening, in accordance with Article 80 of the Decree. However, assessments of activities provided within the context of work and study courses, assessments of course units or parts of course units such as tutorials, seminars, practical work, workshops, language practice, projects, personal work, internships, Bachelor's and Master's dissertations and other written examinations may be carried out outside the assessment periods.

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

### CHAPTER 5 — ORGANISATION OF COURSES

#### Article 43.

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

- a description of the various learning activities involved;
- a description of the objectives, content and any sources, references and materials, indicating which are essential for acquiring the required skills;
- the method of assessment and, where appropriate, the method of integration of the various learning activities.

This information must be provided as soon as possible and at the latest before the start of the term in which the course unit is organised, except in cases of force majeure. The note on assessment procedures approved by the Academic Council on 25 February 2022 specifies the information that must be included in the course description. This note can be consulted in appendix 10 of these regulations.

#### **Article 44.**

In accordance with Article 78 of the Decree, the essential course unit materials produced by the teacher must be made available to students in the Virtual University.

## **CHAPTER 6 — STUDENT'S ANNUAL PROGRAMME (SAP)**

#### **Article 45.**

In accordance with Article 100 § of the Decree, the first enrolment in block 1 of the Bachelor's programme covers all of the first 60 credits defined in the programme, except in the case of a reduced programme.

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

- acquisition, where applicable, after recognition, of the 60 first credits results in the student passing the first year of the Bachelor's programme, and the student can enrol to continue the Bachelor's programme;
- non-acquisition, where applicable, after recognition, of the 60 first credits results in the student failing the first year of the Bachelor's programme, and the student remains enrolled in the first year of the Bachelor's programme.

In the second scenario:

A student enrolled in the first year of the Bachelor's programme who has earned or gained recognition of **less than 30 credits** out of the study programme's 60 credits **must** supplement his annual programme with the block 1 units he has not earned **and** must supplement his enrolment with activities to help him succeed.

A student enrolled in the first year of the Bachelor's programme who has earned or gained recognition of **30 to 44 credits** out of the study programme's 60 credits must supplement his annual programme with the block 1 units he has not earned. **With the examination panel's agreement** and at the student's request, he **may** supplement his annual programme with **course units from the rest of the cycle programme** for which he meets the prerequisite conditions, but the total number of credits in his annual programme **may not exceed 60 credits**. The student may supplement his enrolment with activities to help him succeed.

A student enrolled in the first year of the Bachelor's programme who has earned or gained recognition of **45 to 54 credits** out of the study programme's 60 credits must supplement his annual programme with the block 1 units he has not earned. **Subject to validation by the examination panel** and at the student's request, he **may** supplement his annual programme with **course units from the rest of the cycle programme** for which he meets the prerequisite conditions, but the total number of credits in his annual programme **may not exceed 60 credits**. The student may supplement his enrolment with activities to help him succeed.

A student enrolled in the first year of the Bachelor's programme who has earned or gained recognition of **at least 55 credits** out of the study programme's 60 credits must supplement his annual programme with the block 1 units he has not earned. **Subject to validation by the examination panel** and at the



student's request, he **may** supplement his annual programme with **course units from the rest of the cycle programme** for which he meets the prerequisite conditions, but the total number of credits in his annual programme **may not exceed 65 credits**. The student may supplement his enrolment with activities to help him succeed.

#### **Article 46.**

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

- 1° the course units to continue the programme of the cycle for which he is already enrolled and for which he has not yet earned the corresponding credits, with the exception of options which he may abandon;
- 2° the course units to continue the programme of the cycle, for which he meets the prerequisite conditions.

Each student's annual programme is subject to the approval of the examination panel, which ensures that the SAP is balanced and that the prerequisites and corequisites are met.

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

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

At the end of the cycle, based on the student's individual performance, the examination panel may convert prerequisites into corequisites.

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

The student is notified of their SAP via the MonULB portal.

#### **Article 47.**

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

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

#### **Article 48.**

In accordance with Article 100§3 of the Decree, students who still need to earn a maximum of 15 credits to be awarded a bachelor's degree that gives access to a specific Master's programme may complete their annual programme with course units from the next study cycle for which they meet the prerequisites. In this case, students who choose to complete their programme in this way shall be

enrolled on the Bachelor's programme and shall be deemed to be enrolled on the Master's programme. A student who has not earned their Bachelor's degree cannot add the Master's programme credits corresponding to the dissertation or final project to their SAP, with the exception of students enrolled on a Master worth 60 credits. The course units of each cycle are deliberated over by their respective examination panel.

#### **Article 49.**

Certain annual programmes may be made up of course units chosen by the student, in accordance with Article 127 of the Decree. These choices must be established and validated by the examination panel in accordance with the calendar set by the faculty. Between 1 and 15 February, students may change their choice of options with the agreement of the examination panel provided that this change exclusively concerns course units taught strictly in the second term and provided that the credits remain constant when making this change.

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

#### **Article 50.**

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

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

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

#### **Article 51.**

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

## CHAPTER 7 — RULES ON ULB STUDENTS PARTICIPATING IN A MOBILITY PROGRAMME

### Article 52.

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

### Article 53.

The provisions relating to the organisation of the mobility programmes (selection criteria, time of departure, etc.) are specified on the faculties' websites during the first term of the academic year preceding the mobility (n – 1).

The faculties appoint one or more members of the academic staff to manage student mobility trips and they may be assisted in this task by one or more members of the scientific staff or administrative staff. These members of the academic staff are called academic coordinators. Academic coordinators are members of the examination panel.

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

### Article 54.

Before leaving, the student going on mobility must sign a mobility agreement which unquestionably sets out the dates and conditions of his stay. He must also complete and obtain validation of an individual learning programme (Learning Agreement) listing the various course units to be taken while on mobility. To be validated, the Learning Agreement must be approved by the student, ULB or academic coordinator of the faculty concerned, if applicable, and the partner. This Learning Agreement serves as a reference for the allocation of credits.

For long stays (lasting 2 to 12 months), the Learning Agreement is provisionally fixed by 30 June of the academic year n - 1 (at the latest) for first term courses and by 1 December (at the latest) for second term courses. The Learning Agreement is definitively fixed within 7 weeks following the student's arrival. Under no circumstances may the student unilaterally modify his Learning Agreement.

For short stays (lasting 5 to 30 days) on a Blended Intensive Programme or BIP, the Learning Agreement is common to all participants on the same BIP. The faculties may award credits for the mobility trip, up to the number of credits (ECTS) awarded for the BIP.

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

For long stays, the minimum allowed is 15 ECTS per term, and the maximum allowed for a stay of 2 terms is 90 ECTS. For short stays, the minimum is 3 ECTS.

### Article 55.

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

**Article 56.**

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

**Article 57.**

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

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

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

**Article 58.**

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

After the marks have been converted, students are subject to deliberation in accordance with the rules set out in [Part III, Chapter 9, Section 27](#) of these regulations.

**Article 59.**

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

Students whose marks are not available at the time of deliberation are considered in open session. Deliberation and announcement of results take place only after the marks awarded by the partner have been received, so that a deliberation can be organised no later than 10 weeks after the end of the term, in accordance with the provisions of [Article 45](#) Article 77 of these regulations, to ensure that the student does not suffer any significant prejudice as a result.

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

**Article 60.**

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

**Article 61.**

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

Students who make commitments with a view to their mobility trip before the third term deliberation do so in full knowledge of the facts.

**Article 62.**

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

## PART III: ASSESSMENTS

### CHAPTER 8 — ASSESSMENTS

#### Article 63.

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

### SECTION 23. ASSESSMENT TYPES AND PROCEDURES

#### Article 64.

In accordance with Article 75 of the Decree, the language in which the learning activities are taught and assessed is French. However, some activities may be provided and assessed in another language:

1° in the first study cycle, for a maximum of one quarter of the credits;

2° for studies leading to the Master's degree, except for the credits specific to the teaching focus, for half of the credits;

3° for studies co-organised by several higher education institutions in accordance with Article 82, including at least one institution from outside the French Community;

4° for specialisation studies;

5° for PhD studies;

6° for studies in continuing education and other training courses.

As a general rule, any learning activity in the curriculum of a Bachelor's or Master's programme may be organised and assessed in another language if it is also organised in French; this obligation is met for options or activities of the student's individual choice, within the meaning of Article 127 of the Decree, if there is at least one other possible choice of options or activities organised in French.

#### Article 65.

In accordance with Article 137 of the Decree, the assessment corresponding to a course of study may consist of an oral and/or written test, either face-to-face or remotely, continuous assessment or any other work done by the student for that purpose. The written tests are individual. The oral tests are public. The audience may not interact with the teacher or the examiner in any way during the test, or disturb the smooth running of the test.

The exact assessment procedures for each part of a course unit are specified in [the description of the course unit](#). It may also be stipulated that, during the same academic year, the type of examination may differ from one session to the next for this course unit.

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

The French Community University Examination Boards may make special arrangements for the assessment of practical work, tutorials, internships and seminars when the general provisions are not compatible with the situation of the students registered with these examination panels.

#### **Article 66.**

Except in cases of force majeure or incompatibility, of which they are notified, all students are examined by the course unit coordinator or the persons referred to in [Article 67](#) at the locations and on the dates set in the timetable for the assessment tests or examinations described above.

The course unit coordinator or the persons referred to in [Article 67](#) is/are responsible for the organisation of the assessments and the smooth running of the tests. They must be available throughout the entire duration of the event and, except in the case of a remote test, a qualified person (course unit coordinator, substitute, assistant or accredited and competent person) must be present at the venue for the entire duration of the test.

#### **Article 67.**

The task of assessment is incumbent upon the course unit coordinator, including their substitutes duly appointed following the procedures set out in [the coordinated text](#) of the provisions relating to the careers of scientific staff and academic staff.

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

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

#### **Article 68.**

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

#### **Article 69.**

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

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

#### **Article 70.**

Any student participating in an oral or written test must be able to show his student card for the current academic year and/or proof of identity and/or enrolment certificate.

#### **Article 71.**

During any assessment test, the student is obliged to follow the instructions given by the course unit coordinator or the persons referred to in [Article 67](#).

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

## **SECTION 24. ASSESSMENT PERIODS AND LOCATIONS**

### **Article 72.**

In accordance with Article 138 of the Decree, the University is required to organise at least two assessments of the same course unit at the end of two different terms of the same academic year.

Except for exceptional reasons, duly substantiated by the student and assessed by the academic authorities, no student may sit the same tests more than once during a single assessment period.

The assessments of course units or parts of course units such as tutorials, seminars, practical work, workshops, language practice, internships, projects and personal work, may only be organised once per academic year over a period comprising the 3 successive terms.

### **Article 73.**

The assessment timetables (including dates) are established by the faculty, taking into account the material constraints of the organisation of tests and with a view to achieving an even distribution of the workload for course unit coordinators and students. The timetable is communicated to students at least one month before the start of the assessment period, in accordance with Article 134 of the Decree. Except in cases of force majeure, no change may be made to the timetable of a test any later than 10 working days before the date initially announced. Under no circumstances may the timetable be changed by students. Any change is brought to the attention of the students concerned without delay via the MonULB portal or by e-mail.

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

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

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

### **Article 74.**

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

### **Article 75.**

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

At the end of the second term, any student who has not acquired all the credits in his programme and who wishes to participate in the third term assessments must enrol via the MonULB portal, following the



procedures defined by the faculty and published via that medium. The student will then automatically be enrolled for the assessment tests of the course units that were not credited at the time of deliberations. If during the third term assessments, the student does not take tests of the course units not credited by the examination panel during the previous terms of the academic year, he shall be marked "absent".

#### **Article 76.**

The course units of the Bachelor's programme, organised over the first two terms, are subject to a partial assessment at the end of the first term, with the exception of certain course units or parts of course units stated in [Article 48](#) of these regulations. The corresponding partial mark is incorporated into the mark submitted for deliberation at the end of the second term in accordance with the integration method stated in the course unit description.

For course units attached to the programme of the first year of the Bachelor's programme, the mark obtained in the assessment organised at the end of the first term is submitted for deliberation if the 10/20 pass mark is achieved; therefore the test cannot be taken again. If the 10/20 pass mark is not achieved, the student may decide to be retested at the end of the second term according to the procedures defined by the faculty. He abandons the mark in question via the MonULB portal or any other faculty procedure within the deadlines set by the faculty and is then enrolled for the second term assessments. If the student does not attend these tests, he will be marked as "absent". Nonetheless, for these tests exclusively, the student may also decide to keep a mark of less than 10/20 as long as he has not announced his enrolment for the test at the end of the second term to the faculty according to the deadlines set by the faculty.

At the end of the second term's assessment session, any student may permanently waive a mark equal to or higher than 10/20, prior to the deliberations closing the second term, in accordance with the terms set out by the faculty.

#### **Article 77.**

As an exception to Article 41 of these regulations, examination panels may, for duly substantiated reasons of force majeure, extend a student's assessment period to the next term, albeit without exceeding a period of one month beyond the end of the first term assessment period and 10 weeks beyond the end of the second and third term assessment periods. The student is then pronounced to be "in open session". The examination panel sets the duration of the extension of the assessment period and the course units concerned, in accordance with Article 79 §2 of the Decree. The terms and deadlines for this extension are set out in the specific faculty provisions.

Students enrolled at ULB, participating in a mobility programme and hosted in 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 10 weeks. As regards the assessment period at the end of the second term, in view of the summer holidays, it may if necessary be extended until the deliberations at the end of the third term. To do this, the students concerned must notify the Chair of the examination panel of the external constraints placed upon them.

#### **Article 78.**

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

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

**Article 79.**

It is forbidden to take an examination during the period covered by a medical certificate. A student who takes an examination during a period covered by a medical certificate will be considered absent.

**SECTION 25. MARKING AND COPY INSPECTION****Article 80.**

In accordance with Article 139 of the Decree, the mark expressing the result of the assessment of a course unit is a number between 0 and 20 inclusive (a decimal rounded to half a point is tolerated for course units, a variable decimal is tolerated for Bachelor's dissertations), with 10/20 being considered the pass mark for acquiring the associated credits definitively. The "absent" mark is given to students who have not attended in accordance with the established timetable. It entails failure in the course concerned.

**Article 81.**

The course unit coordinator is required publish the details of the provisional results of learning assessments anonymously before the deliberation that will make these results definitive. Regarding the assessment period at the end of the first term for students in the first year of the Bachelor's programme, the deliberation must be organised no later than two weeks after the end of the assessment period so that these students can transfer to a different programme before 15 February. For other students' assessments, the provisional results must be published by 15 February at the latest.

**Article 82.**

In accordance with Article 137 of the Decree, the public nature of assessment tests and written work implies that the marked copies, including the test itself, can be consulted by the student in material conditions that make this consultation effective. This consultation shall take place in the presence of the person in charge of the test, or his representative designated for his competence, on a date determined by him, announced at least one week in advance and fixed within one month following communication of the results, where possible before the deliberation.

**Article 83.**

A reproduction of the paper is made by taking a photograph at the time of viewing, if it has not already been sent to the student by the person in charge of the test, on the condition that the student attends the viewing in person and signs a document in which he undertakes to make only personal use of the paper. This paper may not be passed on, shared or distributed in any way by the student, except with the prior written agreement of the University authorities. Any student found to be in breach of this prohibition shall be liable to disciplinary action. The student must make all necessary arrangements to photograph his paper at the time of viewing. Nonetheless, if the student does not possess the necessary equipment, during his viewing of the papers, he may ask for the paper to be sent to him afterwards.

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

In the event of force majeure duly justified by documentary evidence, a student may request, by means of proxy written in accordance with the template drawn up by ULB, that another student who has taken the same assessment test during the same assessment period and who bears his student card may

consult (but not photograph) his paper in order to examine the absence of material errors. It is stipulated that a student may be granted only one proxy per test. If the student granting the proxy wishes to obtain a copy of his paper, he must request it in the proxy at the time of the viewing of the papers and must give his written undertaking that he shall make only strictly personal use of the copy, as provided for in the previous paragraph. The copy shall be sent to him subsequently on the basis of that declaration, duly signed and accompanying the proxy.

**Article 84.**

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

**SECTION 26. ASSESSMENT FRAUD AND PLAGIARISM**

**Article 85.**

In academic terms, any assessment fraud shall result in a sanction that may go as far as giving the student a mark of 0/20 for the test concerned. However, if the student chooses to dispute the academic sanction imposed, he may write to the examination panel within 3 days after being notified of the said sanction, addressing his appeal to the Chair of the Examination Panel and stating his grounds for appealing, or to the Secretary of the Examination Panel if the latter is the coordinator of the course in question. And if applicable, a meeting in the faculty may be organised at the student's request.

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

**Article 86.**

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

**Article 87.**

In academic terms, any plagiarism shall result, depending on how serious it is and whether it is deliberately fraudulent, in a sanction which may go as far as awarding a mark of 0/20 for the test concerned. However, if the student chooses to dispute the academic sanction imposed, he may write to the examination panel within 3 days after being notified of the said sanction, addressing his appeal to the Chair of the Examination Panel and stating his grounds for appealing, or to the Secretary of the Examination Panel if the latter is the coordinator of the course in question.

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

## CHAPTER 9 — EXAMINATION PANELS AND DELIBERATIONS

### SECTION 27. COMPOSITION OF THE EXAMINATION PANELS, FUNCTIONING AND PUBLICATION OF DECISIONS

#### Article 88.

In accordance with Article 121 §1 of the Decree, the academic staff, chaired by the Dean, appoints one examination panel per cycle. This panel may be formed either for the whole faculty, or for each of the groups, departments or sections that may be created within it. Separate sub-panels for the first year of the Bachelor's programme may also be formed.

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

The chair of the examination panel also chairs the corresponding section of the French Community University Examination Board. If the official chair is absent, the members in attendance choose a chair for the session.

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

#### Article 89.

All teachers responsible for a course unit included in the compulsory courses of the student's study programme are members of the examination panel, with the right to vote, in accordance with Article 131 §2 of the Decree.

The teachers responsible for the programme's other course units, taken during the year by at least one student, also participate as of right in the examination panel deliberations with the right to vote, in accordance with Article 131 §2 of the Decree.

And substitutes who have been duly appointed, in accordance with the procedures laid down in the coordinated text of the provisions relating to the careers of scientific staff and academic staff, to stand in for the teachers referred to in this paragraph shall also stand in for them on the examination panels with the right to vote.

Bachelor's dissertation directors to whom the previous paragraphs do not apply also participate as of right in the examination panel deliberations with the right to vote.

The deliberation of the examination panel is only valid if 50% of the members responsible for a course unit belonging to one of the compulsory courses of the student's study programme, including any substitutes, are present, in accordance with Article 131 §2 of the Decree. When a teaching unit has more than one course unit coordinator, the quorum is calculated taking into account only the primary course unit coordinator.

Members of the academic staff or scientific staff who have replaced a course unit coordinator in assessments in accordance with [Article 67](#), § 3 of these regulations, and internship directors may also stand in for a course unit coordinator who is unable to attend examination panel meetings, exceptionally and at the coordinator's request, with the right to vote, subject to the agreement of the examination panel and the Dean. If they replace members of the examination panel referred to in the first paragraph, they shall be counted for the calculation of the quorum.

Without prejudice to the previous paragraph, committee members responsible for examining applications and Bachelor's dissertations may also be invited to examination panel meetings in an advisory capacity, as may members of the academic and scientific staff involved in the preparation and

assessment of written or oral tests pursuant to [Article 67](#), § 2 and 3 of these regulations. If, for reasons of force majeure, an examination panel member is unable to take part in the deliberation, he immediately informs the faculty administration and the chair of the examination panel concerned, and communicates to the latter, or to another examination panel member, any useful information concerning the marks he has forwarded to the faculty administration.

And in accordance with Article 132 §2 of the Decree, the teachers responsible for one of the course units concerned take part in the deliberation, without the absence or abstention of an examination panel member providing grounds for delaying or invalidating the decision.

Examination panel decisions are made by a simple majority of the votes cast, by a show of hands. Each course unit coordinator of a course unit included in the cycle's study programme, in the case of an examination panel for a cycle, or in the first year of the Bachelor's programme in the case of a sub-panel, or his substitute, has one vote. An examination panel member only has one vote, regardless of how many course units he is responsible for, or the teacher he is replacing is responsible for.

### **Article 90.**

When a vote takes place on a student's results, a course unit coordinator who is in charge of a course unit included in the student's annual programme and has examined the student, or his substitute, cannot abstain. In the event of a tie, the chair of the examination panel has a casting vote.

In accordance with Article 133 of the Decree, the examination panel deliberations take place in camera. They may proceed electronically. All examination panel members have a duty to maintain the confidentiality of the deliberations and any votes that take place. The examination panel gives a sovereign and collegiate decision on all matters within its competence.

The decisions of the examination panel are justified with the help of notes, without prejudice to the provisions of [Article 96](#) of these regulations. The secretary of the examination panel produces minutes of each meeting, providing a succinct justification for the decisions made. These minutes are countersigned by the chair and sent to the competent administrative services of the faculties.

After deliberation, the decisions of the examination panel are made public. For students in the first year of the Bachelor's programme and those at the end of their cycle, the decisions of the examination panel are made public by announcement of results, then displayed for at least 15 days following the announcement. For other students, the decisions of the examination panel can only be made public by displaying them.

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

### **Article 91.**

The chair must summon the examination panel members after the assessment periods at the end of the second and third terms. Based on the assessment tests taken by the student during the academic year, the examination panel awards the credits for course units for which the assessment is adequate or for which the deficit is acceptable in view of the overall results, in accordance with Article 140 of the Decree.

In accordance with Article 132 §1 of the Decree, the examination panel deliberates at the end of the first term on students in the first year of the Bachelor's programme. Students are deliberated upon exclusively on the basis of the first term's course units, in view of their possible transfer to a different programme.

At the end of the first term, the examination panel may also deliberate upon students who have acquired all the credits of the cycle from the end of the first term, provided that the course units (excluding

internships, Master's or Bachelor's dissertation, etc.) registered on their annual programme are organised in the first term.

**Article 92.**

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

**SECTION 28. EXAMINATION PANEL COMMITTEES (INCLUDING THE BUREAU AND ADMISSIONS COMMITTEE)**

**Article 93.**

In accordance with Article 131 §4 of the Decree, each examination panel appoints one or more examination panel committees from among its members, for one academic year at least. One of these committees may be called the "bureau". The one in charge of admissions may be named the "admissions committee". These examination panel committees consist of three members at least, including the chair and secretary of the examination panel. They are headed by the chair of the examination panel. They take place in camera. Decisions are taken by a simple majority of votes.

An examination panel committee is in charge:

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

**Article 94.**

When an application is submitted to one of the examination panel committees, a decision must be made and notified to the applicant or the competent administrative body by the secretary of the examination panel or, failing that, by the chair of the examination panel, within a reasonable time frame, not taking into account the academic holiday period.

## SECTION 29. VALIDATION OF CREDITS AND DELIBERATIONS

### Article 95.

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

### Article 96.

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

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

### Article 97.

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

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

### Article 98.

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

### Article 99.

In the event of absence from a test for a reason recognised as justified by the examination panel, the examination panel may decide to keep the assessment period open for the student concerned, without however exceeding a period of one month beyond the end of the assessment period for the first term and 10 weeks beyond the end of the assessment periods for the 2<sup>nd</sup> and 3<sup>rd</sup> terms ([Article 41](#) of these regulations). Unjustified absence from a test in the programme shall automatically lead to failure of that test. The examination panel may consider an absence due to force majeure as a legitimate reason. Such absence must be documented by the student who requests it by means of a medical certificate or a certificate from a competent official body, depending on the situation, which must be serious and exceptional (see also [Article 78](#) of these regulations).

### Article 100.

During the deliberation at the end of the third term, as soon as a student is in a situation of non-financeability within the meaning of the Decree on Finance, the examination panel issues an academic

opinion on re-enrolment. This opinion is communicated to the services concerned, in accordance with the provisions defined by these regulations (see [Article 30](#) and [appendix 2 point 1.3.5.](#)).

**Article 101.**

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

**SECTION 30. APPEALS**

**Article 102.**

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

**Article 103.**

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

**Article 104.**

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

**Article 105.**

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

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

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

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

**Article 106.**

Any member of the appeals committee who is the coordinator of a course unit concerned by the appeal, or who has assisted or replaced the coordinator of such a course unit in the context of [Article 89](#) of these regulations, is automatically replaced by his substitute on that committee.



## CHAPTER 10 — DEGREES AND CERTIFICATES

### SECTION 31. DEGREES AND DEGREE SUPPLEMENTS

#### Article 107.

In accordance with Article 142 of the Decree, degree certificates and certificates confirming the successful completion of studies and acquisition of credits are issued by examination panels set up by the academic authorities or by the French Community University Examination Board.

They can only be issued to students who have met the entry requirements, are regularly enrolled and have obtained the minimum number of credits for the corresponding study programme, in accordance with Articles 84 and 130 of the Decree.

The degrees are issued in the form set by the Government, in accordance with Article 145 of the Decree.

They are signed by the Rector or the academic authority that he appoints, and by the chair and secretary of the examination panel, in accordance with Article 144 of the Decree.

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

The ULB does not issue duplicates in any circumstances.

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

Persons who have obtained a change of surname or first name, in application of the relevant legislation, may ask the institution which issued their degree to issue, free of charge, a certificate of conformity with the degree taking account of this change of surname or first name, provided that the request is accompanied by documents demonstrating the change.

#### Article 108.

In accordance with Article 146 of the Decree, the degree certificates are issued with a degree supplement showing the list of courses on the study programme taken by the student, the entry requirements and the assessments sanctioned by the academic degree awarded.

The degree supplement is signed by the secretary of the examination panel.

The personal elements of this supplement relating to each student may be grouped together in an appendix to the supplement. In this case, only this appendix must be signed by the secretary of the examination panel, the common section of the supplement being certified by the institution.

The degree supplement follows the form and content set by the Government.

### SECTION 32. CERTIFICATES AND STATEMENTS

#### Article 109.

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

#### Article 110.

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

**Article 111.**

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

# APPENDICES

## APPENDIX 1 — OTHER REGULATIONS CONCERNING STUDENTS

### Student participation in electoral bodies and electoral regulations

A French Community decree dated 21 September 2012 defines and organises student participation in university institutions. It sets out the duties and rights of student representatives in the various management bodies of the University.

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

### Special needs students (SNS) and inclusive education

ULB wishes to emphasise its commitment to inclusive education, for students with special needs amongst others. These commitments are available to consult on the [University website](#).

In addition, a Guide to the inclusion of students with disabilities has been written at ULB. Drawn up by the Equality Law Clinic with the support of the Wallonia-Brussels Federation, [this guide explains the legal framework and sets out good practices](#) to facilitate the implementation of the right to education for students with disabilities.

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

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

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

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

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

Application procedures and contact persons are detailed in [appendix 8](#).

### Disciplinary regulations

The duties of students, the disciplinary sanctions provided for in the event of failure to comply with those duties, the application procedures and means of appeal are set out in [the disciplinary regulations](#) available on the ULB website.

### ULB electronic account and computer network

Every student enrolled at ULB has an @ulb.be mailbox and access to the MonULB student portal. Only the @ulb.be mailbox is used, to the exclusion of any other electronic mailbox, for all official individual

communication between the University and the student. It is therefore the responsibility of the student to sign in regularly to the portal and to the said electronic mailbox.

These provisions concern information of an administrative nature in particular.

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

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

The "["ULB Information System Security Policy" document](#)" is available on the ULB website. For any questions about computing or how the MonULB portal works, [please refer to the specific help and contact page](#).

### **Library regulations and library user charter**

The ULB libraries are accessible to enrolled students.

Students' use of the libraries is subject to their compliance with [the library regulations](#), which are available on the ULB website.

When enrolling at the circulation desk, students must subscribe to the ULB library [user charter](#) displayed on the ULB website.

### **Access to ULB car parks**

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

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

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

### **Safety and/or regulatory provisions**

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

### **[Support procedures for prevention and protection against violence, sexual harassment, psychological harassment and psychosocial risks related to interpersonal relationships during studies at ULB](#)**

ULB cares about the well-being of its university community. For its students, it wishes to develop a specific system whose approaches are similar, within the limits of the law, to those used by psychosocial risk prevention advisors in the workplace.

To this end, Cashe, the Centre for assistance and support with student harassment issues, was created. Cashe's mission is to welcome and support students who are facing psychosocial risks, acts of violence, sexual harassment or moral harassment by other students or members of staff, occurring during their studies at ULB.



## APPENDIX 2 — APPEAL PROCEDURE

### SECTION 1: ADMISSION-ENROLMENT

#### **1.1. Application inadmissible under Article 95 of the Decree**

If a student's application for admission-enrolment is inadmissible, he will be notified in writing, by e-mail to the address given by the student in his application for admission. This document includes the reasons for the decision and the extract from the GSR detailing the procedure for appealing to the Government Representative. The appeal period begins on the first working day following notification of the aforementioned decision.

If by the date of 31/10, no decision has been communicated by the institution concerned, a student who has validly submitted a complete application to that institution may lodge an appeal within 15 working days from the first working day following 31/10. As an exception to the above, the 15-day period starts to run from the 1<sup>st</sup> working day after 30/11 for enrolments for students pronounced to be in an open assessment period for the previous academic year (Article 79 § 2 of the Decree).

All appeals are lodged by the student, either in person to the offices of the Government Representative against delivery of an acknowledgement of receipt, or by registered post with acknowledgement of receipt to the following address (Boulevard de la Cambre, 62, 1000 Brussels), or by e-mail (delgov@ulb.be), the date of receipt by the e-mail client being taken as proof, within 15 working days from the first working day following notification of the disputed decision.

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

- under penalty of inadmissibility, his full identity (his surname, first name(s), home address, telephone number, e-mail address and nationality);
- a reference to ULB as the institution concerned;
- the course concerned by his application for admission;
- the academic year concerned;
- under penalty of inadmissibility, the purpose of and grounds for the appeal;
- under penalty of inadmissibility, a copy of the disputed admission decision if it has been issued to the student as well as proof of the date of receipt of the said decision;
- for students who have not received an admission decision by the date of 31/10, proof that they submitted an application to ULB within the deadlines set by these regulations, in accordance with the prescribed procedure and conditions.

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

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

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

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

The Government Representative takes a position within 7 working days following receipt of the aforementioned information. Notification must be given to the student in writing, either by e-mail to the address provided by the student in his online application form or by registered post with acknowledgement of receipt.

This decision is reasoned and:

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

A copy of the aforementioned decision sent to the applicant is simultaneously sent to the Registration Office ([Direction.Service.Inscriptions@ulb.be](mailto:Direction.Service.Inscriptions@ulb.be)).

### **1.2. Non-consideration of an admission or enrolment application**

The student will be notified of any non-consideration of an application for admission or enrolment, in accordance with Article 102 §1 of the Decree, in writing, by e-mail and/or by registered letter sent to the addresses provided by the student specifically for that purpose at the time of admission, or, if the student is enrolled, to his @ulb.be address. This process shall constitute official notification.

Any appeal against this decision must be lodged within 15 working days from the first working day following notification of the disputed decision, either in person at the offices of the Government Representative against acknowledgement of receipt, or by registered mail with acknowledgement of receipt to the following address (Boulevard de la Cambre, 62 à 1000 Brussels), or by e-mail ([delgov@ulb.be](mailto:delgov@ulb.be)), the date of receipt by the e-mail client being taken as proof.

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

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

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

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

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

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

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

This decision is reasoned and:

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

A copy of the aforementioned decision sent to the applicant is simultaneously sent to the Registration Office ([Direction.Service.Inscriptions@ulb.be](mailto:Direction.Service.Inscriptions@ulb.be)).

### **1.3. Refusal**

#### **1.3.1. The student has, in the previous 3 academic years, been excluded from a higher education institution for enrolment or assessment fraud; or had his enrolment refused by ARES in the context of enrolment for a test or admission examination organised by ARES**

§1. Exclusively in the case of a material error, appeals against such refusal of admission must be made online via the online application form under the "Exemptions from refusal of enrolment" tab for the attention of the Vice-Rector in charge of student affairs, within 10 calendar days after the notification of refusal was sent.

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

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

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

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

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

§6. The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application within 18 calendar days following the submission of the application.

§7. In the event of an unfavourable decision by the Vice-Rector, the student has 15 working days following his notification in which to contest the decision before the Committee created for that purpose at ARES as specified in Article 97 of the Decree.

Under penalty of inadmissibility, the application must be submitted to that Committee by registered letter or as an attachment to an e-mail; it must clearly indicate the student's identity, home address, telephone number, e-mail address and the precise subject of the request; it must bear the student's



signature and it must contain as an appendix a copy of the internal appeal, the resulting decision, its notification to the student, and all the information and documents that the student considers necessary to substantiate his appeal.

The committee establishes whether the formal justification of the contested decision is adequate. It invalidates the refusal of admission within 15 working days following receipt of the appeal if any information favourable to the application for admission was not taken into account.

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

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

§1. Exclusively in the case of a material error, an appeal against this refusal of admission must be made, for the attention of the Vice-Rector in charge of student affairs, by e-mail to [derogations@ulb.be](mailto:derogations@ulb.be) within 10 calendar days from the day after the notification of refusal was sent.

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

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

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

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

§5. In the event of inability due to force majeure to add to the file one or more documents deemed important within the stated deadline, an e-mail explaining the reasons with supporting evidence may be sent to the Vice-Rector for student affairs ([derogations@ulb.be](mailto:derogations@ulb.be)). The application shall be analysed and the opinion given shall be sent by e-mail. If the opinion is favourable, the final deadline for submission shall be specified.

§6. The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application within 18 calendar days following the submission of the application.

§7. In the event of an unfavourable decision by the Vice-Rector, the student has 15 working days following his notification in which to contest the decision before the Committee created for that purpose at ARES as set out in Article 97 of the Decree.

Under penalty of inadmissibility, the request is made in the manner set out in [1.3.1. §7](#).

The Committee establishes whether the formal justification of the decision is adequate. It invalidates the refusal of admission within 15 working days following receipt of the appeal if any information favourable to the application for admission was not taken into account at the time of that internal appeal.

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

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

§1. In the event of a refusal of a non-resident student's admission in application of Article 5 of the Decree of 16 June 2006, notified by the Registration Office, the student may appeal against this refusal of enrolment to the Vice-Rector in charge of student affairs within 10 calendar days from the day after the notification of refusal was sent ([derogations@ulb.be](mailto:derogations@ulb.be)). This deadline is suspended until the 1<sup>st</sup> working day in September.

The decision of the Vice-Rector in charge of student affairs is either given to the student in person or communicated to the student by e-mail to the e-mail address provided in the admission application within 18 calendar days following the submission of the application.

§2. In the event of an unfavourable decision by the Vice-Rector in charge of student affairs, the student has 15 working days following his notification in which to contest the decision before the Committee created for that purpose at ARES.

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

### 1.3.4. A request to transfer to a different programme by a student in the first year of the Bachelor's programme is denied by the examination panel in charge of the programme to which he wished to transfer

§1. A student enrolled in the first year of the Bachelor's programme who wishes to transfer to another programme before 15 February and whose application is refused by the examination panel for the programme to which he intended to transfer, may appeal against this refusal of enrolment within 10 calendar days from the day after the notification of refusal was sent.

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

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

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

§3. In the event of refusal, the student has 15 fifteen working days to challenge the decision before the Committee created for that purpose at ARES.

Under penalty of inadmissibility, the request is made in the same way as in [1.3.1. §7](#).

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within 15 working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

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

### 1.3.5. The student is non-financeable

Appeals against refusal of enrolment due to a situation of non-financeability within the meaning of the Decree on Finance are made online via the online application form, in the "Exemptions from refusal of

enrolment" tab. The appeal must be made within 15 calendar days from the day after the notification was sent.

This deadline is suspended until the 1<sup>st</sup> working day in September.

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

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

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

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

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

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

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

In the event of an unfavourable decision by the Vice-Rector in charge of student affairs, the student has 15 working days following his notification in which to contest the decision before the Committee created for that purpose at ARES.

Under penalty of inadmissibility, the request is made in the manner set out in [1.3.1. §7](#).

The Committee establishes whether the formal justification of the decision is adequate. It invalidates the refusal of admission within 15 working days following receipt of the complaint if any information favourable to the application for admission was not taken into account at the time of that internal appeal.

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

**Remark concerning internal appeals:** if a student has received no decision within 30 days after lodging his appeal, he may give the University formal notice to notify him of its decision. The University must do this after receiving the formal notice. Failing that, the decision of the University is deemed positive. On that same date, the student shall be deemed to have been notified of the decision.

## SECTION 2: RE-ENROLMENT

### 2.1. Refusal of re-enrolment

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

The student has 15 working days to challenge the decision made at the end of that procedure before the committee created for that purpose at ARES in accordance with Article 97 of the Decree. Under penalty of inadmissibility, the application must be submitted by registered post or as an attachment to an e-mail; it must clearly indicate the student's identity, home address, telephone number, e-mail address and the precise subject of the request; it must bear the student's signature and it must contain as an appendix a copy of the internal appeal, the resulting decision, its notification to the student, and all the information and documents that the student considers necessary to substantiate his appeal.

It establishes whether the formal justification of the decision is adequate and it invalidates the refusal of re-enrolment within 15 working days following receipt of the complaint if any information favourable to the application for re-enrolment was not taken into account during that internal appeal.

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

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

Appeals against refusal of re-enrolment due to a situation of non-financeability within the meaning of the Decree on Finance are made online via the online application form, in the "Exemptions from refusal of enrolment" tab. The appeal must be made within 15 calendar days from the day after the notification was sent.

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

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

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

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

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

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

Then, as a last resort, after notification of the rejection of the aforementioned internal appeal, the student has 15 working days to challenge the decision made at the end of that procedure before the committee created for that purpose at ARES as set out in Article 97 of the Decree.

Under penalty of inadmissibility, the request is made in the manner set out in 2.1.1. §1.

It establishes whether the formal justification of the decision is adequate and it invalidates the refusal of re-enrolment within 15 working days following receipt of the complaint if any information favourable to the application for re-enrolment was not taken into account during that internal appeal.

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

### 2.1.3. The student is non-financeable

*2.1.3.1. Re-enrolment of a student enrolled at ULB who for the first time has lost the status of financeable student, within the meaning of the Decree on Finance, which he enjoyed in the previous academic year:*

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

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

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

Any student who wishes to re-enrol may lodge an appeal against this refusal of re-enrolment within 15 calendar days from the day following the sending of the notification of refusal, following with the procedure set out in point 1.3 of this appendix.

Appeals against refusal of enrolment (due to a situation of non-financeability within the meaning of the aforementioned Decree) are made online via the online application form, in the "Exemptions from refusal of enrolment" tab.

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

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

Under penalty of inadmissibility, except as provided for in paragraph 11, the online file must be completed within the stated deadline. The student may consult it at any time.

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

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

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

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

Refusal of re-enrolment is notified by the chair and secretary of the examination panel by e-mail (only to the @ulb.be address) to any student who loses his status as a financeable student for the second time or more, at the end of the current academic year, and wishes to re-enrol in the same cycle.

A student who nonetheless wishes to re-enrol may lodge an appeal against the refusal of re-enrolment within 15 calendar days from the day after this notification of refusal is sent.

Appeals against refusal of re-enrolment must be lodged via the online application form, "My Enrolments, Re-enrolments", within 15 calendar days from the day after the notification of refusal is sent.

This deadline is suspended until the 1<sup>st</sup> working day in September.

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

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

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

If, due to a case of force majeure duly substantiated in his exemption application, the student has not been able to submit a complete file as required in paragraph 5, an **e-mail including an explanation with supporting evidence** may be sent to the Vice-Rector in charge of student affairs ([derogations@ulb.be](mailto:derogations@ulb.be)). The application shall be analysed and an opinion given by e-mail within 48 hours. In the event of a favourable opinion, the e-mail shall specify the submission deadlines and procedures.

A final decision or a request for an interview with the Vice-Rector in charge of student affairs shall be communicated to the applicant within 18 calendar days following submission of the application. The Vice-Rector in charge of student affairs shall inform the applicant by e-mail to the e-mail address (only the @ulb.be address)

In the event of refusal, the student may lodge an appeal with the committee created for that purpose at ARES as set out in Article 97 of the Decree within 15 working days.

Under penalty of inadmissibility, the request is made in the same way as in point [1.3.1. §7](#).

The Committee establishes whether the formal justification of the decision is adequate and it invalidates the refusal of admission within 15 working days following receipt of the complaint if any information favourable to the application for admission was not taken into account during that internal appeal.

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

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

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

**Remark concerning internal appeals:** if a student who has lodged an internal appeal has received no notification of a decision within 30 days after lodging the appeal, he may give the higher education institution formal notice to notify that decision. The institution has 15 days following that formal notice in which to notify its decision. If no decision is received after those 15 days, the decision of the higher education institution shall be deemed positive. On that same date, the student shall be deemed to have been notified of the decision.

## APPENDIX 3 — TUITION FEES FOR THE ACADEMIC YEAR 2023-2024 (EXCLUDING INCREASED FEES -APPENDIX 5)

### Enrolment for admission examinations

University admission examination .....	€132
Special examination for admission to the Bachelor's programme in Engineering .....	€50
French language proficiency examination .....	€50

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

#### 1. Principal enrolment

##### Years of regular study (regardless of number of credits)

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

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

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

##### Advanced master - Higher education institution staff members or researchers

"Reduced" fees .....	€0
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Special case of advanced masters (AMs) in the field of medicine leading to a professional qualification recognised by federal law, along with AMs in Clinical Biology (in the field of pharmaceutical sciences), the AM in Stomatology (in the field of medicine), AM in General Dentistry, AM in Orthodontics (the last two in the field of dentistry) and AMs in Hospital Pharmacy (in the field of pharmaceutical sciences):

##### Enrolment for the first 120 credits

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

##### Enrolment for the following credits

Fees.....	€32
<u>French Community University Examination Board</u> .....	€384

#### 2. Complementary enrolment

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

#### 3. Reduced programme

Reduced programme 2023-2024:



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

### **Enrolment in third cycle (PhD + doctoral training)**

#### **1. General case**

##### 1<sup>st</sup> year of enrolment

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

##### Subsequent years

Fees.....	€32
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#### **2. Particular case of enrolment for doctoral training in addition to enrolment on an AM in the health sector**

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

#### **3. Higher education institution staff members or researchers**

"Reduced" fees .....	€0
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### **Enrolment on individual courses:**

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

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

## APPENDIX 4 — TUITION FEES FOR THE ACADEMIC YEAR 2023-2024 – STUDENTS FROM NON-EU COUNTRIES AND EXEMPTION CRITERIA

Standardisation of criteria for the application of increased fees payable to French Community universities  
- Circular no. 2022-002 of 20/12/2022

### Terms of application 2023-2024

**Please note:** This information is valid only for the academic year 2023-2024 and does not prejudice any future legislative and/or regulatory changes that may affect the amounts and conditions of application of the increased tuition fees. Such changes would be applicable as soon as they were adopted.

DC = developing countries

LDC = least developed countries

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

If you are unsure about your situation or your tuition fee calculation, please contact the following address: [inscriptions@ulb.be](mailto:inscriptions@ulb.be)

First enrolment on the cycle or programme in 23-24		Bachelor	Master	Advanced Master	AM in Health	AESS/CAPAES	Doctorate/DT
	EU/Belgians	€835	€835	€835	€485	€279	€835
	NON-EU - LDC	€835	€835	€835	€485	€279	€835
	NON-EU - DC	€2505	€2505	€2505	€2505	€279	€835
	NON-EU - Industrialised countries	€2505	€2505	€2505	€2505	€279	€835

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

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

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

This list is subject to change. The latest version is available in [Circular no. 2022-002 of 20/12/2022](#).

## APPENDIX 6 — AVERAGE ANNUAL BUDGET FOR A YEAR OF UNIVERSITY STUDIES, 2023-2024 (BASED ON STUDENT SOCIAL SERVICE CALCULATIONS)

### 1. Academic fees

#### ▶▶ Course fee (per year)

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

#### ▶▶ Teaching fees

- Scientific materials: books, syllabus (prices vary according to choice of course and years of study from \_\_\_\_\_ €316
- Master's dissertation (in final year), printing, binding, copies, etc. \_\_\_\_\_ from €281

### 2. Miscellaneous expenses

#### ▶▶ Transport

- STIB (<http://www.stib.be>):
  - 1<sup>st</sup> season ticket (12-24 years old) \_\_\_\_\_ €12 per year
  - 2<sup>nd</sup> season ticket (12-24 years old) \_\_\_\_\_ €12 per year
  - 3<sup>rd</sup> season ticket (12-24 years old) \_\_\_\_\_ Free
  - Over 25 years \_\_\_\_\_ €499 per year
- SNCB:
  - Student Multi card or student season ticket: depends on the station of departure to the Brussels zone (see [belgiantrain.be](http://belgiantrain.be))

#### ▶▶ Accommodation

- Accommodation in ULB halls of residence from €288 to €504 per month (including service charges)
- Private sector accommodation around €550 per month

#### ▶▶ Food

- 1 meal at a university restaurant €5 per day on average

## **APPENDIX 7 — CRITERIA OF THE CENTRAL ADMISSIONS COMMITTEE FOR ADMISSION TO THE BACHELOR'S PROGRAMME FOR STUDENTS FROM COUNTRIES OUTSIDE THE EUROPEAN UNION (INCLUDING STUDENTS APPLYING FOR A YEAR OF STUDY ON COURSES SUBJECT TO QUOTAS ACCORDING TO THE PROCEDURES DESCRIBED IN [ARTICLE 5 § 1](#)).**

This appendix applies only to students who do not meet any of the criteria listed in Article 3 of the Decree on Finance.

### **Deposit on enrolment**

**Prerequisite for the examination of the application by the Central Admissions Committee:** Applicants who are not assimilated to a Belgian student are required to pay administrative fees of €200 to account 363-1162423-15 entitled "FRAIS ADM. HORS UE" (IBAN code: BE83 363116242315 - BIC code: BBRU BE BB) stating the payment identification details ("communication structurée") or make payment online. This sum must be paid no later than 31/03.

Important: international transfer fees are payable by the applicant.

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

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

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

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

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

### **Criteria of an academic nature**

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

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

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

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

Letters, Translation and Communication: first and second language; if the French language is not part of the final year programme, the applicant must provide proof of French language proficiency at B2 level.

Philosophy and History: first and second language; if the French language is not part of the final year programme, the applicant must provide proof of French language proficiency at B2 level.

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

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

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

Social and political sciences: mathematics, first and second language

Engineering: the average mark referred to in paragraph 2 does not apply. Obtaining a special admission examination pass certificate supersedes this requirement.

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

Medicine and dentistry: the average mark referred to in paragraph 2 does not apply. Obtaining a ARES competitive entrance examination pass certificate supersedes this requirement.

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

A candidate who has obtained his secondary school diploma 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 said diploma with a minimum average mark of 13/20 for each year of study. Successful completion of the years of study in higher education must be combined with successful completion or validation of each subject in the student's programme.

The files of applicants who obtained their secondary school diploma more than two years before their application for admission shall also be submitted to the sovereign judgement of the committee.

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

## 3. Particular cases

The files of applicants for whom the academic criteria above cannot be verified shall also be submitted to the sovereign judgement of the committee (academic criteria listed in points 1 and 2).

The applicant will have to prove that he has indeed filed an application for equivalence with the Equivalences Office of the Wallonia-Brussels Federation by providing proof of payment of the administrative fees by means

of an official document issued by his banking organisation. All information concerning the Compulsory Education Equivalences Office must be clearly identifiable.

For information, this application must be submitted to the Equivalences Office of the Wallonia-Brussels Federation by 15 July preceding the start of the academic year for which the equivalence is sought, with the exception of non-assimilated candidates from outside the European Union. Non-assimilated students from outside the European Union who obtained their secondary school diplomas 1 year or more ago must be able to provide proof of their application for equivalence by 31 March at the latest. Non-assimilated students from outside the European Union in the last year of secondary education must be able to provide proof that they submitted their application for equivalence by 15 July. Please note that applicants whose access to studies is also conditional on passing a competitive examination (medicine, dentistry, civil engineering) may provide proof of their application for equivalence after this final deadline (15 July).

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

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

#### 4. Appeals

See [Article 27](#) of these regulations.

#### 5. Membership of the Committee

Chair: Professor Alain LEVEQUE (Chair).

Professor Michele CINCERA

Contact: [Inscriptions@ulb.be](mailto:Inscriptions@ulb.be)

## APPENDIX 8 — SPECIAL NEEDS STUDENTS: SUPPORT PROCEDURE

### Eligible students

There are seven statuses of special needs students:

1. Top-level athlete student status must be applied for at [ebs.sportifs@ulb.be](mailto:ebs.sportifs@ulb.be). It is granted to any student who demonstrates involvement in a sporting activity at a professional level, whose schedule is hard to combine with attending classes and sitting examinations.
2. Top-level artist student status must be applied for by e-mailing [ebs.artistes@ulb.be](mailto:ebs.artistes@ulb.be). It is granted to any student pursuing an artistic career (performance arts, art production, etc.), whose schedule is hard to combine with attending classes and sitting examinations.
3. Student entrepreneur status must be applied for by e-mailing [ebs.entrepreneurs@ulb.be](mailto:ebs.entrepreneurs@ulb.be). It is granted to any student who demonstrates involvement in an independent professional activity and whose schedule is hard to combine with attending classes and sitting examinations.
4. The status of student member of the Student Council must be applied for by e-mailing [secretariat.ulb.bea@gmail.com](mailto:secretariat.ulb.bea@gmail.com). It is granted to any student member of the Student Council who, in the exercise of his mandate, is required to participate in decision-making bodies with a schedule that is hard to combine with attending classes and sitting examinations.
5. Incarcerated student status must be applied for by e-mailing [ebs.incarceres@ulb.be](mailto:ebs.incarceres@ulb.be). It is granted to persons who are detained in a penitentiary institution and wish to begin, continue or resume studies in certain sectors.
6. Pregnant person and/or future young parent status must be applied for by e-mailing [ebs.parents@ulb.be](mailto:ebs.parents@ulb.be). It is granted to any pregnant person or future young parents who have a child up to 6 months old at the time of application, and whose schedule is hard to combine with attending classes and sitting examinations.
7. In accordance with the Decree on inclusive higher education of 9 April 2014, the status of Special Needs Student with a Disability is granted to any student with long-term, proven physical, mental, intellectual or sensory disabilities, the interaction of which with various barriers may hinder full and effective participation in his academic life on an equal basis with others. This may be a situation of motor or sensory disability, a specific learning disability, a disabling illness, etc. Any questions and information about the SNS/SWD status should be e-mailed to [ebs.esh@ulb.be](mailto:ebs.esh@ulb.be).

### Submission of the application for SNS status

Students wishing to benefit from SNS status and the provisions for accommodation must complete [the procedure described](#) on the page of the Support service for special needs students.

### Analysis of the application and acceptance of status

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



Within 30 days, the SNS Unit submits the application for decision to the SNS Committee, which for each SNS status is made up of the Vice-Rector in charge of student and social affairs and cultural policy or his representative, who may call on the services of an expert in the field if necessary.

The SNS Committee decides whether to grant the status of special needs student. The student is notified of this decision in an e-mail sent to their @ulb.be e-mail address.

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

For SNS students with disabilities, the status and ISP are valid for one academic year and are renewable for each year of the eligible student's study programme. If the status of the situation that prompted the application for SNS status changes over time, the SNS Unit may request an update report. In the event of a change of higher education institution during the course of a study programme, the documents relevant to the granting of the status remain valid and are sent to the new higher education institution at the student's request.

***In the event of an unfavourable decision by the SNS Committee (internal appeal)***

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

If SNS status is refused, the student may submit an internal appeal application to the Appeals Committee for Inclusion by e-mailing [cri@ulb.be](mailto:cri@ulb.be).

***In the event of an unfavourable decision by the ULB Appeals Committee for Inclusion (exclusively for SWD)***

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

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

The appeal must be sent by registered post (CESI de l'ARES, 180 Rue Royale, 1000 Brussels) within 4 working days following the notification of refusal formulated by the ULB Appeals Committee for Inclusion. The CESI has 15 working days to give its decision, starting from the date of receipt of the appeal. When an appeal is lodged with the CESI to challenge the institution's final decision on providing reasonable accommodations, the CESI is restricted to checking that the proper procedure has been followed and that the formal justification of the decision is adequate. It invalidates the decision if any information favourable to the application was not taken into account during that internal appeal.

***Creation of the Individualised Support Plan (ISP)***

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

The finalised ISP must be validated by the faculty within two months following the agreement of the SNS Committee.

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

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

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

### ***Monitoring of ISP implementation***

The implementation of the ISP is under continuous assessment by the SNS Unit and the faculty coordinators. During the academic year, at least one coordination and assessment meeting is organised. It is attended by the student and the faculty coordinators or a member of the SNS Unit.

### ***Appeals in the case of refusal to implement accommodations***

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

### ***Changes to the individualised support plan***

In accordance with Article 16, paragraph 3 of the Decree of 30 January 2014 on inclusive education for students with disabilities and with ULB's inclusion policy, changes may be made to the ISP at the request of the eligible student, the faculty coordinators or the SNS Unit. Changes made to the ISP must be agreed upon by the parties. If the student, the faculty and the SNS Unit are unable to reach an agreement, a record of non-agreement is drawn up and signed by all parties. The decision to refuse to change the support plan may be subject to the internal and external appeals (SWD 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 ULB's inclusion policy, in exceptional circumstances, the eligible student, the faculty coordinators and the SNS Unit may terminate the ISP by mutual agreement. Termination by mutual agreement is recorded in a report signed by the student, the faculty and the SNS Unit. If the student, the faculty and the SNS Unit are unable to reach an agreement, a record of non-agreement is drawn up and signed by all parties. If the final decision on the early and unilateral termination of the individualised support plan is contested, the decision may be subject to the internal and external appeals (SWD 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 admissible if and only if it complies with the provisions set out in the Decree (entry requirements listed in Articles 107, 111, 112 and 113) as well as the provisions of the Decree on Finance (requirements listed in Articles 3 and 5). As a reminder, the student must be able to justify his late enrolment application by first presenting a case of force majeure explaining his inability to meet the legal enrolment deadlines.

The student's file shall then be forwarded to the Vice-Rector in charge of student affairs so that he can analyse the exceptional circumstances cited by the applicant, as well as the student's ability to pass the course given the time limit.

In the event of an unfavourable response, the procedure is closed. The applicant is notified of this decision by e-mail and/or by message directly in his online application form.

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

## **APPENDIX 10 – ASSESSMENT PROCEDURES (NOTE APPROVED BY THE ACADEMIC COUNCIL OF 25 FEBRUARY 2022)**

In Article 77 and Article 134 of the Landscape Decree, the legislator refers to assessment procedures without defining them precisely. In order to reach a common understanding of what is meant by this term, it is proposed that the following elements be specified in the course description:

A) Section: Assessment method(s)

- Written or oral examination

- If oral: with or without preparation
- If written: Type of question: open, closed or mixed
- If closed question, explanation of how examination marks are calculated

- Assessment timeframe:

- Exams during or outside of sessions, mock tests or exams
- Dispensatory tests

This section should also indicate the form of questions to be asked: true or false, MCQ, short answer, open book or long answer exam, etc.

B) In the section: Construction of the course unit mark

- Calculation of the mark

- Method of calculating the final mark for the CU, with an explanation of the method used to integrate the various learning activities (relative weighting of the various LAs, type of average, minimum mark required, etc.).
- Rule on partial marks carried over for the following academic year

These details will be indicated either via a drop-down list, checkboxes, or addition of a specific section to the course description. It is also proposed that the vade mecum relating to the course descriptions be modified to integrate the above proposals and to include recommendations:

- Concerning closed questions: if the test is held remotely and negative points are applied, it is important that the student can go back, as the risk is calculated over the whole test.
- Concerning open questions:
  - Give indications about expectations and assessment criteria
  - Indicate who is responsible for the assessment (teacher, examination panel, etc.)
  - Organisation of the exam (length, number of questions, etc.)
  - Set aside a limited amount of time, but give candidates enough time to reflect and read through their answers before the end of the exam.
  - Beyond 4 hours without a break, the exam is more a test of the student's stamina than his mastery of the subject