

Student actions arising out of the Teaching and Examination Regulations 2016-17

Art. 83: Exemption request

Information regarding the exemption request procedure and the template to use is available via the faculty MY.VUB website ('Forms & Regulations').

Art. 105: Request for rescheduling of examinations for international students or students participating in international exchange programmes

The request for a rescheduling must be reported at the latest one week before the start of the examination period concerned to the faculty secretariat via the email address faces@vub.ac.be and to the lecturer(s) concerned. You clearly mention the reason and all relevant departure and arrival dates.

The dean decides, together with the lecturer(s) concerned, if the exception can be granted.

- First examination period of the first session: at the latest on 09/01/2017
- Second examination period of the first session: at the latest on 05/06/2017
- Second session: at the latest on 14/08/2017

Art. 106: examination overlap

The examination overlap* must be reported to the faculty secretariat via the email address faces@vub.ac.be and to the lecturer(s) concerned at the latest 1 week before the start of the examination period concerned.

The dean decides, together with the lecturer(s) concerned, if an alternative examination can be organized.

- First examination period of the first session: at the latest on 09/01/2017
- Second examination period of the first session: at the latest on 05/06/2017
- Second session: at the latest on 14/08/2017

* The definition of examination overlap: examinations that take place on the same day at the same time. An examination before noon and one in the afternoon on the same day is not considered overlap.

Art.111: force majeure

The template and complete procedure is available on the faculty MY.VUB website (“exam schedules”).

- Submit the completed template via e-mail to the lecturer concerned, with faces@vub.ac.be in cc, **at the latest on the day of the examination (!)**
- Submit a valid proof of force majeure (medical attestation, obituary, ...) at the latest **3 calendar days after the day of the examination (!)** to the faculty secretariat (by mail to faces@vub.ac.be or in person at C.2.03)
- For the sake of completeness, read the entire **articles 111 and 112** in the Teaching and Examination Regulations

Art. 114: the right to inspect examinations

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 five days following the announcement of the results.

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.

- The first examination period of the first session: the latest on 16/02/2017
- The second examination period of the first session: *deadline to be confirmed*
- The second session: *deadline to be confirmed*

Art. 120: subject and supervisor of the master's thesis

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

The student submits a subject and supervisor at the latest:

- December 1st of the graduation year, or
- November 1st of the graduation year if the student, in accordance to Article 132, wishes 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 1st.

The agreement by the supervisor is given via MaThIS.

Not submitting in 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.

Art.121: Change of subject/supervisor of the master's thesis

Any change of subject and/or supervisor must be requested from the Dean at the latest 2 months before the submission date of the master's thesis. In your writing you state the reason of your change request and (if applicable) the agreement of the new supervisor. This statement has to be signed by the previous supervisor ("seen and signed").