

## **TEACHING AND EXAMINATION REGULATIONS 2016-2017**

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Throughout this text, the male pronoun is used to cover references to both male and female for the sake of brevity and convenience. No gender preference is intended.

The faculty additions of the faculty of Economic and Social Sciences & Solvay Business School are marked in red.

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## **TITLE I. - Scope, definitions, abbreviations and general provisions**

### **Chapter I. - Scope**

#### **Article 1 (Scope)**

These teaching and examination regulations apply to all bachelor's programmes, master's programmes (master-after-bachelor and advanced master's programmes), preparatory programmes, bridging programmes, postgraduate programmes and the teacher education programme organised at Vrije Universiteit Brussel.

For doctoral programmes and the attainment of a PhD, specific regulations, approved by the Academic Council, apply.

For inter-university programmes, provisions other than those set out in these regulations may apply, provided they do not violate the relevant decrees.

### **Chapter II. - Abbreviations and definitions**

#### **Article 2 (Abbreviations)**

For the purpose of these regulations, the following abbreviations are used:

- ACTO:** Academic Language Centre;
- BEV:** Paid educational leave;
- BTC:** Belgian Technical Cooperation Agency;
- DGD:** Directorate General for Development Cooperation;
- DHO:** Higher Education Database;
- EEA:** European Economic Area;
- EVC:** Previously Acquired Competencies;
- EVK:** Previously Acquired Qualifications;
- IDLO:** Interfaculty Department for Teacher Training;
- IES:** Institute for European Studies;
- IRMO:** International Relations and Mobility Office;
- MNM:** Advanced master's programme;
- OVR:** Leave of absence for training purposes;
- SAC:** Student Administration Centre;
- SBC:** Study Guidance Centre;

**VLIR:** Flemish Interuniversity Council;

**WPO:** Tutorials, practical work and exercises.

### **Article 3 (Definitions)**

For the application of these regulations, the following definitions shall apply:

**Start of lectures:** start of week 2 of the academic calendar.

**Supplementary Faculty Teaching and Examination Regulations:** a set of regulations drawn up by the faculty in question specifying additions to the central Teaching and Examination Regulations. For the teacher training programme, the Interfaculty Department for Teacher Training (IDLO) Supplementary Teaching and Examination Regulations apply; for programmes organised by the Institute for European Studies (IES), it is the Supplementary IES Teaching and Examination Regulations.

**Academic year:** a one-year period starting on 1 September at the earliest and 1 October at the latest, and ending on the day before the start of the following academic year; in exceptional circumstances, the governing body may decide to deviate from the one-year period fixed by declaring an earlier or later start to the academic year.

**Aptitude inquiry:** the inquiry into a student's competencies prior to issuing a certificate of aptitude.

#### **Scholarship students:**

- Students entitled to a Flemish Government educational grant.
- Students not entitled to the Flemish Government educational grant because they do not meet the study criteria but who do satisfy the financial and nationality criteria. This does not apply to advanced post-graduate courses or continuing academic education;
- Students with a bursary from the Belgian Directorate General for Development Cooperation (*Directie-Generaal Ontwikkelingssamenwerking (DGD)/Direction Générale de la Coopération au Développement (DGCD)*) or from the Belgian Technical Cooperation Agency (*Belgische Technische Coöperatie (BTC)/Coopération Technique Belge (CTB)*) or under the Flemish Interuniversity Council (*Vlaamse Interuniversitaire Raad - VLIR*) development cooperation programme.

**Certificate of aptitude:** proof or record showing that a student has acquired particular competencies as part of "EVC" (Previously Acquired Competencies) or "EVK" (Previously Acquired Qualifications).

#### **Almost-scholarship students**

- Students who are not entitled to a Flemish Government educational grant but whose reference incomes do not exceed the ceiling for eligibility for an educational grant by more than EUR 3000 (amount for the 2015-2016 academic year).

- Students who are not entitled to a Flemish Government educational grant because their cadastral income (i.e. deemed rental value of real estate for land-tax purposes) constitutes too great a proportion of their total taxable income.

**Pre-exam study week:** the period preceding the examination period that is free of lectures and examinations or other methods of assessment. This period is reserved for students to prepare for examinations.

**BRUFACE-masters** (Brussels Faculty of Engineering-masters):

English language master's programmes jointly organised by Vrije Universiteit Brussel and Université Libre de Bruxelles and Dutch language variations of these master's programmes organised by Vrije Universiteit Brussel:

Master of Science in Architectural Engineering;

Master of Science in de ingenieurswetenschappen: architectuur;

Master of Science in Civil Engineering;

Master of Science in de ingenieurswetenschappen: bouwkunde;

Master of Science in Electromechanical Engineering;

Master of Science in de ingenieurswetenschappen: werktuigkunde-elektrotechniek;

Master of Science in Chemical and Materials Engineering;

Master of Science in de ingenieurswetenschappen: chemie en materialen;

Master of Science in Electronics and Information Technology Engineering;

Master of Science in Electrical Engineering;

Master of Science in de ingenieurswetenschappen: elektronica en informatietechnologie.

**Cali** (Campus Lifecycle): the student information system.

**Credit certificate:** formal recognition of the fact that a student has shown, by passing an examination, that he has acquired the competencies associated with a particular programme unit. This recognition is set out in a document or a record and expressed in the number of ECTS-credits acquired.

**Credit contract:** a contract entered into by a student with the university under which the student enrolls with a view to acquiring a credit certificate for one or more programme units.

**Diploma contract:** a contract entered into by a student with the university under which the student enrolls with a view to obtaining a degree or diploma for a study programme or under which he enrolls in a preparatory or bridging programme.

**ECTS-credit:** an international unit, recognised within the Flemish Community, which corresponds to no less than 25 and no more than 30 hours of regulatory teaching, learning and assessment activities and which indicates the study load of every programme and programme unit.

**First examination period:** this consists of a first block of examinations (weeks 18 to 20) and a second block of examinations (weeks 39 to 42) during which the student uses his first, and in some cases only, examination opportunity. The first examination period is concluded with a deliberation and announcement of the results.

**Previously acquired competencies (Eerder Verworven Competenties – EVC):** the total sum of knowledge, understanding, skills and attitudes acquired through learning processes not attested by a study certificate.

**Previously acquired qualifications (Eerder Verworven Kwalificaties – EVK):** any study certificate from a domestic or foreign institution, excluding certificates confirming ECTS-credits acquired at the institution and as part of the programme where the attested qualification is to be used.

**Exam, Examination:** any assessment of the degree to which a student has acquired, as a result of his studies, the competencies associated with a particular programme unit.

**Examination contract:** a contract entered into by a student with the university under which the student has enrolled for examinations (under the conditions determined by the university). These conditions are the same for a diploma contract and a credit contract) with a view to acquiring:

- a) a degree or diploma; or,
- b) a credit certificate for one or more programme units.

**Examination period:** the period in which examinations and/or preliminary examinations are taken.

**Examinations schedule:** the document in which the time and place of examination is determined for every student within a certain examination period.

**Degree:** designation as a Bachelor, Master or Doctor, granted at the end of a study programme or after graduation with the presentation of a diploma.

**Individualised learning path:** a study programme for an individual student governed by specific conditions regarding study load, deliberation and study progress monitoring.

**Full-year course unit:** a programme unit spanning two semesters. Examinations in year-spanning programme units (with the exception of preliminary examinations) are held in the examination period following the second semester.

**Prospective student:** anyone who wishes to enrol at the Vrije Universiteit Brussel.

**Qualification:** a certificate or diploma issued on successful completion of a formal educational training path or learning path.

**Qualification of a degree:** addition referring to the programme completed or, in the case of a doctorate, a specialisation.

**Learning account:** the total number of ECTS-credits that a student may use during his studies, either towards enrolment under a diploma contract in an initial bachelor's or master's programme or towards enrolment for a programme unit under credit contract. A student's learning account changes depending on the number of ECTS-credits enrolled for and obtained.

**Learning outcomes:** they determine what a student is expected to know, understand, and do on completion of a learning path and the way in which this can be demonstrated.

**Lecture-free week:** a period in which no examinations, lectures or other educational activities may take place, with the exception of induction activities.

**Master's thesis:** a final paper completing a master's programme which constitutes proof of the student's capacity for analytical and synthetic work, independent problem solving at an academic level, or artistic creation. This paper reflects the student's general capacity for critical reflection or research.

**Standard learning path:** a study programme, approved by the Education Council, for a specific educational training programme, governed by general conditions regarding study load, deliberation and study progress monitoring.

**Study programme:** a structuring unit of the education provided. On successful completion of a study programme, a diploma or a postgraduate certificate is awarded.

**Programme description:** a description of a study programme, in which the formal and substantial details of the programme are determined, before commencement of the academic year, in accordance with article 14 of these regulations.

**Programme unit (= course unit):** a predetermined set of educational, learning and evaluation activities designed for the acquisition of specific competences relating to knowledge, understanding, skills and attitudes.

**Course unit description:** a description of a programme unit drawn up before the start of the enrolment period and providing the formal and content data set out in article 15 of these regulations. The course unit description is submitted to the proper faculty body for approval.

**Reflex students:** students who are eligible for reasonable flexibility arrangements. This includes, but is not limited to, working students, top sports students, students with a disability (with a sensory or physical disability, with a (chronic) medical condition, with psychological/psychiatric problems and learning difficulties), students appointed as student

representatives with the VUB and students who find themselves in a specific situation, as determined by the Study Guidance Centre (*Studiebegeleidingscentrum - SBC*).

**Bridging programme:** a programme that can be made compulsory for a student who wishes to enrol in a master's programme on the basis of a Bachelor's diploma from higher vocational education. The programme aims to provide the general scientific competencies and basic knowledge of scientific discipline, referred to in article II.141(2)(2) of the Higher Education Code.

**Student Self-Service:** the portal where students can consult and manage their study activities, finances and personal data and where they can consult their study outcomes.

**Semester-spanning course unit:** a programme unit spanning one semester. Examinations in semester-spanning programme units are held in the examination period following the semester in which the programme unit was taught.

**Specification of a degree:** the addition of the words 'of science', 'of arts', 'of laws', 'of medicine', 'of veterinary science', 'of veterinary medicine' and 'of philosophy' to a degree.

**Student Administration Centre (SAC):** a central service falling under the aegis of the Vice-Rector for Educational and Student Affairs that handles all the administration for all students throughout their entire learning paths.

**Students with a disability:** students with long-term physical, mental or sensory disability which may - in interaction with various barriers - hinder their full and effective participation in higher education on equal terms with other students.

**Study Guidance Centre (SGC):** a central service falling under the aegis of the Vice-Rector for Educational and Student Affairs that provides study guidance to all students throughout their entire learning path; in conjunction with the programmes and faculties, staff (study advisers, student psychologists, learning path counsellors) try to provide a range of guidance services that is as broad as possible with a view to increasing students' chances of success in the light of their individual needs.

**Study certificate:** a document indicating that a formal learning path, within an educational framework or otherwise, has been successfully completed.

**Study contract:** contract entered into by the a student with the university under which a particular objective (degree, credit or examination contract) and a particular learning path (standard or individualised path) are agreed upon;

**Tuition fee:** the fee payable by the student for participation in education activities and/or examinations.



**Study load:** the number of ECTS-credits allocated to a programme unit or for a study programme.

**Learning path:** the way in which the student can participate in the programme.

**Preliminary examination:** written examination of part of the subject matter of a year-spanning programme unit in the first year of a bachelor's programme taken in the first block of examinations of the examination period.

**Enrolment agreement:** a contract between the university's governing body and the student under which the latter agrees to the general terms and conditions laid down in the Teaching and Examination Regulations.

**Second examination period:** this consists of one examination period (weeks 49 to 52) during which the student uses his second examination opportunity, if it exists. The second examination period is concluded by deliberations and announcement of the results.

**Sequentiality:** the rules drawn up by the university governing body, stating that a student must have attended or successfully completed a programme unit or a programme, before being allowed to take an examination in another programme unit or programme.

**Full-time learning path:** a learning path which enables students to complete a programme of study worth a minimum of 54 ECTS-credits and a maximum of 66 ECTS-credits per academic year.

**Preparatory programme:** a programme that may be made compulsory for a student who does not have a diploma giving direct access to the programme that he wishes to enrol for.

**Exemption:** removal of the obligation to sit an examination in a programme unit or a part thereof.

### **Additional faculty regulations by Article 3**

**Brussels Diplomatic Academy (BDA)** offers the following postgraduate programmes at the ES Faculty: 'China Business Development', 'Contemporary China Studies', 'Investing in the EU', 'Economic Diplomacy', 'International Trade and Investment' and 'Flagship Programme in Economic Diplomacy and International Business'.



**Chapter III: - General provisions****Article 4 (Definitive time limits and indicative time limits)**

The following rule applies to the application of these regulations with respect to time limits: the periods within which students must complete a specific action shall be deemed to be definitive deadlines, unless otherwise specified.

**Article 5 (Detailed rules on teaching activities)**

Producing audio-visual recordings of teaching activities (including continuous assessment activities) and projected teaching materials without the consent of the lecturer is prohibited and is deemed to be disruption of teaching activities unless a specific arrangement is reached with the lecturer concerned. Students must then indicate clearly what, how, when and for what purpose they will be recording. The recorded materials may not be used for any purpose other than for which consent was granted by the lecturer. If a student records teaching activities in breach of these provisions, the recording must be destroyed at first request.

The Vrije Universiteit Brussel reserves the right to record classes for the purpose of distance learning, etc., and to make these recordings available to the students and teaching staff involved, for educational purposes, through the electronic learning environment. When students participate in these classes, they automatically give permission to appear in these recordings for distribution within the electronic learning platform. The teacher will inform the students that the class will be recorded at the beginning of such classes.

## TITLE II. - Teaching regulations

### Chapter I. - Breakdown of the academic year

#### Article 6 (Breakdown of the academic year)

§1. An academic year is divided into two semesters, followed by the summer holidays and the second examination period:

Week 1: lecture-free week

Weeks 2-14: lecture weeks

Weeks 15-16: winter break

Week 17: pre-examination study week

Weeks 18-20: first examination period: first block of examinations

Week 21: lecture-free week

Weeks 22-36: lecture weeks including 2 weeks spring break

Weeks 37-38: two pre-examination study weeks

*Weeks 39-42: first examination period: second block of examinations and deliberation period (a minimum of 3 weeks is reserved for examinations)*

*end of the examination period for all faculties and Interfaculty Department for Teacher Training*

Weeks 43-48: summer holidays

Weeks 49-52: second examination period and period for deliberation,  
(a minimum of 3 weeks is reserved for examinations)

#### **Additional faculty regulations by Article 6§1**

Week 21 also includes the deliberation of students in an academic year who meet the conditions specified in Article 132.

The postgraduate programmes of the Brussels Diplomatic Academy start in the week of September 1<sup>st</sup>.

§2. The academic calendar is determined annually by the Academic Council before the start of the academic year and by 1 November at the latest.

§3. Deviations from the academic calendar may be granted by the Academic Council at the reasoned request of the faculty and after advice from the Education Council.

#### **Additional faculty regulations by Article 6§3**

For the 2<sup>nd</sup> semester courses of the master's programme in Bedrijfskunde and the master's programme in Management, the examinations are scheduled in the two weeks following the spring break in an additional examination session in the first examination period.

## **Chapter II. - Rules concerning the makeup of programmes**

### **Section 1: Structure of the programmes**

#### **Article 7 (VUB programmes)**

**§1.** The Vrije Universiteit Brussel offers the following programmes:

- academic bachelor's programmes;
- initial master's programmes;
- advanced master's programme;
- postgraduate programmes;
- continuing education;
- bridging and preparatory programmes;
- the teacher training programme;
- doctoral programmes;
- PhDs.

**§2.** Apart from the continuing education, the programme is determined and announced before the start of the enrolment period.

#### **Article 8 (Bachelor's programme)**

A bachelor's programme has a study load of no less than 180 ECTS-credits. The study load is always a multiple of 60 ECTS-credits.

#### **Article 9 (Master's programme and advanced master's programme)**

A master's programme and an advanced master's programme have a study load of no less than 60 ECTS-credits. The study load is always a multiple of 30 ECTS-credits.

#### **Article 10 (Postgraduate programmes and continuing education)**

A postgraduate programme has a study load of at least 20 ECTS-credits. If the student successfully completes the postgraduate programme, he receives a postgraduate certificate. No minimum study load is set for continuing education. Consequently, there is no obligation to express the study load of continuing education in ECTS-credits. Depending on the nature of the continuing education, this programme leads to a certificate or an attestation of participation.

#### **Article 11 (Bridging programme)**

Holders of a profession-oriented bachelor's degree can go on to a master's programme if they enrol for a bridging programme first. This programme aims to teach general scientific competencies and basic scientific-disciplinary knowledge.

A bridging programme has a study load of minimum 45 ECTS-credits and maximum 90 ECTS-credits. Depending on the student's prior education, the study load may be reduced.

### **Article 12 (Preparatory programme)**

Holders of an academic bachelor's diploma who are not eligible for direct access to a given master's programme may still be admitted, provided they take and pass a preparatory programme. Depending on the student's prior education, the study load may be reduced.

### **Article 13 (Teacher training programme)**

The teacher training programme leads to a teacher's degree. The programme contains both a theoretical and a practical component of 30 ECTS-credits each. In a master's programme of 120 ECTS-credits, 30 ECTS-credits of the teacher training programme can be taken up. In a bachelor's programme preceding an initial master's programme, 15 ECTS-credits of the teacher training programme can be taken up, if the programme provides this.

## **Section 2: Programme and programme unit**

### **Article 14 (Programme description)**

**§1.** A programme description is drawn up for each programme and includes at least the following information:

1. Degree, qualification and specialisation of the programme;
2. Study load expressed in ECTS-credits;
3. Possible graduation options, profiles and minors;
4. Language of instruction of the programme;
5. Content and objectives of the programme, educational training programme, subdivision into programme units;
6. Sequentiality of the programme units and descriptions of how the studies will progress;
7. Entrance competencies and learning outcomes;
8. Organisation of the standard learning path and/or individualised learning path;
9. If applicable, organisation of a specific educational training path for working students;
10. Connecting programmes and subsequent programmes.

**§2.** The programme description shall be drawn up in Dutch and English.

**§3.** For the programmes leading to the professions of physician, general practitioner, pharmacist, and architect, the educational training programme drawn up shall comply with the requirements of European Directive 2005/36/EC. The fact that they comply with the European Directive shall be specified in the teaching regulations.

## **Article 15 (Course unit description)**

**§1.** A course unit description is drawn up for each programme unit, which includes at least the following information:

1. Code, faculty responsible and department;
2. Title of the programme unit;
3. Programme(s) to which the programme unit belongs;
4. Language of instruction;
5. Semester during which the programme unit is organised or indication that the programme unit spans the entire year;
6. Study load of the programme unit expressed in ECTS-credits;
7. Enrolment requirements, including pre- and co-requisites;
8. Teaching methods associated with the programme unit;
9. The lecturer (responsible) and other teaching staff;
10. The specific organisation of the programme unit that is organised for working students;
11. Indication whether it is possible to enrol with an examination contract and, if so, any specific requirements to be met by these students;
12. Learning outcomes;
13. Programme unit contents;
14. Examinations: examination method, the way in which the result is determined, an indication of whether or not a second examination opportunity is possible;
15. Programme materials;
16. Any additional costs related to the course.

**§2.** If a work placement, bachelor's thesis or master's thesis does not qualify for the purposes of a credit contract, this will be indicated on the course unit description, together with the reasons for this.

**§3.** The programme description shall be drawn up in Dutch and English. If the programme unit concerns the study of a foreign language, the key provisions of the course unit description shall always be formulated in Dutch.

## **Article 16 (Study load and study time of the programme unit)**

The study load for each programme unit is expressed in full ECTS-credits. The study load of a programme unit equates to at least 3 ECTS-credits. One ECTS-credit corresponds to 25 to 30 hours of teaching and study activities or study time.

## **Article 17 (Guidelines on curriculum makeup)**

Educational training programmes are drawn up in accordance with the guidelines on curriculum makeup.

### **Section 3: Principles concerning language of instruction**

#### **Article 18 (Principle of language of administration and language of instruction)**

The language of administration and the language of instruction at the Vrije Universiteit Brussel are Dutch. The principle that the language of instruction is always Dutch may be deviated from in accordance with article 19.

#### **Article 19 (Programme units in another language without a reasoned request)**

In the initial bachelor's and master's programmes for which Dutch is the language of instruction, a different language may be used for the following programme units:

1. programme units of which the subject is a foreign language and which are taught in that language;
2. programme units taught by guest lecturers and visiting professors of different mother tongue;
3. programme units which are, at the initiative of the student, attended at another higher education institution, with the approval of the university governing body;
4. programme units which can be shown to have added value for the student and the labour market and to enhance the functionality of the programme.

Students have the right to take the examination in Dutch, except in case of programme units of which the subject is a foreign language or if the student attends the programme units at another higher education institution.

#### **Additional faculty regulations by Article 19**

Students who wish to make use of the right to take the examination in Dutch report this at the latest three weeks before the start of the examination period according to the procedure specified on the faculty MY.VUB website.

#### **Article 20 (Percentage of programme units in another language)**

**§1.** The faculty can ask the Education Council to organise programme units other than those set out in article 19 in a language of instruction other than Dutch, if it demonstrates that this represents added value for the student and enhances the functionality of the programme. For bachelor's programmes, the organisation of programme units in other languages is limited to 18.33% of the programme study load. For the calculation of this percentage, programme units having the study of a foreign language as their subject and programme units attended at another higher education institute are ignored.



**§2.** For master's programmes, the organisation of programme units in other languages is limited to 50% of the programme study load. For the calculation of this percentage, programme units having the study of a foreign language as their subject and programme units attended at another higher education institute are ignored. The master's thesis and work placements/internships are considered to be Dutch programme units.

**Article 21 (Programmes organised in their entirety in another language of instruction)**

**§1.** Initial bachelor's and master's programmes may be given in their entirety in a language other than Dutch when the programme is specifically designed for foreign students or if it can be adequately shown that it would provide added value for students and the related labour market and for the functionality of the programme, and also provided that a full educational training path in Dutch is provided within the Flemish community.

**§2.** Institutions within the Flemish Community may jointly offer an equivalent in Dutch to the foreign-language initial bachelor's and master's programme. The students must take all programme units of this jointly organised equivalent bachelor's or master's programme in Dutch at a single facility.

**§3.** By way of exception from article 21 §1, the requirement to set up a Dutch-language equivalent lapses if:

- it concerns a programme for which the Flemish Government has already granted an exemption from the equivalence criterion;
- it concerns a programme which has the status of an International Course Programme (ICP) or which has been selected in accordance with the provisions of a European programme to foster international cooperation in higher education and for which multiple or joint degree diplomas are issued;
- the foreign language initial bachelor's or master's programme is organised jointly with an institution outside of the Flemish Community and is endorsed by a joint diploma, always provided that the expertise required for the programme units organised outside the Flemish Community is not available within the Flemish Community.

**§4.** The examinations are held in the language of instruction.

**Article 22 (Advanced master's programmes, postgraduate programmes and permanent education)**

For advanced master's programmes, postgraduate programmes, and continuing education, the language of instruction may be determined freely. If the language of instruction is not Dutch, there is no obligation to organise an equivalent in Dutch. Examinations are taken in the language of instruction of the programme or in the language of instruction of the programme unit if the latter differs from the language of instruction of the programme.

### **Article 23 (Language coaching arrangements)**

**§1.** Students who follow a foreign-language initial bachelor's or master's programme or an initial bachelor's or master's programme with foreign-language programme units may test their knowledge of this foreign language. More information concerning the language tests organised at the VUB is set out at <http://my.vub.ac.be/acto>.

**§2.** The institution's educational training programme includes specific measures in initial bachelor's and master's programmes with foreign-language programme units or initial bachelor's and master's programmes taught in a foreign language. These language coaching arrangements may consist of:

1. language teaching programme units (including language programme units) offered as part of the package of core programme units or an essential elective course unit;
2. language coaching arrangements incorporated into foreign language programme units. These language coaching arrangements provide proactive coaching for students and must therefore be easily identifiable by students in the programme unit.

**§3.** The requirement in § 2 above may be departed from in the case of:

1. a connecting master's programme of which the preceding bachelor's programme included language coaching arrangements;
2. a postgraduate programme not following on immediately from an undergraduate programme but with bridging and preparatory programmes which included language coaching arrangements.

**§4.** The institution provides access to a need-satisfying range of free language courses for Dutch and other languages as well as language coaching arrangements.

## **Chapter III. - Entry requirements**

### **Section 1: General**

#### **Article 24 (Conditions for enrolment in programmes and programme units)**

**§1.** The following entry requirements are applicable to enrolment in degree programmes, bridging programmes, and preparatory programmes, as well as to enrolment in programme units. They apply without prejudice to the specific conditions that may additionally be required and which will be stated in the programme and course unit description for each degree programme, bridging programme, and preparatory programme.

**§2.** A prospective student who wishes to enrol for a programme by means of a diploma contract and who enrolls for the first time for the programme concerned at the VUB, must do so using the online application website.

**§3.** A prospective student who wishes to enrol under a credit contract for programme units for which he does not meet the entry requirements, should include a request in the online application website submitted to the Dean, who will decide whether the prospective student possesses the relevant competencies.

**§4.** A prospective student who wishes to enrol under an examination contract with a view to obtaining ECTS-credits, should submit a reasoned request in the online application website to the Dean.

**§5.** An enrolment which conflicts with the study progress monitoring measures taken for a prospective student will be refused.

**§6.** In accordance with article 65 §3, students who are in arrears with payment of their tuition fees will not be allowed to (re-)enrol.

#### **Article 25 (Time frame for decision on entry requirements)**

Whether a prospective student meets the entry requirements will be decided at the time of enrolment.

### **Section 2: Bachelor's programme**

#### **Article 26 (Admission to a bachelor's programme)**

**§1.** A prospective student who has obtained one of the following diplomas in Flanders will be admitted to a bachelor's programme:

- a certificate of secondary education;
- a diploma of profession-oriented bachelor's studies (tertiary education) (*hoger onderwijs van het korte type met volledig leerplan - HOKT*);
- a diploma of adult post-secondary education for social development purposes (*hoger onderwijs voor sociale promotie*), with the exception of a Teaching Certificate for Secondary and Higher Education (*Getuigschrift Pedagogische Bekwaamheid*);
- a post-secondary ("*gegradueerde*") diploma or a certificate of higher vocational education (*hoger beroepsonderwijs*).

**§2.** A prospective student will also be admitted to a bachelor's programme if he has obtained a diploma or other proof of study outside Flanders:

- where the diploma or other proof of study is recognised as equivalent to one of the diplomas referred to in §1 above under statutory provisions, European directives or international agreements;
- where the diploma or other proof of study is recognised as equivalent by the National Academic Recognition Information Centre – Flanders, NARIC Flanders (*Agentschap van de Vlaamse Gemeenschap voor Kwaliteitszorg in Onderwijs en Vorming*).

**§3.** If the prospective student cannot produce a diploma, enrolment is possible only under the exceptional admission procedure provided for in article 27.

**§4.** If the prospective student produces a different diploma or other proof of study, enrolment is possible only on the grounds of prior approval which the prospective student must request in accordance with the conditions and procedures provided for in these regulations.

#### **Article 27 (Exceptional admission procedure for those who cannot produce a diploma)**

**§1.** A prospective student who cannot produce any of the diplomas mentioned in the previous article may be allowed to undergo an aptitude inquiry. For this, the student must submit a reasoned request to the Vice-Rector for Educational and Student Affairs. In this request he must cite humanitarian, medical, psychological or social reasons, or his general level of qualifications, merit or competencies. The student must submit a file containing the information set out below.

**§2.** For enrolment for the first semester, the file can be submitted until up to and including 15 August. For enrolment for the second semester, the file can be submitted up to and including 1 December.

**§3.** The prospective student must have reached the age of 21 at the time of enrolment, or reach that age during the calendar year in which he submits his request for admission.

**§4.** Prospective students who have taken a specific test "*examen d'admission aux études universitaires de premier cycle*" at a university in the French Community and are able to present the corresponding certificate are exempted from the aptitude inquiry.

#### **Article 28 (File to be submitted and further investigation)**

**§1.** A file submitted on humanitarian grounds must include the following documents:

- Proof of identity;
- Proof that the prospective student is a recognised refugee, has the accompanying protected status or has applied for it and that it is still under consideration;
- Declaration that he is not in possession of the requisite diploma;
- Overview of the learning path already undertaken, if possible with supporting documentation.

**§2.** A file submitted on medical, psychological or social grounds must include the following documents:

- Proof of identity;
- Evidence in support of the stated medical, psychological or social reasons;
- Overview of the learning path already completed, with supporting documentation;
- Copy of the most recent diploma or certificate of secondary education.

**§3.** A file submitted on the grounds of general level of qualification, merit or competencies must include the following documents:

- Proof of identity;
- Overview and evidence of work experience;
- Overview of the learning path already completed, with supporting documentation;
- Copy of the most recent diploma or certificate of secondary education.

**§4.** University services, such as the Study Guidance Centre, medical services, etc., may, at the request of the Vice-Rector for Educational and Student Affairs, invite the student to meet them so that he can subsequently complete his file.

**§5.** The Vice-Rector for Educational and Student Affairs will inform the prospective student within one month of receipt of the request about the decision taken. If the decision is positive, the prospective student will be informed immediately that he is eligible for an aptitude inquiry.

#### **Article 29 (Admission after the aptitude inquiry)**

**§1.** The Vice-Rector for Educational and Student Affairs will decide if the prospective student may enrol for the degree programme, study programme or programme units for which he wishes to register, after receipt of the outcome of the aptitude inquiry. If the aptitude inquiry shows that, as compared with the average group of high-school graduates, the prospective student has not reached the required level, he will not be allowed to enrol. An aptitude inquiry can be undertaken a maximum of once per academic year.

**§2.** The Vice-Rector for Educational and Student Affairs will inform the prospective student of the decision within one month of receipt of the finding of the aptitude inquiry. A positive finding is valid for a period of five years.

### **Article 30 (Admission to the medicine programme)**

Those who wish to enrol for a bachelor's programme in Medicine or for programme units within this bachelor's programme must pass an entrance examination, as required by law.

### **Section 3. Master's programme**

#### **Article 31 (Admission to a master's programme: General rule)**

**§1.** To enrol for a master's programme (initial master's, not an advanced master's programme), the prospective student must hold an academic bachelor's diploma.

**§2.** For each master's programme at least one academic bachelor diploma is appointed as the general entry requirement. Admission to a master's programme can be limited to an academic bachelor's programme with specific programme characteristics. For similar bachelor's programmes followed at another educational institution, the master's programme may differentiate depending on the degree to which the content is similar, without the study load being adjusted. A university and one or more university college(s) can, acting as an association, offer joint master's programmes for which the possession of a bachelor's diploma in higher professional education applies as the general admission requirement.

On completion of the master's programme(s), the university and university college(s) award a joint master's diploma.

**§3.** For someone with a different academic bachelor's diploma, admission is possible if he successfully completes the preparatory programme specified for that purpose.

**§4.** For someone with a profession-oriented bachelor's diploma, admission is possible if he successfully completes the bridging programme specified for that purpose.

**§5.** Exceptions to this general rule are provided for in the articles below.

#### **Article 32 (Admission to the master's programme in Medicine for overseas doctors)**

A doctor whose degree was obtained outside the European Union, and who has only obtained partial equivalence for this degree, may enrol for the programme in Medicine, depending on the result obtained in the inter-university examination organised by the Flemish Inter-University Council.

**Article 33 (Exceptional admissions procedure for those who cannot produce a diploma)**

§1. A prospective student who cannot produce a bachelor's diploma, due to humanitarian reasons, may be allowed to sit a specific test that assesses the required prior knowledge of the student and that is based on the basic competencies of the master's programme concerned. This test is prepared by the Study Programme Committee for the master's programme for which the prospective student wishes to enrol. For this, the student must submit a reasoned request to the Vice-Rector for Educational and Student Affairs. The student must submit a file containing the information set out below. The Study Programme Committee may decide, on the basis of the student's file, that he may be exempted from the test required for admission set out above. In this regard, the potential student must have shown that he has the necessary basic competencies.

§2. For enrolment for the first semester, the file can be submitted up to and including 15 August. For enrolment for the second semester, the file can be submitted up to and including 1 December.

**Article 34 (File to be submitted and further investigation)**

§1. A file submitted must include the following documents:

- Proof of identity;
- Proof that the prospective student is a recognised refugee, has the accompanying protected status now or has applied for it, or is someone for whom it is still under consideration;
- Declaration that he is not in possession of the required diploma;
- Overview of the programme already undertaken, if possible with supporting documentation.

§2. University services, such as the Study Guidance Centre, medical services, etc., may, at the request of the Vice-Rector for Educational and Student Affairs, invite the student to meet them so that he can subsequently complete his file.

§3. The Vice-Rector for Educational and Student Affairs will inform the prospective student within one month of receipt of the request about the decision taken. If the decision is positive, the prospective student will be informed immediately that he can take the test.

**Article 35 (Taking the specific test)**

§1. This test is prepared by the Study Programme Committee for the master's programme for which the prospective student wishes to enrol.

§2. The Study Programme Committee may decide, on the basis of the student's file, that he may be exempted from the test set out above.

§3. The Study Programme Committee will immediately inform the Vice-Rector for Educational and Student Affairs of the decision on exemption or whether or not the student passed the specific test.

**Article 36 (Decision on admission or rejection)**

The Vice-Rector for Educational and Student Affairs will inform the prospective student about the decision taken within one month from receipt of the appraisal by the Study Programme Committee.

**Article 37 (Admission to an advanced master's programme)**

To enrol in an advanced master's programme, the student must have obtained a master's diploma. Furthermore, permission to enrol may be made dependent on a suitability inquiry. Where appropriate, a preparatory programme may be imposed. Admission to an advanced master's programme can be limited to a master's programme with specific programme characteristics. For similar master's programmes followed at another educational institution, the advanced master's programme may differentiate depending on the degree to which the content is similar, without the study load being adjusted.

**Section 4: Admission to teacher training**

**Article 38 (Admission to teacher training)**

§1. Enrolment in the University's teacher training programme is allowed for a prospective student who enrolls in a master's programme or has already obtained a master's diploma.

§2. Enrolment in the University's teacher training programme is allowed for a prospective student who enrolls in both a master's programme and an academic bachelor's programme or a preparatory programme.

§3. Enrolment in the teacher education training programme is also possible when a prospective student enrolls in a bridging programme

§4. More specific entry requirements are established, per discipline, by the Interfaculty Department for Teacher Training (IDLO). This is also true for language proficiency requirements. These requirements can be found on the website of Vrije Universiteit Brussel.

§5. A diploma for the teacher training programme can only be awarded if the diploma for the relevant master's programme has been obtained.

**Section 5: Combination of enrolments**

**Article 39 (Combination of enrolments in bachelor's and master's programmes)**



**§1.** Any student who was enrolled in a bachelor's programme and has not yet obtained the bachelor's diploma required for entry into the subsequent master's programme, can simultaneously enrol for the master's programme under the conditions set out below. The restrictions listed in article 56 shall nonetheless apply. Spreading of the enrolment is possible under the same conditions.

This rule also applies to inter-university, combined enrolments, both domestic and international.

**§2.** If a student needs fewer than 20 ECTS-credits to obtain his bachelor's diploma, he can enrol in the subsequent master's programme or programme units of this master's programme, without prior approval, in accordance with the rules that apply to the sequential order for enrolment.

**§3.** If the student needs 20 ECTS-credits or more to obtain his bachelor's diploma, he can enrol in the subsequent master's programme or programme units of this master's programme, in accordance with the relevant rules on sequential order for enrolment, providing he is granted permission to do so. For this, the student or prospective student must submit a reasoned request to the Dean.

**§4.** When deciding on the student's request, the Dean will consider, for example, the required prior knowledge for the programme units in the master's programme, the master's thesis and possible work placement/internship.

**§5.** The master's diploma can only be awarded once the relevant bachelor's diploma has been obtained.

#### **Article 40 (Other combinations)**

**§1.** The same rules as outlined in the previous article apply equally to a student enrolled in a bridging or preparatory programme, who has not yet obtained the corresponding ECTS-credits. He can already enrol in the subsequent master's programme, under the conditions set out in the previous article.

**§2.** The same rules also apply to a student who has not yet obtained a master's diploma required for admission to an advanced master's programme.

### **Section 6: Language proficiency**

#### **Subsection 1: Requirements in relation to language proficiency**

##### **Article 41 (Language of instruction)**

**§1.** The language of instruction for each programme of study is determined annually. It is indicated on the programme unit description.

**§2.** The student who enrolls for a degree programme, a study programme, or a programme unit must have a thorough command of the language in which the education is provided, of an academic level. Details of how he can prove his language proficiency are contained in the following sections.

### **Subsection 2: Proof of language proficiency on enrolment**

#### **Article 42 (Proof of language proficiency)**

Students must provide proof of their knowledge of the language of tuition when they enrol.

#### **Article 43 (Proof of knowledge of Dutch)**

**§1.** Prospective students can provide proof of sufficient knowledge of Dutch as the language of instruction by meeting one of the following criteria:

1. having a diploma of secondary or higher education where Dutch was the language of instruction;
2. having successfully completed at least one school year of secondary education where Dutch was the language of instruction;
3. having successfully completed programme units in higher education with a minimum total of 54 ECTS-credits where Dutch was the language of instruction;
4. having passed the entrance examination for doctors or dentists organised by the Ministry of the Flemish Government;
5. having obtained a certificate of continuing education “hoger onderwijs voor sociale promotie” where Dutch was the language of tuition;
6. having passed the ‘*Nederlands Staatsexamen Nederlands als tweede taal (NT2), Programma II*’ examination;
7. having passed a test drawn up in accordance with European Union reference level B2, such as the *Certificaat Nederlands als Vreemde Taal (CNaVT) – ‘Educatief Startbekwaam’*, (Certificate of Dutch as a Foreign Language), (until 2014: the *Profiel taalvaardigheid hoger onderwijs (PTHO)* (Higher education language proficiency certificate)), and the *Interuniversitaire Taaltest Nederlands voor Anderstaligen (ITNA – ERK B2)* (inter-university Dutch language test for non-native speakers).
8. Certificates and other proof of language tests may not predate the first enrolment by more than two years.

**§2.** Each faculty may require a higher level of language proficiency for a specific programme. This will be mentioned in the programme description.

**§3.** The Interfaculty Department of Teacher Training can apply specific language requirements to programmes that fall within its responsibility, as outlined in article 38 §4.

**§4.** Exceptions to language requirements may be granted by the person responsible for the programme on the basis of an overall assessment.

**§5.** Each faculty has the discretion to decide that students need not submit proof of their knowledge of the language of tuition when they enrol for a postgraduate or advanced master's programme. This will be mentioned in the programme description.

#### **Article 44 (Proof of knowledge of English)**

**§1.** Prospective students can provide proof of sufficient knowledge of English as the language of instruction by meeting one of the following criteria:

1. having a diploma of secondary or higher education where English was the language of instruction;
2. having successfully completed at least one school year of secondary education where English was the language of instruction;
3. having successfully completed programme units in higher education with a minimum total of 54 ECTS-credits where English was the language of instruction;
4. having successfully completed secondary education in Belgium;
5. having successfully completed one of the following language proficiency tests corresponding the Common European Framework of Reference with minimum level B2:
  - TOEFL (Test of English as a Foreign Language): minimum level: 213 for computer-based, 72 for internet-based;
  - TOEIC (Test of English for International Communication): minimum level: 785;
  - IELTS (International English Language Testing System): minimum level: academic module 6.0;
  - ITACE (Interuniversity Test of Academic English) for Students, score B2;
  - Cambridge Certificate of Advanced English (CAE), *grade B*;
  - Cambridge Certificate of Proficiency in English (CPE), *grade C*;
  - Trinity College London (the ALTE Q mark);
  - Cambridge English First (FCE);
  - Cambridge English: Business Vantage (BEC Vantage);
  - Cambridge Michigan ECCE;
  - Trinity College London: ISE II, GESE Grade 7-9;
  - The Pearson Test of English General (PTE General): minimum level 3;
  - The Pearson Test of English Academic (PTE Academic): minimum level 59.
6. Certificates and other proof of language tests may not predate the first enrolment by more than two years.

**§2.** Each faculty may require a higher level of language proficiency for a specific programme. This will be mentioned in the programme description.

§3. Exceptions to language requirements may be granted by the person responsible for the programme on the basis of an overall assessment.

§4. Each faculty has the discretion to decide that students need not submit proof of their knowledge of the language of tuition when they enrol for a postgraduate or advanced master's programme. This will be mentioned in the programme description.

#### **Additional faculty regulations by Article 44 §4**

For postgraduate programmes of the Brussels Diplomatic in absence of the conditions mentioned below Article 44§1 Academy an English interview can be organized. The interview will be related to both the motivation of the prospective student and the subject of study of the programme that the prospective student aspires.

#### **Article 45 (Language test)**

§1. The Academic Language Centre (*Academisch Centrum voor Taalonderwijs - ACTO*) can examine a prospective student who was unable to provide proof of sufficient knowledge of the language, according to the conditions stated on the website of ACTO.

§2. A student who changes his enrolment and wants to transfer to a programme that has different language requirements must take a new language test.

#### **Article 46 (Programme units in a different language)**

A prospective student who wishes to enrol only for programme units that are taught in a language that is different from that of the overall programme need not produce evidence of knowledge of the language of instruction of the programme, but must do so for the language of the programme unit, should the faculty so desire.

Proof of knowledge of the language of the programme unit as outlined in article 43-article 45 must be submitted at the moment of enrolment.

### **Chapter IV. - Study contracts and other enrolment regulations**

#### **Section 1: Enrolments and study contracts**

##### **Subsection 1: Enrolments**

#### **Article 47 (General provisions)**

§1. The prospective student may enrol for:

- One programme or multiple programmes simultaneously;
- A programme unit;
- Multiple programme units, which are part of one or more programmes;

- A bridging programme;
- A preparatory programme.

**§2.** The student who is enrolled will subsequently need to register his annual programme.

**§3.** The prospective student who wishes to enrol under an examination contract should submit a reasoned request to the Dean.

### **Subsection 2: Study contracts**

#### **Article 48 (Types of study contract)**

**§1.** The prospective student concludes an agreement with the University upon enrolment. On enrolment the student may choose one of the following contracts:

- Diploma contract, with a view to obtaining a degree;
- Diploma contract, if the student registers for a bridging programme or preparatory programme;
- Credit contract, with a view to obtaining a credit certificate for one or more programme units;
- Examination contract, with a view to obtaining a diploma;
- Examination contract, with a view to obtaining a credit certificate for one or more programme units.

**§2.** Students can opt for a combination of study contracts. The following two contract combinations are, however, not permitted for the same programme:

- (i) combining a diploma contract and examination contract with a view to obtaining a diploma;
- (ii) combining a credit contract and examination contract with a view to obtaining ECTS-credits.

#### **Article 49 (Permission)**

When signing the enrolment agreement, the student grants permission by agreeing, through Student Self-Service, to his enrolment and the associated conditions, or by signing the study contract.

#### **Article 50 (Examination and credit contracts: characteristics and restrictions)**

**§1.** Those enrolled under an examination contract are not entitled to take part in the educational activities provided for the programme units for which they are enrolled.

**§2.** Whether enrolment under an examination contract is permitted will be stated in the programme unit description. It is possible that enrolment under an examination contract for a programme unit will be allowed provided that the student undertakes substitute activities. In that case, the programme unit description will state which substitute activities are required.

§3. If a work placement, bachelor's thesis or master's thesis does not qualify for the purposes of a credit contract, this will be indicated on the course unit description, together with the reasons for this.

### **Subsection 3: Changes to a study contract**

#### **Article 51 (Change to the type of contract)**

Changes to the chosen study contract are possible throughout the academic year.

#### **Article 52 (Change of programme)**

§1. In choosing to change their programme, students must deregister for the entire programme of study for which they had enrolled and immediately enrol in a different programme. This change of curriculum may affect the student's learning account.

§2. Any such change in programme can only take place under a diploma contract.

§3. In the event of a change, any additional tuition fees which may be due will be claimed according to Article 68.

#### **Article 53 (Procedures)**

The procedures relating to changes to a study contract will be announced to the students on the VUB website prior to the start of the enrolment period.

### **Subsection 4: Standard learning path versus individualised learning path**

#### **Article 54 (Standard learning path)**

§1. A standard learning path is determined for all programmes that can be taken under a diploma contract. The standard learning path is divided into programme years.

§2. A student follows a standard learning path if he follows the path approved by the Education Council and takes up more than 54 and less than 66 ECTS-credits each year.

#### **Article 55 (Individualised learning path)**

A student follows an individualised learning path if he:

- does not take up a package of programme units between 54 and 66 ECTS-credits each year; or,
- deviates from the programme unit sequence as laid down in the standard learning path; or,
- deviates from the total study load for the programme.

### **Subsection 5: Scope of enrolment**

#### **Article 56 (Scope of enrolment)**

**§1.** Enrolment for a study programme, bridging or preparatory programme is only allowed for a maximum of 66 ECTS-credits. This maximum applies also to an enrolment in which several types of contracts are combined.

**§2.** An exception to this rule may be requested under extraordinary circumstances. For this, the student or prospective student must submit a reasoned request to the Dean.

### **Section 2: Enrolment arrangements**

#### **Subsection 1: General provisions**

#### **Article 57 (Enrolment period)**

**§1.** The first period for enrolling in a programme of study starts on 1 July and ends on 8 October. Students who enrol for the first semester complete their online registration at the latest on 8 October. Enrolment outside the proposed enrolment periods is only possible with the explicit approval of the Dean.

**§2.** The second period for enrolling in a programme of study, for whoever wishes to start in the second semester, runs until 15 February. Students who enrol for the second semester complete their online registration at the latest on 15 February. Enrolment outside the proposed enrolment periods is only possible with the explicit approval of the Dean.

**§3.** After enrolling in a programme of study, the student must register his programme units within the following deadlines:

- For first-semester programme units and year-spanning programme units, registration is only possible up to and including 15 October.
- For second-semester programme units, registration is only possible up to and including 28 February.

**§4.** For postgraduate students, a different enrolment period is possible if the organisation of the postgraduate programme differs from the academic calendar approved by the Academic Council.

**§5.** Notwithstanding § 1 above, students who intend to enrol in a programme with tuition fees to be paid before 1 July and who already have a diploma giving them access to the programme concerned may enrol from 1 January of the year in which the academic year starts.

**Article 58 (Enrolment documents)**

**§1.** The prospective student who enrolls for the first time in a (different) programme at the Vrije Universiteit Brussel will be required to present the following documents, insofar the University does not yet possess these documents:

1. identity card or passport;
2. for Belgian students, a formal document on which the identification number of the National Register of Natural Persons (National Register Number) is given (ID card or national social security (SIS) card if the ID card does not display the National Register Number or if the ID card is not presented);
3. Students requiring a visa: a passport with a temporary residence permit for study purposes (visa type D) or valid residence permit; for PhD students who need a visa and are enrolling on a joint-PhD, a C type visa will suffice. Students enrolling based on §3 of this article are exempt;
4. the diploma that allows admission to the programme; a copy of the diploma will not suffice; those who obtained a diploma of secondary education from the Flemish Community after 31 December 2004 will not be required to produce it, unless the diploma cannot be consulted in a database;
5. for prospective medical students:
  - the certificate of successful completion of the entrance examination; or,
  - the certificate of partial equivalence of qualifications as a Doctor of Medicine issued by the Flemish Inter-University Council (VLIR).
6. for refugees and asylum seekers for whom an appeal or residence rights procedure is ongoing, the certificate issued by the Commissioner General for Refugees and Stateless Persons, unless they are in possession of a diploma of secondary education obtained in Belgium;
7. for VLIR and BTC (Belgian Directorate General for Development Cooperation) scholarship students, the certificate of scholarship status;
8. for students who cannot enrol directly without prior approval, the letter of admission signed by the Vice-Rector for Educational and Student Affairs;
9. any certificate required to prove that the entry requirements are met;
10. for overseas students, proof of medical insurance that is valid within Belgium, with the exception of students who hold a diplomatic passport, a special identity card or a valid residence permit. Prospective students who have no such medical insurance, can apply for one through the International Relations and Mobility Office (IRMO) of the University.



§2. If the above documents cannot be checked in a database of the (Flemish) Government, the student is required to register in person with the Student Administration Centre (SAC). The student shall then present the relevant documents in person.

§3. PhD students who are not resident in Belgium at the time of their enrolment may request permission for remote enrolment in a letter of motivation addressed to the Vice-Rector for Educational and Student Affairs. If this enrolment is permitted, the PhD student shall provide a certified copy of their diploma and passport/identity card to the SAC in advance.

#### **Article 59 (Proof of enrolment)**

§1. Student cards and certificates of enrolment are sent to the students.

§2. The enrolment details are sent directly in electronic format, by the Higher Education Database, to the Study Grants Division of the Flemish Community and the Child Benefit Office (*Rijksdienst voor Kinderbijslag*). This means that no document is given directly to the student in this regard.

§3. Certificates of enrolment can be obtained from the Student Administration Centre (SAC).

#### **Subsection 2: Specific arrangement for enrolment on the basis of a foreign diploma**

#### **Article 60 (Admission on the basis of a foreign diploma)**

§1. Enrolment on the basis of a foreign diploma for which these regulations do not grant direct access is only possible if approval is granted by the Vice-Rector for Educational and Student Affairs.

§2. This rule also applies to a diploma that is awarded by the French or German speaking Community and which, under the provisions of these regulations, does not grant direct access.

§3. Applications from prospective students can be submitted as from 15 November of the academic year preceding the academic year for which they submit their applications. Applications for enrolment should be submitted to the Student Administration Centre. The application is submitted by completing the online registration.

To submit an application for admission, the following deadlines apply:

For Bachelor's programmes:

Non-EEA diploma + visa requirement	1 June
EEA-diploma + visa requirement	1 June
Non-EEA diploma, no visa requirement	1 June
EEA-diploma, no visa requirement	No deadline, but with recommendation to register before the start of the academic year.

For Master's programmes:

Non-EEA diploma, regardless of visa requirements	1 June
EER-diploma, regardless of visa requirements	1 June

Applications for admission to postgraduate programmes should be submitted before 1 September.

### **Additional faculty regulations by Article 60 §3**

An application for a postgraduate programme of the Brussels Diplomatic Academy must be submitted before June 1<sup>st</sup>.

**§4.** The Vice-Rector for Educational and Student Affairs will only allow the prospective student admission if the student has obtained a diploma of a corresponding level to the diploma that is required by the University as a condition for entry to the programme.

Prospective students may submit their application during the year in which they expect to be awarded their diploma. If the file has been approved and no other conditions on its contents need to be met other than obtaining the diploma, the students can be given a conditional letter of admission.

**§5.** A Chinese prospective student with a Chinese diploma must also produce an APS certificate from the Academic Evaluation Centre (*Akademische Prüfstelle*). A Chinese student who has been awarded a diploma outside China must produce evidence of authenticity of his diploma issued by the embassy of the country where the diploma was awarded.

**§6.** After consideration of the file by the Student Administration Centre and the faculty, the prospective student will receive a letter of admission or rejection signed by the Vice-Rector for Educational and Student Affairs.

**§7.** With the exception of candidate students with an EEA diploma, and without a visa requirement, the student must pay an administrative fee for the evaluation of their dossier, amounting to €100 per submitted admission request. This administrative fee shall not be deducted from the owed tuition fees on enrolment (based on the letter of admission through which admission is granted).

By way of derogation, candidate students who submit an admission request before 1 April, bursary recipients and students from partner institutions will be exempt from this administrative fee.

## **Article 61 (Admission file)**

To obtain the requisite letter of admission, a prospective student must submit a completed online application form and a file, which must include the following documents, at the very least:

- For admission to a bachelor's programme:
  - the diploma (and list of marks in the case of a request for admission to an expedited bachelor's programme);
  - a copy of his identity card or passport;
  - a passport photo;
  - a letter of motivation;
  - any document required to attest that the entry requirements are met.
  
- For admission to a master's programme:
  - a diploma and list of marks;
  - a copy of his identity card or passport;
  - a passport photo;
  - a letter of motivation;
  - letters of recommendation;
  - any document required to attest that the entry requirements are met.

### **Subsection 3: Adjustment of the learning account**

#### **Article 62 (Adjustment of the learning account)**

**§1.** If an administrative legal act leads to the calculation, increase or reduction of the learning account being affected by a material error, the student should request its correction in writing within 10 calendar days of notification of the administrative procedure. To this end, the student must apply to the Dean, who will take a decision within 15 calendar days of receiving the request. The student will then be informed of the decision.

**§2.** If an administrative legal act leads to the calculation, increase or reduction of the learning account being based on an inaccuracy, the student should request its correction in writing within 10 calendar days of notification of the administrative procedure. To this end, the student must apply to the Dean, who will take a decision within 15 calendar days of receiving the request. The decision will be reasoned and sent by recorded-delivery mail.

### **Section 3: Discontinuation of the programme without new enrolment**

#### **Article 63 (Discontinuation of the programme)**

**§1.** A student who does not wish to pursue his programme of study at the University must deregister himself by filling out the online available discontinuation form and returning it to the Student Administration Centre.

**§2.** A student requesting discontinuation of the programme must return his student card. If he does not do so immediately, his request for discontinuation of the programme will automatically include the obligation for him to no longer use or present his student card or other such documents.

**§3.** Discontinuation of the programme is not possible from 15 May until the end of the academic year.

#### **Section 4: Tuition fees**

##### **Article 64 (Calculation of tuition fees)**

**§1.** Tuition fees for enrolment under a diploma contract, credit or examination contract in a bachelor's or initial master's programme consist of:

- a fixed amount; this is only due once per academic year;
- a variable amount, depending on the number of study ECTS-credits for which the student enrolls.

**§2.** The fixed amount is only due once per academic year. For the purposes of calculating the tuition fees, the enrolments of a student for one or several programmes and for one or several programme units under a diploma contract and credit contract will be treated as a single enrolment. All ECTS-credits will therefore be added together.

**§3.** Students who, in accordance with article 86 §2, are permitted to enrol pay an additional tuition fee, amounting to a maximum of 11 euros for each study point not covered by their learning account.

**§4.** Deviating from the general rule, enrolments in the following programmes will be treated as individual enrolments (and not as additional enrolments):

- enrolment for an advanced master's programme;
- enrolment for a doctorate;
- enrolment for a postgraduate programme;
- enrolment under an examination contract with a view to obtaining ECTS-credits;
- enrolment under the form of an examination contract with a view to obtaining a degree.

The provisions for scholarship students do not apply to these enrolments.

**§5.** The student pays the tuition fees established by the ruling of the Academic Council, annually. The tuition fees can be consulted on the VUB website.

**§6.** DGD scholarship students (VLIR-UOS en BDA- scholarship students) shall pay the same fees as EEA students.

**§7.** Detailed rules for calculating the tuition fees will be included in a spreadsheet and the accompanying note, which will be fixed annually by the Academic Council of the University. These rules shall form an integral part of these Teaching and Examination Regulations.

**Article 65 (Time frame for payment)**

**§1.** Tuition fees become payable on signing the study contract or the agreement in Student Self-Service.

**Additional faculty regulations by Article 65§1**

The tuition fee for postgraduate programmes of the Brussels Diplomatic Academy is due from the moment of the academic admittance. Only after receipt of the tuition fee will the conditional acceptance letter be sent and will the application procedure be processed further.

**§2.** When the study contract is signed or the agreement in the Student Self Service is accepted, the student receives a demand for payment of the amount as billed at that time (which consists of the fixed amount, plus the variable amount calculated per ECTS credit). He must pay immediately.

The tuition fees due will be (re)calculated in the event of enrolment for additional course units for which tuition fees are payable. Where appropriate, a demand for payment will be sent to the student every two weeks.

**§3.** Non-payment will be sanctioned with a suspension of enrolment.

A student who, even after a reminder, fails to pay the full amount of the tuition fees due, including any additional administrative costs, before the set date or who fails to deposit all certificates and diplomas required, will be suspended administratively.

Proof of education credits, diplomas and certificates (including any associated diploma and certificate supplements describing the knowledge and skills acquired by the holders and this with respect to each academic year in which the student has been/was enrolled) will be retained until the tuition fees due has been paid in full. A student who has not yet paid the tuition fees due by the end of the corresponding academic year will not be allowed to (re-)enrol.

The suspension will only be revoked after all the amounts due have been paid.

In no cases is the student released from the obligation to pay the amount due, together with the administrative fee.

The university reserves the right to recover the amounts due by bringing legal proceedings.

## **Article 66 (Methods of payment)**

**§1.** Tuition fees may be paid by means of:

- Training vouchers
- bank transfer, including the structured communication reference given in the demand.

**§2.** Paid tuition fees can be reimbursed in exchange for training vouchers.

**§3.** When a scholarship issuing body deposits the tuition fees of non-EEA scholarship holders (who are not entitled to a reduced tuition fee) in an account reserved for this scholarship project, the holder of this account can issue a voucher.

## **Article 67 (Amount to be paid for all programmes)**

**§1.** A student who enrolls, must pay the tuition fees determined annually by the institution, immediately following receipt of the demand.

**§2.** A student who, on his first enrolment at the University, claims that he received an educational grant from the Flemish Community in the previous school or academic year and states that he has applied for a grant or that he intends to do so, shall pay the fee for scholarship students.

If his application or renewal is not approved or if no decision is taken on the educational grant before 1 May, he must pay the balance of the tuition fees. If his educational grant is approved later, however, then the University will reimburse the surplus amount paid.

## **Article 68 (Payment of tuition fees after changing the chosen programme)**

**§1.** Changing the chosen programme of study is possible as set out in article 52.

**§2.** The student is not required to pay any additional tuition fees, provided the total number of ECTS-credits for which he is enrolled does not exceed the amount of ECTS-credits he initially enrolled for.

**§3.** If the enrolment is changed before 1 March for students who enrol in the second semester, the student is not required to pay any additional tuition fees, provided the total number of ECTS-credits for which he is enrolled does not exceed the amount of ECTS-credits he initially enrolled for.

**§4.** If the change is not requested in due time, the student will need to pay the full amount that is required for the new enrolment, without offsetting this against the tuition fee that was payable for the previous enrolment.

## **Article 69 (Payment of tuition fees after changing chosen programme units)**

**§1.** Changing chosen programme units is possible, as set out in greater detail in article 74, and leads to an obligation to pay tuition fees as follows.

**§2.** If the student registers for first-semester programme units or for the year-spanning programme units before 1 December, no additional tuition fees are owed, provided the total number of ECTS-credits for which the student is enrolled does not exceed the number for which he was originally enrolled.

**§3.** If the student registers for second-semester programme units before 1 March, no additional tuition fees are owed, provided the total number of ECTS-credits for which the student is enrolled does not exceed the number for which he was originally enrolled.

**§4.** If, after the change, the total number of ECTS-credits for which the student is enrolled exceeds the number for which he was originally enrolled, then the tuition fees will be recalculated.

**§5.** The student may have to pay additional tuition fees. If the total number of ECTS credits for the curriculum chosen by the student after the change is less than the number of ECTS credits prior to the change, the student will only be entitled to a refund if he/she disenrols from the relevant course units before 16 October.

**§6.** For changes after 1 December (for changing first-semester programme units and year-spanning programme units) or after 1 March (for changes for second-semester programme units), the student must pay tuition fees for the ECTS-credits for all the additional programme units for which he enrolls.

## **Article 70 (Reimbursement of tuition fees after discontinuation of the programme)**

**§1.** In no cases shall discontinuation of the course release the student from the obligation to pay the amount due, together with the administrative fee.

**§2.** If discontinuation occurs up to and including 15 October, the student will be reimbursed the tuition fees he has paid, minus 105 euros to cover administrative costs.

**§3.** If discontinuation occurs from 15 October up to and including 15 March, the student will be reimbursed the tuition fees paid for second-semester programme units.

**§4.** If discontinuation occurs after 15 March, the entire amount of the tuition fees is owed to the University.

**§5.** In the event of force majeure, derogation from the above-mentioned rules may be requested. To this end, the student shall address their letter of motivation with original

supporting documents substantiating the event of force majeure to the Vice-Rector for Educational and Student Affairs, who will make a judgement.

### **Additional faculty regulations by Article 70**

For postgraduate programmes of the Brussels Diplomatic Academy holds that 50% of the tuition fee will be reimbursed if discontinuation occurs before July 1<sup>st</sup>, before the start of the academic year. If discontinuation occurs after July 1<sup>st</sup>, reimbursement is no longer possible.

#### **Section 5: Nullification of enrolment**

##### **Article 71 (Incorrect enrolment)**

Incorrect or invalid enrolments must be rectified with the institution and annulled in the Higher Education Database.

##### **Article 72 (Incorrect or false information)**

Enrolment undertaken on the basis of incorrect or false, though essential information, will be declared invalid by the Vice-Rector for Educational and Student Affairs.

#### **Chapter V. - Determination of the individual year programme of the student**

##### **Section 1: Registration of the programme units**

##### **Article 73 (Determination of the year programme)**

**§1.** For enrolments with a diploma contract, the student must determine his year programme each academic year. The student shall do so in accordance with the provisions of the teaching and examination regulations and the programme-specific provisions as laid down in the programme description or the programme unit description.

**§2.** Programme units must be registered by the student in Student Self-Service.

Enrolment for an examination contract or credit contract is registered by the faculty administration. The registration for programme units of guest students is also undertaken by the faculty administration.

**§3.** In compiling his individualised learning path, the student can call on the assistance of the learning path counsellor.

**§4.** The student can determine his individualised learning path for first-semester programme units and full-year course units up to and including 15 October. Second-semester programme units can be determined up to and including 28 February. Enrolment outside the proposed enrolment periods, as the case may be, is only possible with the consent of the Dean, in accordance with article 57 §1. Should the student fail to do so, in consultation with the learning



path counsellor, before 15 November and 31 March, respectively, he is deemed to have tacitly terminated the Enrolment Agreement and will then be administratively struck off. Should this be the case, he shall cease to enjoy the rights of a VUB student.

**§5.** In putting together their individualised learning paths for the academic year, students must limit the number of ECTS-credits derived from foreign-language modules to 18.33% of the study points for bachelor's programmes and to 50% of the study load from the ECTS-credits for master's programmes.

#### **Article 74 (Changing the year programme)**

**§1.** Changes to and deregistration from the choice of programme units within the programme for which the student is enrolled, can be made within the time frames set out below.

This change of curriculum may affect the student's learning account.

**§2.** The student may enter changes through Student Self-Service, without restriction, up to and including 15 October.

**§3.** From 16 October until 8 January, the student requires favourable clearance from the Dean for enrolment for or deregistration from programme units for the first semester and full-year course units. The Dean may withhold his approval if the instruction of the programme unit concerned has progressed too far. The Dean may refuse disenrolment if the course unit has an associated (partial) result or proclamation code.

**§4.** For changes to second-semester programme units, the student may enter the change through Student Self-Service only up to and including 28 February. From 1 March up to and including 3 June, the approval of the Dean is required. The Dean may withhold his approval if the instruction of the programme unit concerned has progressed too far.

**§5.** In case of a change to the choice of programme units, additional tuition fees will be payable if the initial number of ECTS-credits is exceeded. The rules applying to the amount claimed are set out in article 69. Tuition fees will not be refunded.

#### **Article 75 (study points acquired)**

If changes are made to the curriculum, the student may apply any study points already acquired to the new curriculum. The transitional arrangements taken in this regard must be submitted to the Education Council, together with the changes to the curriculum.

### **Article 76 (Procedure for deviation from sequentiality)**

If a student wishes to deviate from the sequentiality of the educational training programme, he must obtain the Dean's permission.

### **Section 2: Exemptions on the basis of previously acquired competencies or previously acquired qualifications**

#### **Article 77 (General)**

**§1.** If a student thinks he qualifies for an exemption on the basis of previously acquired competencies or previously acquired qualifications, he must file an application in accordance with the procedure specified.

**§2.** A person who has not yet enrolled, but intends to include the relevant programme units in his programme in the next academic year, can also apply for an exemption.

#### **Additional faculty regulations by Article 77§2**

The request for exemptions needs to be handed in at the latest on October 15<sup>th</sup>. If the request only concerns second semester courses, the final date for the request is February 15<sup>th</sup>. Only one request may be handed in each academic year. All exemption requests are handed in at the same time.

Students who got permission to enroll after the deadline can hand in an exemption request at the latest one week after the permission for late enrollment was given.

#### **Article 78 (Transfer of examination results)**

If an exemption is granted, the examination results obtained will not be transferred, unless:

- a) a credit certificate is obtained under a credit contract for a programme unit which is identical to that in a programme for which a diploma contract is later concluded;
- b) a credit certificate is obtained for a programme unit which is common to a number of programmes followed simultaneously or consecutively.

#### **Article 79 (Grounds on which an exemption can be applied for)**

An exemption can be granted on the following grounds:

- a credit certificate or diploma issued by this or another higher education institution;
- a certificate of aptitude issued by a validating body;
- previously acquired qualifications, other than a credit certificate or diploma, which meet the definition of the Higher Education Code.

### **Article 80 (Evaluation criteria)**

§1. When an exemption is granted, it is checked if there is a sufficient match, in terms of objectives, contents, and learning outcomes, between the programme unit for which the exemption is requested and the programme unit on the basis of which the exemption is requested.

§2. Decisions to grant or deny exemptions must be adequately justified. Justification based merely on the title and the study load of the programme unit is not adequate for granting or denying an exemption.

### **Article 81 (Extent of the exemption)**

§1. The exemption may be complete or partial. If a complete exemption is not possible, it must always be checked to what extent a partial exemption is possible.

§2. The extent of an exemption is expressed in whole study points.

§3. If a partial exemption is granted, the decision must explicitly state for which parts the student is exempted and for which parts he still needs to sit an examination. The way in which the examination marks are determined must also be stated.

### **Article 82 (Period of validity)**

A credit certificate, a certificate of aptitude, or other previously acquired qualifications are valid for an indefinite period.

### **Article 83 (Procedure)**

§1. Decisions on exemptions are taken by the Dean, possibly on the advice of the lecturer and/or Study Programme Committee. The detailed procedure for requesting and granting of exemptions must be posted on the website of the faculty.

### **Additional faculty regulations by Article 83§1**

Information regarding the exemption procedure and the template to be used, is available on the faculty MY.VUB website.

§2. If it is found, on the basis of his previously acquired qualifications and/or a certificate of aptitude, that a person has acquired the domain-specific learning outcomes associated with a programme, that person will be awarded the relevant diploma without enrolment being required. An amount of 50 euros is payable as a contribution towards the costs for the award of the diploma.

**§3.** When a decision is taken on the grant of exemptions on the basis of a foreign diploma or a period of study abroad, the provisions and principles of the Treaty of the Council of Europe and UNESCO on the recognition of diplomas of higher education in the European Region shall apply, provided the country of origin has also ratified the Treaty.

**Article 84 (Holding of decisions on exemption)**

Decisions on the grant or denial of an exemption must be held on file. The relevant documents from the file concerned must be retained within the faculty for at least 1 academic year.

**Section 3: Study progress monitoring and entry requirements relating to the learning account**

**Article 85 (Imposition of a study progress monitoring measure)**

**§1.** A binding condition is imposed on students who are enrolled under a diploma contract and have failed to obtain ECTS-credits for 60% of the ECTS-credits taken up. Students may also be placed under mandatory study guidance. If they re-enrol for the same programme under a diploma contract, these students must obtain ECTS-credits for 75% of the ECTS-credits taken up and need to pass every programme unit for which they already enrolled twice, but for which they did not obtain a credit certificate. Should a student fail to comply with this binding condition, enrolment for the same programme, or any units in that programme, under any form of contract whatsoever will be refused, except in exceptional circumstances.

At the start of the academic year, the student is entitled to a meeting with a Study Guidance Centre (SGC) staff member about the student's study progress and possible study counselling.

**§2.** Except in exceptional circumstances, students enrolled under a credit or examination contract for the purpose of obtaining ECTS-credits will be rejected for this programme unit if they have enrolled twice for a particular programme unit without having obtained a credit certificate for that programme unit.

**§3.** Save in exceptional circumstances, a student seeking to enrol under a diploma contract shall be refused admittance if he does not have obtained any credits. The Examinations Board can make an exception to this rule for students who are enrolled in only one or two course units.

**Additional faculty regulations by Article 85§3**

If the information of the students file clearly shows that imposing binding conditions will not yield a positive result, the student can immediately be denied to enroll for the same programme after a thorough and individual motivation.

**§4.** In case of exceptional circumstances known before commencement of the examination period, a substantiated file can be submitted to the Chairman of the Examinations Board up to and including 16 August containing at least a factual description of the exceptional circumstances, together with supporting documents. The appeal must be lodged with the faculty's administrative secretariat.

**§5.** A decision by a partner institute to reject enrolment for a programme organised on an interuniversity level that is subject to the "Examination regulations for interuniversity master's courses involving enrolment at more than one university", shall be recognised by this institute.

**§6.** Any decision to impose a binding condition or to reject enrolment will be communicated through Student Self-Service.

**§7.** Following a break in enrolment of at least three academic years for the programme(s) and programme units for which the student was refused access, the student may submit a reasoned file in writing showing that the circumstances have changed. The file must be submitted before 1 June or 1 September, respectively, to the faculty administrative secretariat and will be processed by the competent committee.

**§8.** Study progress decisions are taken subject to article 86.

#### **Article 86 (Entry requirements relating to the learning account)**

**§1.** A student or prospective student whose learning account is equal to or less than zero, will not be allowed to enrol or re-enrol for a programme or programme unit in an initial bachelor's or master's programme under a diploma contract or in a programme unit under a credit contract, save exceptions in article 87.

**§2.** Students may enrol if they have a positive learning account. Students with an insufficient balance on their learning account will be charged additional tuition fees for that part of the programme not covered by the learning account, in accordance with article 64 §3.

#### **Article 87 (Deviation from refusal in the event of a an negative learning account)**

**§1.** Notwithstanding article 86, a student who in the previous academic year was enrolled for a course needing a maximum of 30 ECTS credits from that course but whose learning account is less than or equal to zero, will be allowed to complete that course for one academic year, provided that he meets the admission requirements and has not previously obtained a Master's diploma.

**§2.** A student who has obtained a Bachelor's diploma and whose learning account is less than or equal to zero, will be allowed to start the Master's course, provided that he meets the admission requirements and has not previously obtained a Master's diploma.

**§3.** A student who has already obtained a Master's diploma and whose learning account is less than or equal to zero, will be admitted to another Master's course for a maximum two academic years for a one-year Master's course or three academic years for a two-year Master's course.

**§4.** These provisions apply both for (re-)enrolment for an initial Bachelor's or Master's programme under a diploma contract and for a course unit under a credit contract, without prejudice to any study progress decisions.

**§5.** In accordance with Article 64 §3, a special tuition fee is charged for that portion of the course enrolled for for which the student has an insufficient or negative learning account.

#### **Section 4: Taking programme units at another institution**

##### **Article 88 (Taking an elective course unit at another Flemish university)**

Under the terms of an agreement concluded between the Flemish universities, students can take programme units organised by other universities as elective course units. The agreement lays down the following conditions/criteria:

- the student is enrolled under a diploma contract or an examination contract for the purpose of obtaining a diploma;
- the programme unit is not organised by the home institution;
- the student does not owe the guest institution any additional tuition fees;
- the examination results are communicated by the guest institution to the home institution;
- the credit certificate is issued by the home institution.

##### **Article 89 (Taking programme units at another higher education institution)**

For the purpose of internationalisation/student mobility, faculties of different universities may make arrangements for the exchange and lending/borrowing of programme units.

### **Article 90 (Individual request by a student)**

If a student wishes to take (a) programme unit(s) at another institution that is not covered by article 88 and article 89 of these regulations, he must submit a reasoned request to the Dean. The faculty shall incorporate a procedure for this purpose in its faculty regulations.

If the faculty decides favourably on the request, it must clearly specify which programme units can be replaced by external programme units and how the examination results will be converted.

<p><b>Additional faculty regulations by Article 90</b></p>
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The student contacts the study counselor of the faculty. It is the Dean who decides.  
The written permission of the lecturer of the external course unit is required.

### **Section 5: Equal opportunities**

#### **Article 91 (Inclusive education)**

**§1.** All educational activities must be open to everyone. Every student must be given equal opportunities. This may call for reasonable degree of flexibility (in terms of compliance with the criteria for feasibility, acceptability and justifiability) in granting derogations to individual students under specific circumstances. A reasonably flexible derogation is a derogation that does not involve a disproportionate burden. A reasonably flexible derogation renders education more feasible for the student, remains acceptable to the lecturer and can be justified to fellow students and the education institution. The student must ask for the opinion of the Study Guidance Centre (SBC) or the Top Sports and Study Department, which in turn sends, based on a professional certificate and an interview with a SBC student psychologist, a duly motivated request to the lecturer, under the responsibility of the Dean. A decision to refuse the requested derogation may be justified on the basis of the institution being of the opinion that the requested derogations would compromise the possibility of achieving the essential learning outcomes of the programme. As set out in article 154, students with disabilities may lodge an appeal against the refusal of a requested derogation.

**§2.** The aim is always to come to a workable arrangement through dialogue. If problems arise during the dialogue, the faculty ombudsperson may be asked to intervene.

### **Section 6: Paid educational leave (BEV) and leave of absence for training purposes**

#### **Article 92**

Students who combine work and study may enrol as working students. The criteria for eligibility, how to enrol and the nature of the special educational activities available to working students are set out at

<http://www.vub.ac.be/english/infofor/prospectivestudents/working.html>.

To be entitled to paid educational leave (BEV), students must have their attendance lists signed by their respective lecturers after each lecture they have attended. Students must submit their attendance lists to the Students Administration Centre at the latest on:

- the last Friday before the winter break (for first-semester programme units);
- the last Friday before the Easter vacation (for second-semester programme units and year-spanning programme units);
- 31 May (for second-semester programme units and year-spanning programme units).

Students enrolled with an examination contract with a view to obtaining a diploma and entitled to paid educational leave (BEV), must provide to their employers proof that they have actually sat the examinations concerned. Since the Student Administration Centre can provide valid proof, students must provide the Centre with a copy of the list of their marks and the dates of the examinations concerned:

- by the first day on which the lectures in the second semester commence (first examination period in January);
- by the last Friday following the closing of the first examination period (first examination period in June);
- by the last Friday before the start of the new academic year (second examination period).

Students enrolled with a diploma contract and who take paid educational leave for the second examination period must provide to their employers proof that they have actually sat the exams of the second examination period. Since the Student Administration Centre can provide valid proof, students must provide the Centre with a copy of the list of their marks and the dates of the examinations concerned:

- by the last Friday before the start of the new academic year.

To be entitled to leave of absence for training purposes (OVR), students must have their attendance lists signed by their respective lecturers after each lecture they have attended. Students must submit their attendance lists to the Student Administration Centre by 31 May.

## **Chapter VI. Teaching evaluation**

### **Article 93**

All academic courses, with the exception of doctoral training programmes and postgraduates, are assessed by students on an annual basis. The aim is to optimise the teaching process and to detect, or possibly remedy, any problems with the teaching process; secondly, the teaching evaluation serves as a general satisfaction survey on the quality of the teaching provided.



**Article 94**

The teaching assessment is a standard survey for each programme unit and relates to satisfaction with the following aspects: the targets, the content, the guidance, the programme material and the evaluation forms. In addition, the survey relates to satisfaction with the teaching abilities of the lecturer(s) related to the programme unit. In addition to this programme unit-specific survey, the experience of the time spent in study is gauged.

At the end of the second semester, students at the end of their bachelor's diploma and at the end of their master's diploma will be asked about their satisfaction with aspects of the tuition (programme structure and competences).

In the general satisfaction evaluation, students will be surveyed on their satisfaction with VUB-wide services and on their satisfaction with services organised by the faculty.

**Article 95**

**§1.** The teaching evaluation is semester based, i.e. it is conducted twice a year immediately following the first and second semesters.

**§2.** The periods in which teaching evaluation is organised are indicated each year in the academic calendar.

**Article 96**

**§1.** The teaching evaluation is done electronically through an intranet page not accessible to third parties. Students gain access with an individual login and password.

**§2.** The academic authorities shall take the necessary steps to safeguard the anonymity of the students taking part in the survey.

**Article 97**

In order to obtain representative data, participation is mandatory for all students. The obligation is to register on the intranet page concerned, not to fill in the survey itself. Registration is done by logging in with a username and password of the VUB e-mail account.

### Article 98

§1. All survey results are reported following each semester's assessment by the academic authorities using the Official Results Site for Academic Staff and Students.

§2. Evaluation results per lecturer and per programme unit are reported to the lecturers concerned (who may consult these results using their personal password), to the Dean of the faculty concerned, the Chairman of the study programme committee concerned and to the Vice-Rector for Educational and Student Affairs. The results of study programmes linked to the Institute for European Studies are submitted to the Academic Director. The results of course units linked to the teacher training programme are submitted to the Chairman of the *Departmental Council by the Interfaculty Department for Teacher Training (IDLO)*. The overall results are accessible to all members of the VUB community, including the students.

§3. The results for individual lecturers are reported as soon as minimum three students have actively taken part in the evaluation of a programme unit.

### Article 99

§1. The overall results include bar charts representing the average level of satisfaction for each programme which is being evaluated, based on all the assessment aspects indicated in article 94, as well as participation figures, perceived study time and the results of the study programme evaluation and the general satisfaction evaluation.

§2. For each aspect (aims, content, material, guidance and evaluation methods) and for each lecturer, a value will be generated. The results of the evaluation are not definitive ratings but indications from the student group about the quality of the tuition. A monitoring alert occurs if the 34th percentile is 5 or lower (on a scale of 10). A valid results sheet will be generated when at least three students have actively taken part in an evaluation of the programme unit or the lecturer.

### Article 100

§1. Follow-up action if problems are signalled becomes mandatory as soon as at least three students have actively taken part in the evaluation of a programme unit.

§2. Each monitoring alert shall be the subject of to the following formal monitoring procedure:

- For the first monitoring alert, the lecturers/assistants concerned will sit together with the Chairman of the Education Council (they may also choose to invite an education expert from the Department of Educational Affairs). They will draw up an action plan (if this has not already been done) and submit this plan to the Vice-Rector for Educational and Student Affairs (for information) and to the Dean of the faculty.
- For a second (successive) monitoring alert, the lecturers/assistants concerned will sit together with Chairman of the Education Council, the Dean and an education expert

from the Department of Educational Affairs. During this discussion, the previous action plan will be reviewed, remedial action will be looked at and, where appropriate, the action plan will be adjusted or thoroughly revised.

- For a third (successive) monitoring alert, the Dean, Vice-Rector for Educational and Student Affairs, lecturer, Chairman of the Education Council and education expert will examine how the previous action plans were monitored. In light of this monitoring, specific measures will be taken, depending on the efforts made by the lecturer(s), and the context of the alert.

### **TITLE III. – Examination regulations**

#### **Chapter I. - Organisation of examinations**

##### **Article 101 (Preliminary examinations)**

§1. Preliminary examinations may only be held for year-spanning programme units which form part of the first year of a full-time standard learning path in a bachelor's programme during the first block of examinations of the first examination period.

§2. The faculties shall determine the necessary procedure guidelines in their supplementary faculty teaching and examination regulations.

§3. The manner in which the results are incorporated into the end results for the programme unit in question shall be included in the course description.

##### **Article 102 (Number of examination opportunities)**

§1. Students are entitled to two examination opportunities during the academic year to obtain a credit certificate for each programme unit for which they are enrolled. Depending on the nature of a programme unit, the number of examination opportunities (also at the level of any component part of an examination) may be limited to one. This must be indicated in the course unit description.

§2. Under no circumstances may students present themselves more than twice within the same academic year for the same examinations or component parts of an examination.

##### **Article 103 (Partial or continuous assessment)**

§1. As regards programme units which consist of several learning activities, every faculty may opt to assess the competencies associated with these activities separately.

The information provided to students shall relate, at the very least, to the following aspects:

- a description of the various learning activities;
- the percentage share of the various learning activities in the final examination mark;
- the types of assessment and when assessment takes place, i.e. assessment outside examination periods;
- the possibility that individual assessment results may be announced to students;
- the possibility that individual assessment results may also be included in the second examination period marks.

**§2.** The procedures under §1 shall be announced before the start of the academic year as part of the course descriptions.

#### **Article 104 (Resitting examinations)**

**§1.** Programme unit examinations taken in the first block of examinations of the first examination period may not be resat until the second examination period.

**§2.** For students who take part in international exchange programmes, the procedures for re-sitting examinations are outlined in the agreement with the partner institution. The Dean may only give permission in exceptional circumstances to students who have not obtained a credit certificate for a programme unit, followed at another foreign institution for higher education, to sit an examination in the next examination period of the same academic year at the VUB for the equivalent VUB programme unit.

#### **Article 105 (Scheduling of examinations)**

**§1.** Examinations may not be scheduled for Sundays or public or academic holidays.

**§2.** Except for reflex students, no preliminary or other examinations may be held outside the periods specified in article 6 §1. If a public holiday occurs during an examination period, the relevant examination period shall then commence on the Saturday of the preceding pre-examinations study week.

**§3.** For international students, students participating in international exchange programmes, as well as for students enrolled in study programmes of an interuniversity nature, any decision to make an exception shall be taken by the competent faculty authorities and laid down in the Supplementary Faculty Teaching and Examination Regulations.

#### **Additional faculty regulations by Article 105§3**

The request for an exception must be submitted at the latest one week before the examination period concerned, according to the procedure described on the faculty MY.VUB website.

**§4.** In exceptional circumstances, such as those referred to in § 3, teaching activities shall not be suspended.

## **Article 106 (Examination schedule)**

**§1.** The preliminary examination schedule for the first block of examinations of both the first and second examination period is posted a minimum of fourteen weeks before the examinations on official notice boards and/or communicated by e-mail to students' VUB e-mail addresses. For the second examination period, this time span is reduced to a minimum of four weeks.

The above-mentioned provision applies only to programme units for which the Vrije Universiteit Brussel is responsible.

<p><b>Additional faculty regulations by Article 106 §1</b></p>
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The examination schedules are published on the faculty MY.VUB website. Students will be notified on their VUB email address.

For some oral examinations students need to register via Pointcarré. This will be clearly mentioned in the examination schedule.

The examination schedules for the postgraduate programmes of the Brussels Diplomatic Academy will be published at the latest four weeks before the start of the examination period concerned. Students will be notified on their VUB email address.

**§2.** In determining the examination schedule, the specified standard learning path is taken as basis. Students who, because of their individualised learning path, enrolment combinations or elective programme units, have multiple examinations at the same time will sit the examination that comes first in the standard learning path or the examination for the mandatory programme unit (rather than elective programme units). For the examinations for the other programme units, the student can ask whether a new examination time can be arranged within the relevant examination period. The procedure for requesting the rescheduling of an examination is outlined in the faculty regulations. This procedure stipulates that the student has a period of at least 3 calendar days to notify of an overlap in their examination schedule. For the first and second examination periods of the first session, the examination schedule shall be finalised four weeks before the commencement of the relevant examination period. The examination schedule for the second session shall be finalised two weeks before the commencement of the examination period.

In determining the examination schedule based on the learning path, attention is paid to spreading out students' efforts. It is recommended that faculties, as far as possible organisationally, spread out examinations to ensure that examinations are not held on consecutive days, unless they are several assessments associated with one and the same programme unit.

**Additional faculty regulations by Article 106 §2**

Any overlap must be reported at the latest one week before the examination period concerned, according to the procedure described on the faculty MY.VUB website.

**§3.** The timetable and order in which students must present themselves for an examination are established by the faculty Administrative Secretary or by an administrative staff member appointed by the Dean. The faculty ombudsperson may, at his request or following a complaint, be involved in drawing up the definitive examination schedule.

**§4.** Any change to the examination schedule brought about by the institution after it was made public must be communicated personally and without delay to the students affected at their VUB e-mail addresses. Any changes may not result in examinations taking place earlier than previously announced.

**§5.** Implementation of this article falls under the aegis of the faculty Dean.

## **Chapter II. - Equal opportunities**

### **Article 107 (Inclusion)**

**§1.** All educational activities must be open to everyone. Every student must be given equal opportunities. This may call for reasonable degree of flexibility (in terms of compliance with the criteria for feasibility, acceptability and justifiability) in granting derogations to individual students under specific circumstances. A reasonably flexible derogation is a derogation that does not involve a disproportionate burden. A reasonably flexible derogation renders examinations more feasible for the student, remains acceptable to the lecturer and can be justified to fellow students and the education institution. The student must ask for the opinion of the Study Guidance Centre (SBC) or the Top Sports and Study Department, which in turn sends, based on a professional certificate and an interview with an SBC student psychologist, a duly motivated request to the lecturer, under the responsibility of the Dean. A decision to refuse the requested derogation may be justified on the basis of the institution being of the opinion that the requested derogations would compromise the possibility of achieving the essential learning outcomes of the programme. As set out in article 154, students with disabilities may lodge an appeal against the refusal of a requested derogation

**§2.** The aim is always to come to a workable arrangement through dialogue. If problems arise during the dialogue, the faculty ombudsperson may be asked to intervene.

### **Chapter III. - Taking examinations**

#### **Article 108 (Taking examinations)**

**§1.** Students may only sit examinations if they are properly enrolled for the academic year concerned and if their names appear on the examination list for the relevant programme unit. The examination list mentions all students who are registered for the relevant programme unit. One exception to this is taking part in a written examination held at a time when the faculty secretariat is closed. Where that is the case, students who are not on the list will be admitted to the examination provisionally. If it appears that the students are not properly enrolled, the examination will not be valid.

**§2.** Proper enrolment for examinations is entirely dependent upon submission of the requisite certificates at the time of enrolment and full payment of the tuition fees.

**§3.** Until suspension is revoked, the student who is suspended under article 65 §3 is not entitled to benefit from teaching activities and all examinations sat or to be sat shall be deemed null and void. Any examination marks already awarded shall be invalid.

**§4.** If a student's name does not appear on the examination list for a particular programme unit and the student is convinced he should nevertheless be admitted to the examination, he must immediately notify the faculty secretariat. The student will be notified as to whether or not he can sit the examination no later than the first working day after the date on which the student notified the faculty secretariat.

#### **Article 109 (Taking examinations - faculty criteria)**

**§1.** Without prejudice to the provisions of article 108, the faculties shall determine the conditions under which students are granted admission or refusal to sit examinations. These rules must be announced to students from the beginning of the academic year and be included in the supplementary faculty regulations.

#### **Additional faculty regulations by Article 109 §1**

**Special conditions for admission or refusal are mentioned in the official course description.**

**§2.** Students who are refused admission shall be informed in writing of the Dean's decision stating the reasons for the refusal, at the latest two weeks before the start of the examination period, or alternatively two weeks before the end of the normal period of lectures. A copy of the decision shall be sent to the faculty ombudsperson. Students may apply to the appeal body against the decision, as laid down in article 152, provided they do so within seven calendar days of receipt of the decision.



**Article 110 (Sitting examinations in the second examination period)**

Notwithstanding the provisions of article 108 and article 109, students are automatically registered for the second examination period for all the course units for which they did not obtain credits during the first examination period, except where a derogation is permitted.

*Chapter IV. - Examination proceedings*

**Article 111 (Force majeure)**

**§1.** Students shall observe strictly the timetable and location set for an examination. In the event of circumstances beyond their control, students may ask for an examination to be rescheduled, provided that the necessary proof can be produced. Any *force majeure* event and request to re-schedule an examination as a result, must be reported by the student in writing by e-mail to the faculty secretariat by the date of the examination. To this end, the student must duly and correctly complete the appropriate form. The faculties shall indicate in their faculty regulations where the form can be obtained.

The original documents substantiating the *force majeure* event must be submitted to the faculty secretariat within three calendar days of the date on which the examination took place and, if or where applicable, by the new date for the examination given in the new examination schedule.

**Additional faculty regulations by Article 111 §1**

Any form of force majeure must be reported according to the procedure described on the faculty MY.VUB website.

The following situations are considered as force majeure:

- 1) Sickness (supported by a medical certificate that fulfills the conditions of Article 112);
- 2) The passing of a relative in the first or in the second degree.

**§2.** The examiner shall decide whether a re-scheduled examination is organisationally possible and in the event of a positive decision shall set a new examination schedule. If possible, the examination will be organised within the same block of examinations and examination period. The new examination schedule may be coupled with a change to the examination method. Any change to examination method adjustment must be approved by the Vice-Rector for Educational and Student Affairs.

### Additional faculty regulations by Article 111 §2

In the preparation of the new examination schedule the premise as stipulated in Article 106 §2 will be applied.

For organizational reasons, in principal only 1 rescheduling for the same course is possible during the same block of examinations and the same examination period.

**§3.** In cases of *force majeure* during the first block of examinations of the first examination period where it is not possible to reschedule an examination during the same examination period, the Dean may decide, in exceptional circumstances and on the basis of the evidence submitted, to extend the period of the first block of examinations of the first examination period or to grant permission for examinations in the programme units concerned to be sat during the second block of examinations of the first examination period.

The decision shall be reported to the student within 3 calendar days of receipt of the request to re-schedule the examination.

### Additional faculty regulations by Article 111 §3

The student addresses the request to the Dean at the latest 3 calendar days after the end of the first examination period.

The Dean can

- 1) decide to extend the first examination period of the first examination session by maximum three weeks. This decision is reported to the student and the lecturer concerned.
- 2) grant permission to take the examination in the second examination period of the first session. In said case the student will receive an email from the faculty secretariat at the latest on May 15<sup>th</sup> with the request to confirm his/her participation in the examination in the second examination period of the first examination session. If the student confirms his/her participation the lecturer is notified.

In both cases the student contacts the lecturer for the organisation of the examination and notifies the faculty secretariat on the agreed examination schedule within three calendar days.

**§4.** Examiners shall observe strictly the timetable and location set for an examination. In cases where the examiner is absent and fails to submit notice of that absence, the examination arrangement shall be cancelled after a one-hour waiting period. Students must report these circumstances without delay to the Dean who, without prejudice to the provisions of article 106 §4 and following consultation with the students concerned, shall draw up a new examination arrangement.

### **Article 112 (Medical certificates)**

If the substantiating document referred to in article 111 is a medical certificate, it will not be accepted if it is:

- an incomplete certificate or certificate containing contradictory information;
- a “dixit” certificate (a doctor’s certificate based on a patient’s claim of ill health rather than being based on a medical examination or diagnosis);
- a “*post factum*” certificate (which is issued after an illness or when the medical consequences of an accident are no longer apparent). A medical certificate must be issued on the first day of an illness or accident.

### **Article 113 (Replacement examiner)**

**§1.** An examination is held by the lecturer responsible for a programme unit or by the person who, as a replacement lecturer, has taught the programme unit in question in that particular year. The examiner shall keep an attendance list of all the students who have taken an examination held by him.

**§2.** In the event of circumstances beyond his control or legitimate cause for his absence, an examiner may address a reasoned request to the Dean asking to be wholly or partially relieved of his assignment as an examiner. In the event of *force majeure* and if thoroughly justified, the decision to appoint a replacement examiner may be coupled with a change to the examination method. Any change to examination method adjustment must be approved by the Vice-Rector for Educational and Student Affairs.

In consultation with the Chairman of the Examination Board, the Dean nominates a replacement examiner, an independent academic staff member (“ZAP”) or a doctoral assistant.

**§3.** In the event of a blood relationship or kinship to the fourth degree, or in the case of personal involvement between a student and an examiner, the Dean shall, in consultation with the Chairman of the Examination Board, appoint an alternative examiner. Where this is the case, the examiner must apply to the Dean for a replacement to be appointed before the start of the examination periods.

### **Article 114 (Public nature of examinations, right to inspect and feedback)**

**§1.** All preliminary and other examinations are open and accessible to the public. They are held by the lecturers responsible for the programme units being examined in a room belonging to the university. In exceptional circumstances and with the approval by the Dean, a different examination location may be agreed.

**§2.** Every student may request the presence of an observer. A reasoned request to this end must be submitted in writing to the Chairman of the Examination Board two weeks before the date of the examination at the latest (expiry date). The role of observer may not be filled by a student who is due to be examined by the examiner concerned in the same academic year, nor

by a relative up to the fourth degree of kinship or any person with whom the student in question has a personal relationship.

**§3.** The public nature of written preliminary and other examinations is guaranteed by allowing students to inspect copies of the examination papers after each examination period for a period of seven days following the announcement of the results in accordance with article 145- article 147 of these regulations.

Each faculty determines in its Supplementary Faculty Teaching and Examinations Regulations how this right is organised.

The examiner shall retain the written copies for 1 year.

**Additional faculty regulations by Article 114 §2**

The student contacts the lecturer of the concerned course unit with the request to inspect the examination paper at the latest 2 days before the end of the inspection period via email.

**§4.** With a view to obtaining evidence-based educational guidance, the student may ask for a clarification of the results of mid-term and final examinations within seven calendar days of announcement of the results (expiry date).

**Article 115 (Examination format)**

**§1.** Examinations are either oral or written.

**§2.** An optional oral examination is only possible for programme units that are part of the first year of the full-time standard learning path for a bachelor's programme.

**Article 116 (Derogation from the examination format)**

**§1.** At least three weeks before the start of the examination period (expiry date), a student may apply to the Chairman of the Examination Board asking for a derogation from the examination format proposed for one or more programme units, provided there are serious grounds for doing so.

In exceptional circumstances, it may be decided to derogate from this deadline and/or the types of grounds permissible.

**Additional faculty regulations by Article 116 §1**

In exceptional circumstances the examination format of course units for which no lecturer was appointed at the start of the academic year by the competent body of the University can still be modified. In said case the newly appointed lecturer needs to complete the course unit

description at the latest 1 month after the moment of appointment and hand it over to the Dean.

**§2.** The Chairman of the Examination Board shall inform the Dean and the lecturer(s) responsible for the programme units concerned of the derogation granted.

**§3.** Reflex students must submit their requests for derogation from the proposed examination format to the Study Guidance Centre at least three weeks (expiry date) before the start of the examination period.

Following consultation prior to and after approval by the Study Guidance Centre, this deadline may be derogated from.

#### **Article 117 (Fill in details)**

The student is responsible for correctly and completely filling in their personal and administrative details relating to the examination. In the event that the details are incompletely filled in or are unclear, the lecturer of the programme unit may decide to record the student as being absent.

#### **Article 118 (Irregularities)**

**§1.** If an examiner suspects a student of having committed an irregularity during a preliminary or other examination, or different form of assessment, the academic staff member concerned must report this to the Dean in writing without delay. When an examiner, or other individual with supervisory authority, notes that a student is involved in irregular activities during an exam, they will inform the student accordingly and may interrupt the current examination of the student in question, where applicable following confiscation of the contested material and previously produced copy.

**§2.** An irregularity is defined as any behaviour by a student in an examination setting which renders, or attempts to render, partially or wholly impossible a proper assessment of the student's own knowledge, understanding and/or skills or those of other students. Plagiarism is also an irregularity in the context of this article. Plagiarism means the use of other people's phrasing, adapted or otherwise, without careful acknowledgement of sources as well as any form of fraud that is a violation of scientific integrity. Plagiarism may relate to various forms of products including text, images, music, databases, structure, lines of thought, ideas.

For the application of these regulations, borrowing one's own work without proper quotation of source is also considered an irregularity.

The VUB reserves the right to check for plagiarism using any means it deems appropriate for this purpose.

**§3.** If the suspicion is substantiated, the (vice-)Dean will decide, possibly after consultation with the Chairman of the Examination Board, whether disciplinary action is to be taken against the student. This decision shall be communicated to the student by recorded delivery letter. The student may continue to take examinations pending the (vice-)Dean's decision.

**§4.** The student involved has a right to be heard prior to any decision being taken. The faculty Ombudsperson will be invited to attend. The student has the right to consult his file and may be assisted during the hearing by a legal counsel.

**§5.** (A combination of) the following disciplinary sanctions may be taken by the (vice-)Dean:

- awarding zero marks for the examination or paper of the given programme unit or part thereof;
- exclusion from the examination period: awarding no marks for any examinations in an examination period;
- rejection: the student can no longer sit examinations during the current academic year. He may not re-enrol until the following academic year at the earliest and loses all marks already obtained in the examination period in dispute;
- exclusion from the institution: termination of the student's enrolment for the current academic year with immediate effect and being prohibited from (re)enrolling for a following academic year;
- prohibition from (re-)enrolling for multiple academic years.

**§6.** In determining the gravity of the offence and the punishment imposed, the following aspects, among others, are taken into account:

- the nature and scale of the irregularity/plagiarism committed;
- the student's experience;
- whether or not the deceit was intentional.

**§7.** The student may submit an appeal to the Chairman of the appeal body concerned within seven calendar days (a deadline which begins to run from the date after that of notification of the decision). The internal appeal procedure leads to one of the following outcomes:

- a reasoned dismissal of the appeal by the Chairman of the appeal body concerned on the ground that it is inadmissible;
- a reasoned decision by the appeal body, reached in special session, which confirms or overturns the original decision.

The student has the right to be heard in this regard.

**§8.** In the event of an appeal, the (vice-)Dean's decision, as specified in § 5 of this article, shall be deferred until the appeal body has reached its decision on the irregularity established.

**§9.** The decision pursuant to §7 shall be communicated to the student concerned within twenty calendar days from the day after the date on which the appeal was filed. The decision shall be communicated to the Rector and the central Ombudsperson.

**§10.** An appeal against the decision taken pursuant to §7 may be brought before the Council for Disputes about Decisions on Study Progress, as laid down in article 155.

#### **Article 119 (Work placement termination)**

**§1.** If a student has demonstrated by his conduct that he is ill-suited to exercise the profession to which the training he is following is directed, the work placement may be terminated early.

**§2.** If this is confirmed by the facts, the Dean shall decide, where appropriate following consultation with the Chairman of the Examination Board, whether or not to terminate the work placement early. The grounds for the decision to terminate the work placement early must be set out in detail. This decision shall be communicated to the student by recorded delivery letter. Pending a decision by the Dean, the student may pursue the work placement.

**§3.** The student is entitled to a hearing before the decision is taken. The faculty Ombudsperson will be invited to attend. The student has the right to consult his file and may be assisted during the hearing by a legal counsel.

**§4.** The student may submit an appeal to the Chairman of the appeal board concerned within seven calendar days (a deadline which begins to run from the date after that of notification of the decision). The internal appeal procedure leads to one of the following outcomes:

- a reasoned dismissal of the appeal by the Chairman of the appeal body concerned on the ground that it is inadmissible;
- a reasoned decision by the appeal body, reached in special session, which confirms or overturns the original decision.

The student has the right to be heard in this regard.

**§5.** The decision pursuant to §4 shall be communicated to the student concerned within twenty calendar days from the day after the date on which the appeal was filed. The decision shall be communicated to the Rector and the central Ombudsperson.

**§6.** An appeal against the decision taken pursuant to §4 may be brought before the Council for Disputes about Decisions on Study Progress, as laid down in article 155.

**§7.** If the internship commences before the start of the academic year for which the student has enrolled for the internship, the internship shall only commence if the student qualifies for (re-)enrolment for the course, and the units thereof, at the start of the academic year.

An internship that is inconsistent with the study progress monitoring measures taken for the student concerned will be stopped immediately.

§8. If the student's enrolment is suspended during the internship period, the internship will be stopped immediately. If the suspension is lifted, the student may ask to resume the internship.

### **Chapter V. – Master's thesis**

#### **Article 120 (Subject, supervisor, assessors)**

§1. A master's thesis is a compulsory part of any master's programme. With regard to master's theses, individual faculties shall determine, in their supplementary faculty teaching and examination regulations, when students are to provide the Dean with the following:

- the subject of their master's thesis;
- the signature of their master's thesis supervisor approving the subject;
- an outline of the objective and method, as appropriate.

#### **Additional faculty regulations by Article 120 §1**

The administrative procedures for the master's thesis go digital in the 'Master Thesis Information System' (MaThIS).

The student submits a subject and supervisor at the latest:

- December 1<sup>st</sup> of the graduation year, or
- November 1<sup>st</sup> of the graduation year if the student, in accordance to Article 132, desires to graduate at the end of the first examination period,

Exceptionally students can be allowed to hand in their master's thesis for the second examination session if a subject and supervisor is requested in MaThIS at the latest on March 1<sup>st</sup>.

The agreement by the supervisor is given via MaThIS.

Not submitting on time automatically pushes forward the submission date of the master's thesis to the next submission date.

The master's thesis is written in the language of the programme. In Dutch-language programmes the master's thesis can be written in English or French, if the supervisor agrees to this.



**§2.** A list of master's theses giving the subjects and supervisors must be submitted for approval before the start of the winter break. The competent body must be designated in the supplementary faculty teaching and examination regulations. The faculty shall appoint at least one assessor, in addition to each supervisor, by 1 May.

**Additional faculty regulations by Article 120 §2**

The Chairman and secretary of the Study Programme Committee concerned review the submitted subjects and appoint at least 1 assessor at the latest on May 1<sup>st</sup> or, for students who in accordance to Article 132 desire to graduate at the end of the first examination period, at the latest December 1<sup>st</sup>.

**§3.** A thesis supervisor must be an independent academic staff member ("ZAP"), a postdoctoral research assistant or a teaching professor or another member of the academic staff who is the holder of a doctorate. As a general rule, assessors are members of academic staff from within the VUB. The faculty may decide to appoint one external expert as assessor.

**Article 121 (Changes)**

**§1.** Subject changes, a change of supervisor at the student's initiative or dereliction of duty on the part of the supervisor must be reported, together with the reasons therefor, to the Dean in writing. This must be accompanied by the reasons therefor.

**Additional faculty regulations by Article 121 §1**

Any change of supervisor must be requested from the Dean at the latest 2 months before the submission date of the master's thesis according to the procedure described on the faculty MY.VUB website.

**§2.** In accordance with the provisions of article 120, save as regards any deadlines set, a new subject shall be chosen and/or another supervisor appointed.

**Article 122 (Supervisor guidance)**

The thesis supervisor shall regularly provide guidance to the student and the student shall regularly inform the supervisor of progress with the research. In the event of non-observance, a student or a supervisor may report this circumstance to the Dean in writing. The Dean shall subsequently come to a decision, which may lead to a change of supervisor or termination of a supervisor's duties vis-à-vis a student, and shall report this circumstance to the authorised faculty body.

**Article 123 (Submission date)**

Each year, by 15 August of the calendar year in which the academic year is due to commence, the faculty shall determine the dates for submission of master's theses. A master's thesis must be submitted electronically and on paper in a minimum of four and a maximum of ten copies.

### **Additional faculty regulations by Article 123**

For the first examination period the master's thesis must be submitted at the latest on Monday before the start of the pre-exam study week. For the Bedrijfskunde and Management programmes this must be done at the latest on the first Monday of the pre-exam study week.

For the second examination period the master's thesis must be submitted at the latest at the latest on Monday of the second week before the start of the second examination session.

Students who, in accordance to Article 132, wish to graduate at the end of the first examination period, submit the master's thesis at the latest on the last Monday before the start of the winter holiday.

If the last submission day is on a national holiday, the deadline is postponed to the next working day.

The master's thesis is submitted in 3 copies. For the Politieke Wetenschappen and Sociologie programmes 4 copies are submitted.

The master's thesis must be handed in at the department secretariat before 12:00 (noon). At submission a receipt will be given.

### **Article 124 (Submission format)**

**§1.** The master's thesis must be submitted both in writing and in electronic form. It shall be determined in the supplementary faculty regulations whether a master's thesis should be accompanied by a summary, in publishable form, as well as an abstract to be included in the common listings of theses published in Belgian specialist journals.

### **Additional faculty regulations Article 124 §1**

With each copy of the master's thesis a one page summary must be added in the language of the master's thesis. The student is exempted for the abstract to be included in the common listings of theses published in Belgian specialist journals.

Each student also needs to upload the master's thesis in the anti-plagiarism server specified by the faculty and submit the printed receipt hereof together with the physical copies at the respective department secretariat.

**§2.** The supplementary faculty regulations may stipulate, in extraordinary circumstances, that a master's thesis cannot be published.

**Additional faculty regulations Article 124 §2**

An exception could, amongst others, be motivated by a Non-Disclosure Agreement (NDA), signed by the Dean. In said case the full text (including the confidential information) is only provided to the supervisor and assessor(s) and, in addition, a publishable version (without confidential information, although the confidentiality must be motivated in the original document in the respective places) is submitted at the respective department secretariat.

**§3.** Responsibility for showing that their research materials are authentic lies with the students.

**Additional faculty regulations Article 124 §3**

All the original research material must be readily available and submitted immediately at the Dean's office when it is requested in case of a dispute. Moreover it must be composed in a clear and coherent way.

**Article 125 (Assessment)**

**§1.** Without prejudice to the provisions of §2, a supervisor and assessors shall discuss, assess and mark a master's thesis.

**§2.** If the regulations do not call for a public oral thesis defence, students are allowed access, on request, to their supervisor's and assessors' reasoned report and marks awarded. On the basis of the report, students may decide to request a public oral defence of their thesis before the supervisor and assessors concerned. The marks awarded shall be communicated to the student concerned.

**Additional faculty regulations by Article 125 §2**

The obtained result (i.e. the number based upon the average of the marks) is communicated to the student via MaTHIS. Students who would like to request an oral defense must notify the department secretariat at the latest three days after the publication of the result.

**§3.** On the basis of a reasoned report, a public oral thesis defence may be imposed on the student concerned.

**§4.** If all students are required to conduct a public oral thesis defence, the supplementary faculty regulations shall specify whether the student is to receive a qualitative assessment prior to the defence.

**Additional faculty regulations by Article 125 §4**

If an oral thesis defense is mandatory, the student will receive the reports of the supervisor and assessor(s) at the latest three days before the oral defense takes place. The supervisor (or another member of the committee) communicates the final mark to the student after ending the deliberation.

For the programmes MSc in de Politieke Wetenschappen, MSc in de Sociologie, MSc in de Toegepaste Economische Wetenschappen, MSc in de Toegepaste Economische Wetenschappen: Handelsingenieur, MSc in Business Engineering: Business & Technology and MSc in Management Science an oral defense is mandatory.

**§5.** The supplementary faculty regulations may lay down a procedure to derogating from the public nature of the oral defence. The decision to abolish the public nature of the defence must at all times be justified by extraordinary circumstances.

**Additional faculty regulations by Article 125 §5**

If a master's thesis contains confidential information, the programme director may lay down a procedure to derogate from the public nature of the oral defense upon request of the supervisor.

**§6.** The supplementary faculty regulations may establish a procedure for replacing a supervisor or assessor who cannot attend the oral defence due to circumstances beyond his control.

**Additional faculty regulations by Article 125 §6**

If the supervisor or assessor cannot attend the oral defense, he/she needs to appoint another member of the academic staff to represent him/her. The supervisor or assessor shall communicate the name of the academic staff member who will be representing him/her during the oral defense to the department secretariat, after approval of the Dean, at the latest three days before the oral defense takes place.

**Article 126 (Reports)**

The reports drawn up by supervisors and assessors shall be made available to the members of the Examination Board three calendar days before the day on which the examiners' meeting is due to take place.

**Article 127 (Supervision by several institutions)**

If a master's thesis is supervised jointly by two or more institutions, the procedures governing the joint supervision shall be specified in their co-operation agreement.

## **Chapter VI. - Examination board**

### **Article 128 (Examination board)**

For all bachelor's and master's courses, bridging and preparatory programmes, the teacher training programme and postgraduate programmes, an Examination Board shall be set up for the programme in its entirety.

### **Article 129 (Composition)**

**§1.** Prior to the start of the academic year, the authorised faculty body shall determine the composition of the examination boards *ad nominatim*. It shall also determine whether there are alternates.

#### **Additional faculty regulations by Article 129 §1**

Unless decided otherwise by the Faculty Council for a certain academic year, the following composition applies for the examination board:

- The Dean (chairman);
- The academic secretary (secretary);
- The programme directors.

Substitutions may occur:

- The Dean is substituted by the academic director;
- The academic secretary is substituted by the faculty elected in the University Board
- The programme director is substituted by the secretary of the programme concerned

For the BSc in Social Sciences the examination board is extended with 3 voting members of the Ghent University.

**§2.** The composition of an examination board shall be representative and comprise at least six independent academic staff members ("ZAP") who are qualified to vote, unless the total number of examiners is lower. For a valid decision to be reached about a student, a minimum of half of the board members must take part in the deliberations.

**§3.** Faculty ombudspersons cannot be a member of an examination board with entitlement to vote. If an ombudsperson would like to participate in the examination board as a voting member, he will have to be replaced by their faculty replacement during the deliberation process. To this end, the faculties shall incorporate appropriate rules in their supplementary faculty teaching and examination regulations.

**Additional faculty regulations by Article 129 §3**

The ombudsperson never participates as a voting member.

**Article 130 (Chairman and secretary)**

§1. Prior to the start of the academic year, the authorised faculty body shall appoint a chairman and a secretary for each examination board, as well as alternates for both positions. The Dean shall announce their names to the faculty ombudsperson.

§2. The name of the Chairman of the Examination Board shall be posted on the official notice boards throughout the academic year.

**Article 131 (Participation in an advisory capacity)**

The following persons may participate in the meetings of an Examination Board in an advisory capacity:

- the Dean, who may attend and chair all examination board meetings in his faculty;
- a master's thesis supervisor;
- the faculty ombudsperson;
- the faculty administrative secretary or administrative staff member(s) appointed by the Dean and who are responsible for preparing examiners' meetings, as well as learning path counsellor.

**Chapter VII. Proceedings at deliberations and study progress based on examinations**

**Section 1: Proceedings at deliberations**

**Article 132 (Deliberations)**

Each examination board shall meet at least twice during the academic year. The first meeting will discuss the examination results from the first and second block of examinations of the first examination period. The second meeting will discuss the second examination period. It is only for students in their final year that a deliberation may be held at the end of the first block of examinations in the first examination period, in accordance with the procedures laid down in the supplementary faculty teaching and examination regulations. Students who wish to graduate at the end of the first examination period of the first examination session must submit a request to this end via Student Self-Service.

<b>Additional faculty regulations by Article 132</b>
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A deliberation at the end of the first examination period of the first examination session can be organised for students in a graduation year who:

- 1) Only need to take examinations of first semester courses; and/or
- 2) Only need to finish their internship, their bachelor's and/or master's thesis.

The student, who would like to make use of this possibility, requests this at the latest on November 1<sup>st</sup> via the Student Self Service.

**Article 133 (Deliberation procedure)**

The Examination Board Secretary shall record in the meeting minutes the proceedings of the Examination Board during the examiners' meeting. The minutes, signed by the Chairman and Secretary of the Examination Board, shall be available to the Rector and the faculty Ombudsperson.

**Article 134 (Attendance)**

Their presence at the deliberation and the signing of the examination sheet is obligatory for all voting members of the Examination Board. Legitimate absence must be reported in advance to the Chairman of the Examination Board or the Dean.

Under exceptional circumstances, a deliberation may be held by electronic means.

**Article 135 (Voting)**

The Examination Board is a sovereign entity and operates as a collegial body. A decision regarding a given student must be reached by majority vote. In the event of a tied vote, the decision taken shall be in the student's favour. Each member has one vote only, irrespective of the number of programme units examined under his aegis. Members of the Examination Board must refrain from participating in a deliberation when relatives up to the fourth degree of kinship are under discussion.

Every Examination Board member entitled to vote may request a secret vote to be held.

**Article 136 (Confidentiality)**

The members of the Examination Board and all those present at a deliberation by virtue of their office are bound to guarantee the confidentiality of the discussions.

**Section 2: Study progress based on examinations**

**Article 137 (Examination results)**



**§1.** For each programme unit one examination result is awarded. An examination result is expressed as a whole number between 0 and 20 or in the form of a non-numerical score. An examination result is calculated using the method set out in the course description.

**§2.** An examination result calculated as set out in §1 shall be rounded down if the decimal is < (less than) 0.5 and rounded up if the decimal is  $\geq$  (more than or equal to) 0.5.

#### **Article 138 (Passing a programme unit)**

**§1.** Students shall be awarded credit certificates for each programme unit passed. The pass mark for a programme unit is 10 out of 20. A credit certificate is supplied only once, at the request of a student. Students may not relinquish a credit certificate once acquired.

**§2.** A credit certificate has unlimited validity for the programme and within the institution where it was acquired.

#### **Article 139 (Study programme percentage)**

**§1.** In order to determine the percentage for the programme in its entirety with a view to obtaining a diploma, all examination results obtained for a given programme unit under a diploma contract or examination contract shall be taken into account.

**§2.** Weighting of programme units shall be based on the maximum ECTS-credits available under the programme unit concerned.

**§3.** The percentage calculated in accordance with §1 and §2 shall be rounded down if the decimal < (less than) 0.5 and rounded up if the decimal is  $\geq$  (more than or equal to) 0.5.

### **Chapter VIII. – Award of a degree or a diploma**

#### **Article 140 (Passing a programme)**

**§1.** A student is awarded a degree or diploma for a programme if he is declared to have successfully passed the programme as a whole.

A student will automatically be declared to have passed if he has sat all the examinations for the programme and if all those examinations resulted in credit certificates or in scores being awarded at deliberations, as set out in the provisions below.

**§2.** A student who has followed the first year of a full-time standard learning path for a bachelor's programme is automatically declared to have successfully passed if he sits the examinations for all the programme units for that first year; and,

1. all the examinations have resulted in a credit certificate; or,
2. if the student achieves an average of 55% and a maximum of 3 points under 10/20, spread over a maximum of 2 programme units and no figure below 8/20.

The student may, during the course of the academic year, use a second examination opportunity to retake any examination awarded an allowed unsatisfactory mark. For this, the student must submit a written request to the Faculty Secretariat within seven calendar days of the day after the results are declared. If the student declares he wants to use the second examination opportunity for an allowed unsatisfactory mark, the original result becomes irrevocably void and the new result obtain will become final. The earlier result awarded in a deliberation is adjusted.

#### **Article 141 (Academic level of distinction)**

**§1.** The following levels of distinction shall be awarded with regard to bachelor's, master's and teacher's degrees:

- a student will have passed with merit if the average final result is less than 68%;
- a student will have passed with passed with distinction (*cum laude*) if the average final result is 68% or higher;
- a student will have passed with great distinction (*magna cum laude*) if the average final result is 77% or higher;
- a student will have passed with the greatest distinction (*summa cum laude*) if the average final result is 85% or higher;

**§2.** Levels of distinction may only be awarded if a set minimum number of ECTS-credits has been obtained as part of the programme within the VUB. The minimum number of ECTS-credits for a bachelor's programme in this respect is 60 and for a master's programme it is at least half of the total study load.

**§3.** Levels of distinction may only be awarded if a minimum number of ECTS-credits has been obtained within the VUB. For the teacher training programme, the minimum number of ECTS-credits is at least half of the total study load.

#### **Article 142 (Powers of the Examination Board)**

**§1.** The Examination Board has the following powers:

1. to issue a non-binding recommendation on whether the student should continue his studies in the light of his progress based on his examination results;
2. to alter an examination figure in the event of a material error, a serious irregularity or an apparent irrationality;
3. to determine the programme units which must be retaken;
4. to take a study progress monitoring measure in accordance with article 85.

**§2.** In exceptional circumstances and notwithstanding article 140, the Examination Board may declare that a student has successfully passed an entire programme. The justification must show that the objectives of the tuition programme have been accomplished overall. Each case must be separately and specifically justified.

The fact that a student is declared to have successfully passed overall does not mean that he is eligible for a credit certificate for the programme units which he has not passed.

If the student is declared not to have passed, he must retake all examinations awarded unsatisfactory marks.

**§3.** In exceptional circumstances and notwithstanding article 141, the Examination Board can determine the academic level of distinction awarded for the diploma.

**§4.** The Examination Board which is competent for master's courses in medicine has the additional power to decide whether a student who has completed the first year of a full-time standard learning path will be admitted to a clinical internship.

#### **Article 143 (Transferring several parts of the examination)**

If several teaching methods are specified in the formal part of the course unit description and these are to be assessed separately or if the course unit description states that the examination comprises several parts, it must be specified in the description whether it is possible to transfer the results of the separate assessments/parts to a subsequent examination period and if so, under what conditions.

#### **Article 144 (Conversion of examination results)**

If a student follows programme units at another institution, in accordance with article 88-article 90 of these regulations, the examinations for these programme units shall be taken at the time and place and in accordance with the procedures determined by the other institution. The examination results awarded by the other institution may be converted.

### **Chapter IX. - Announcement of results**

#### **Article 145**

The results of preliminary and other examinations sat in the first block of examinations of the first examination period shall be announced to students at the latest on 13 February 2017.

#### **Article 146**

Following the deliberation, the Chairman of the Examination Board, the Dean or a member of the Examination Board appointed by them, shall publicly announce the Examination Board

decision for the programme in its entirety. The examination results shall be announced in accordance with the procedures laid down in the supplementary faculty regulations.

#### **Additional faculty regulations by Article 146**

The results of the examinations taken, in accordance with Article 5§3, in the first examination session after the spring break shall be announced to the student at the latest 20 calendar days after the end of the examination period.

The examination results and the Examination Boards' decisions shall be announced to the student via the Student Self Service.

For further clarification the student can contact the faculty study counselor.

#### **Article 147**

An individual list of marks giving the examination results per programme unit awarded by the Examination Board, a proclamation code included, shall be made available to each student through Student Self-Service. Results announced before 13 February 2017 for the first semester and before the deliberation for the second semester and the second session are provisional results. Results are only final after the deliberation referred to in Article 146. Upon request, the student may receive a preliminary credit certificate or certificate.

## TITLE IV. Ombudspersons and appeal options

### Chapter I. - Ombudspersons

#### **Article 148 (Appointment and task description)**

**§1.** Prior to the start of the academic year and following consultation with the Education Council, the Vice-Rector for Educational and Student Affairs shall appoint an independent academic staff member (“ZAP”) for each faculty and the Interfaculty Department for Teacher Training (IDLO) as an ombudsperson to deal with complaints relating to examinations. Each faculty may use the same procedure to appoint a faculty alternate who may only replace the faculty ombudsperson in deliberations in which the ombudsperson acts as a voting member in accordance with article 129. Simultaneously and by the same procedure, a central ombudsperson shall be appointed, as well as a deputy. The names of the faculty ombudspersons, the central ombudsperson and his deputy shall, *inter alia*, be posted on the VUB website throughout the academic year, along with their contact details and office hours.

**§2.** The powers of a faculty ombudsperson extend to receiving students’ complaints and comments relating to how the teaching is organised, the examination schedule, examination proceedings, assessment of master’s theses, outcome of Examination Board meetings, announcement of results, monitoring of study progress based on examinations and the award of credit certificates. He is likewise authorised to intervene regarding any appeals lodged in application of article 153 and article 154 of this regulation.

**§3.** The powers of the central ombudsperson extend to receiving and dealing with students’ complaints and comments relating to how the teaching is organised, the examination schedule, examination proceedings, assessment of master’s theses, outcome of Examination Board meetings, announcement of results, monitoring of study progress based on examinations and the award of credit certificates, in the event that a faculty ombudsperson is a party involved, thus compromising independence and impartiality, or in the event of absence of the faculty ombudsperson.

**§4.** The ombudsperson concerned (centrally or faculty appointed) shall, at a student’s request, mediate between the student and the Dean, the Chairman of the Examination Board, members of academic staff and administrative secretaries with a view to achieving an amicable settlement of the complaint. He shall propose an amicable settlement to the Dean within three working days of receiving the complaint. The ombudsperson shall be informed of the definitive decision without delay.

#### **Article 149 (Reporting)**

Both the central and faculty ombudspersons shall report to the Vice-Rector for Educational and Students Affairs once a year, before 15 November, with details of their activities in the previous academic year.

## **Chapter II. - Appeal options**

### **Article 150 (Material mistakes)**

In the event that a material mistake is established following a study progress control measure, this circumstance shall be reported formally to the Dean, within ten calendar days after the day on which the decision is taken.

A mistake not resulting in a decision which is detrimental to the student shall be rectified by the Dean. The correction shall be communicated to the student involved and adequately documented within the faculty.

In the event that the decision taken is detrimental to the student, the mistake must be rectified by the body that took the original decision. If necessary, the latter will be convened by the Dean as soon as possible. The correction shall be communicated to the student involved and adequately documented within the faculty.

### **Article 151 (Decisions that can be appealed)**

Internal and external appeals can be made against the following study progress decisions pursuant to article 153:

- a) examination decision, i.e. any decision, whether or not resulting from an Examination Board meeting, entailing a final qualifying assessment for a programme unit, several programme units or a programme as a whole, in accordance with article 140-article 142 of these regulations;
- b) disciplinary examination-related decision, i.e. a sanction imposed following an examination incident, as laid down provided for in article 118 of these regulations;
- c) granting of an exemption, i.e. relieving a student of the obligation to take an examination in a particular programme unit or part thereof, in accordance with article 83 of these regulations;
- d) decision imposing a bridging and/or preparatory programme and at the same time laying down the study load of that programme, in accordance with article 83 of these regulations;
- e) imposing a study progress monitoring measure, in accordance with article 85 of these regulations;
- f) refusing to include in the diploma contract a particular programme unit for which the student in an individual learning path has not previously enrolled, in accordance with article 73-article 76 of these regulations;
- g) decision made by the board of an institution with regard to the equivalence of a foreign diploma, in accordance with article 60 of these regulations.

Students with disabilities may lodge an internal appeal against the refusal of the adjustments requested, pursuant to article 154.

### **Article 152 (Composition of the internal appeal body)**

Per faculty or per programme, an appeal body is established which is authorised to examine all internal appeals lodged against the study progress decisions listed in article 151 within the relevant faculty or programme.

The appeal body shall include at least 3 independent academic staff (ZAP) members. A chairman is appointed from among the members of the appeal body. The administrative secretary, who acts as the committee secretary, acts in an advisory capacity. The following persons, acting in an advisory capacity, shall also be invited: the faculty ombudsperson, the learning path counsellor, and a representative of the Rector who has expert knowledge of the teaching regulations.

In the case of an internal appeal pursuant to article 151, paragraph 2, the members of the appeal body that were directly involved in the decision to refuse the requested deviations shall be replaced by their alternates.

The composition of the appeal body shall be specified in the supplementary faculty regulations.

<h3><b>Additional faculty regulations by Article 152</b></h3>
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The faculty appeal body is composed of the following 3 members of the academic staff (ZAP):

- The faculty elected in the University Board;
- The academic secretary;
- The additional member of the Faculty Board nominated by the Dean.

The chairmen of the departments can act as substitutes, starting with the oldest in terms of seniority in the highest obtained rank.

The composition of this body is announced at the start of the academic year via the faculty MY.VUB website.

### **Article 153 (Internal appeals procedure, excluding decisions on reasonable changes)**

**§1.** In the event that a student or the person to whom the decision pertains is of the opinion that his rights have been infringed by a particular decision, he may lodge an appeal. The appeal must be lodged within a limitation period of seven calendar days. For appeals against examination decisions, this limitation period commences on the day after the proclamation. The electronic communication of examination results shall be considered as proclamation. For other appeals, this limitation period commences on the day after announcement of the decision.

If the inspection of the manuscript is planned later than the five calendar days provided for in article 114 §3, then the appeal must likewise be lodged within the limitation period. The student shall expressly mention this in the written request and should factually substantiate their complaint within seven calendar days after the limitation period. If they fail to do so, their appeal shall automatically be considered inadmissible, to the extent that there are no other grievances and to the extent that no factual description of the invoked objection was included.

To be admissible, appeals must be filed in the form of a signed and dated application submitted by recorded delivery letter to the Chairman of the appeals body concerned.

The application must include, at the very least, the identity of the student concerned, the disputed decision(s) and a factual description of the objections invoked. At the same time, the student shall send by e-mail an identical electronic version of the application for information to the e-mail address indicated in the Supplementary Faculty Regulations. The date of the appeal is the date of the postmark of the recorded delivery letter.

#### **Additional faculty regulations by Article 153 §1**

The student sends the electronic version of the appeal to [faces@vub.ac.be](mailto:faces@vub.ac.be)

§2. The appeal will result in:

- a reasoned dismissal of the appeal by the Chairman of the appeal body concerned on the ground that it is inadmissible;
- a reasoned decision by the appeal body which either confirms or alters the original decision.

The student or the person to whom the decision pertains has a right to be heard by the body of appeal.

#### **Additional faculty regulations by Article 153 §2**

When a student wishes to make use of his right to be heard, he needs to be physically present or, in case this is not possible, he sends his arguments via e-mail or letter to the Chairman of the appeal body concerned.



§3. The decision taken pursuant to §2 shall be communicated to the student or to the person to whom the decision relates within twenty calendar days running from the date on which the appeal was filed. Decisions taken pursuant to §2 shall be communicated by the Rector to the central ombudsperson.

§4. An appeal against the decision taken pursuant to §2 may be brought before the Council for Disputes about Decisions on Study Progress, as laid down in article 155.

#### **Article 154 (Internal appeal procedure for reasonable changes)**

§1. A student is entitled to lodge an internal appeal to the Dean against a decision rejecting reasonable changes for students with a disability that the student considers a breach of rights; the appeal must be filed within seven calendar days of the day after the date of notification of the decision. Both the ombudsperson of the faculty and the administrative secretary may be present.

§2. The internal appeal procedure will result in a reasoned decision that is binding on everyone within the institution. The student has the right to be heard in this regard.

§3. The student shall be informed of the decision in accordance with §2 within twenty calendar days of the day following the date on which the appeal was filed. The decision shall be communicated to the central ombudsperson.

#### **Article 155 (External appeals procedure)**

§1. Within seven calendar days after the date of notification of the decision under article 118 and article 153, a student may lodge an appeal with the Council for Disputes about Decisions on Study Progress (Address: Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Raad voor Betwistingen van Studievoortgangsbepalingen, Hendrik Consciencegebouw, Koning Albert II-laan 15, 1210 Brussels). If the seventh day is a Saturday, Sunday or national holiday, the deadline shall be extended to the first working day on which postal services are resumed.

Appeals against decisions on the partial equivalence of foreign diplomas must be submitted to the Council, at the latest on the thirty first day following notification of the decision in question. In the absence of a timely decision within the deadline set in article 118 and article 153, the appeal must be lodged with the Council within seven calendar days of the expiry of this deadline, unless the internal appeal body notifies the student, before the expiry of the deadline by which the appeal body must decide, of a later date on which it will issue a decision.

Persons not yet registered can lodge an appeal against a decision on the partial equivalence of diplomas or a request to obtain an exemption on the basis of previously acquired qualifications, or a certificate of aptitude, to the Council only once, if they have submitted a request of a similar nature to other institutions within a 4 year period. A second appeal of this nature shall be inadmissible.

**§2.** The Council, as the administrative court, shall rule on the applications submitted to it directly by students to have their learning account adjusted because they were the subject of a force majeure event and the institution has not provided a new examination arrangement for them.

**§3.** Appeals must be lodged in the form of an application presenting, at the very least, a factual description of the objections invoked.

The application must be dated and shall be signed by the petitioner or his advisor, or otherwise be declared inadmissible.

**§4.** The application shall include:

- 1° the petitioner's name and address. In the event that the address given is that of the petitioner's advisor, this fact shall be stated in the application;
- 2° the name and seat of the governing body;
- 3° the subject of the appeal.

**§5.** The application shall be sent by recorded delivery post to the Council for Disputes about Decisions on Study Progress. At the same time, a copy of the application shall be sent by recorded delivery post to the governing body (the Rector or his representative). The postmark shall serve as the date of appeal.

**§6.** The petitioner may include in his application any pieces of evidence he considers necessary. Subsequently, the petitioner may only add supplementary pieces of evidence to the case file if these were unknown to him when the application was drawn up. If this is the case, the petitioner shall provide the governing body with a copy of the supplementary pieces of evidence without delay. The pieces of evidence shall be bound together by the petitioner and listed.

If the application relates to a change to the learning account, the Council can obtain information from the higher education institution concerned with a view to checking the facts presented.

**§7.** An application declared inadmissible may be replaced by a new petition during the term of appeal provided that states explicitly that the previous application has been withdrawn.

**§8.** The decision taken by the Council for Disputes about Decisions on Study Progress shall be announced within an indicate time limit of twenty calendar days of the date on which the appeal was entered in the register of incoming appeals. For appeals against a decision on the equivalence of diplomas, the decision shall be issued within an indicative time limit of thirty calendar days.

## **TITLE V. - Transitional and final provisions**

### **Article 156 (Additions to the central regulations)**

Each authorised faculty body may supplement these teaching and examination regulations with special terms and conditions, as set out herein. Faculty supplementary regulations are subject to approval by the Education Council.

### **Article 157 (Departures from the central regulations)**

**§1.** Following consultation with the Education Council, each faculty may, on proposal by its authorised faculty body, ask the Academic Council for permission to depart from article 6 and article 120 §2 and §3 of the Education and Examination Regulations. Following consultation with the Education Council, the Academic Council shall determine the duration of any departures permitted. For postgraduate programmes, it may be decided to depart from the provisions herein, in view of the inherent specific nature.

**§2.** The Engineering Faculty may request a departure from article 129, article 140 §1 and article 141 §1 of the teaching and examination regulations for the BRUFACE masters applying via the procedure described in §1.

**§3.** For students taking part in international mobility programmes, a derogation from the provisions of these regulations may be granted. The derogation decision shall be made by the Executive College.

### **Article 158 (Changes)**

Any changes to these regulations shall be made solely by decision of the Academic Council following consultation with the Education Council.

### **Article 159 (Powers of the Interfaculty Teacher Training Department Faculty)**

With respect to the teacher training programme, the powers assigned, under these regulations, to the Dean, shall fall to the Chairman of the Departmental Council of the Interfaculty Department for Teacher Training (IDLO). With respect to the teacher training programme, the powers assigned to the authorised faculty body under these regulations shall fall to the Departmental Council. The term “Faculty”, as far as the teacher training programme is concerned, shall be replaced by Interfaculty Department for Teacher Training. The powers assigned to the faculty ombudsperson in these regulations shall, as far as the teacher training programme is concerned, be exercised by the Interfaculty Department for Teacher Training ombudsperson.

### **Article 160 (integration of academic higher-education courses)**

These regulations apply in full to academic higher-education course students who transfer to the university in the 2013-2014 academic year.

**Article 161 (Entry into effect)**

These regulations shall come into force as from the 2016-2017 academic year.