

IN THE EVENT OF ANY DISCREPANCIES BETWEEN THE DIFFERENT LANGUAGE VERSIONS OF THESE REGULATIONS, THE FRENCH VERSION SHALL PREVAIL

ACADEMIC REGULATIONS AND PROCEDURES

FRENCH VERSION APPROVED BY THE ACADEMIC COUNCIL ON 23 MAY 2022

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PART I. INTRODUCTORY PROVISIONS

Article 1. - These Regulations have been adopted in accordance with and pursuant to the Decree of the French Community of Belgium of 7 November 2013 defining the landscape of higher education and the academic organisation of studies, its implementing decrees and other associated legal, statutory and regulatory provisions, in particular the Decree of the French Community of Belgium of 11 April 2014 adapting the financing of higher education institutions to the new organisation of studies and Regulation (EU) No. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the GDPR), and its implementing legislation.

These Regulations also reflect the commitment of the Université catholique de Louvain (hereinafter referred to as “the University”) to inclusive education as defined in the Decree of the French Community of Belgium of 30 January 2014 on inclusive higher education, and to the fight against all forms of violence and harassment towards others in the context of learning activities, studies, assessments or extra-curricular activities organised for the benefit of its community.

Any amendment of these Decrees requiring the academic authorities to make changes to these Regulations effective during the academic year shall be notified to students without delay; enrolment stands as an acceptance of any such change, irrespective of its scope.

Article 2. - These Regulations, as well as their Appendices and the Code of Ethics and Professional Conduct applicable to users of the University’s information system (available at <https://uclouvain.be/en/discover/code-d-ethique-et-de-deontologie-applicable-aux-utilisateurs-du-systeme-d-information-de-l-ucl.html>), which are an integral part thereof, apply to all students of the University.

Unless special dispensation is granted, these Regulations, as well as their Appendices and the Code of Ethics and Professional Conduct applicable to users of the University's information system shall also apply to exchange students if compatible with the latter's status.

The provisions of Part III shall also apply to any person who has specifically expressed an intention to enrol on a course, even where only part of it is provided by the University.

The provisions of Part IV, as well as the Appendices to these Regulations and the Code of Ethics and Professional Conduct applicable to users of the University's information system shall also apply to anyone registered with the French Community's university education Examination Board unless the legislation and regulations governing their status conflict with these provisions.

Notwithstanding the foregoing, these Regulations, as well as their Appendices and the Code of Ethics and Professional Conduct applicable to users of the University's information system shall apply to students enrolled in a postgraduate (third-cycle) programme of study, in a programme of study jointly provided with another higher education institution or in courses that do not lead to an academic degree only if they are not expressly waived by special regulations applicable to the programme of study concerned.

These Regulations, as well as their Appendices and the Code of Ethics and Professional Conduct applicable to users of the University's information system shall apply to auditing students if compatible with the latter's status.

By enrolling, the students concerned accept the content and terms of the regulations applicable to them.

Any specific agreements and regulations shall be submitted to the Vice Rector for Student Affairs for approval before they come into force.

Article 3. - Where provided for under these Regulations or where a statutory provision requires it, each Faculty and each Examination Board shall, if need be, supplement these Regulations with special provisions. Each Faculty shall also make special provisions, in the form of dissertation regulations, for each course programme that requires such a dissertation.

Such special provisions may not conflict with any provision of these Regulations. They shall be submitted to the Vice Rector for Student Affairs for approval after being adopted by the relevant faculties and Examination Boards but before entering into force. Should any such provisions conflict with these Regulations, the Vice Rector for Student Affairs shall inform the Dean of the Faculty or Chair of the Examination Board concerned, proposing such amendments as he or she deems appropriate.

Students must be informed of any such special provisions adopted and approved at the very least by posting on the Faculty bulletin board. Unless otherwise provided in these Regulations, notification shall be made no later than the first day of the academic year in which these provisions enter into force.

Acceptance of these Regulations implies acceptance of the special provisions made in accordance with these Regulations.

Article 4. - Where special provisions for a field of study are prescribed by legislation, the faculties and Examination Boards concerned shall adopt the requisite special provisions.

Such special provisions shall be submitted to the Vice Rector for Student Affairs for approval after being adopted by the relevant faculties and Examination Boards.

Students must be informed of any such special provisions adopted and approved at the very least by posting on the Faculty bulletin board no later than the first day of the academic year in which these provisions enter into force or during the academic year if so prescribed by statute.

Acceptance of these Regulations implies acceptance of the special provisions made in accordance with these Regulations.

Article 5. - Time limits run from midnight to midnight. They are calculated from the day following the initiating instrument or event and all days - Saturdays, Sundays, 27 September and public holidays alike - are included. Time limits include the deadline day. However, if the deadline day is a Saturday, Sunday or public holiday, or falls on 27 September, the deadline is postponed to the first day thereafter.

PART II. DEFINITIONS

Article 6. - In these Regulations, the following terms and expressions have the meanings assigned to them below:

1. Learning outcome: a statement of what a student should know, understand and be capable of doing once he or she has successfully completed a period of learning, a degree programme or a validated course unit; learning outcomes are defined in terms of knowledge, aptitude and skills.

2. Learning activity: a component of a course unit, comprising: (a) teaching organised by the University (including formal lectures, supervised exercises, tutorials, laboratory work, seminars, workshop creative and research exercises, field trips, visits and internships); (b) individual or group activities (including preparation, coursework, documentary research, dissertations, projects and work-learning activities); and (c) personal study, self-paced learning and personal development.

3. Activity designed to support academic achievement: an activity that is not part of a programme of study but is intended to remedy any gaps in a student's knowledge or education or help him or her undertake or resume a programme of study with the best chances of success. Such activities are not evaluated for study programme credits and so are not part of the student's regular course load.

4. Reasonable arrangements: measures, as referred to in article 3, point 9 of the Decree of 12 December 2008 on combating certain forms of discrimination, which are taken, pursuant to the Decree of 30 January 2014 on inclusive higher education and according to needs in a specific situation, to allow a person with disabilities to access, participate in and progress in an education environment.

5. Academic year: the twelve-month period commencing on 14 September and ending on 13 September the following year, and divided into three periods known as terms. The University's academic calendar is published each year before the start of the academic year and can be found at <https://uclouvain.be/en/study/inscriptions/enrolment-modification.html>.

6. Auditing student: a person who is authorised to attend one or more course units but is not duly enrolled at the University and is not permitted to sit any of the relevant examinations.

7. Academic authorities: the University bodies authorised to exercise the powers of education providers vested in them by the legislation and regulations applicable within the University. The academic authorities are represented in faculties by the Dean or his or her appointed representative.

8. Bachelor's degree: the level 6 academic qualification conferred on completion of undergraduate (first-cycle) studies comprising at least 180 credits.

9. Annual block: a time-specific period of study comprising 60 credits. A programme of study comprises one or more annual blocks of 60 credits each. Timetables for learning activities and examinations are based on an annual block.

10. Certificate (or non-degree certificate): a document evidencing the successful completion of a structured training programme comprising at least 10 credits, the award of the associated credits and their level, without conferring an academic degree.

11. Certification: the formal outcome of an assessment and validation process, which establishes that, having completed a programme of learning, an individual has attained a specific level and will receive a degree or other certificate.

12. Joint requirements of a course unit: all the other course units students of a particular programme of study must have completed prior to, or at the latest during, the same academic year.

13. Credit: a unit, calculated as a fixed amount of 30 hours' work, corresponding to the average time spent by a student on a learning activity as part of a programme of study. So defined, a credit is a unit of measurement of the average workload required of the student. Furthermore, if the Examination Board finds that the student has passed or is deemed to have passed a course unit, it shall permanently award him or her the corresponding credits within the programme of study. Such credits represent recognition that the student has successfully completed a course unit in a programme of study.

14. Degree programme: a coherent series of one or more cycles forming a specific first degree.

15. Cycle: studies leading to the award of an academic degree. A distinction is made between first cycle (undergraduate), second cycle (graduate) and third cycle (PhD). A Bachelor's degree, a Master's degree and a doctoral degree are conferred on completion of first-, second- and third-cycle studies, respectively.

16. Decree: the Decree of the French Community of Belgium of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.

17. Examination Board meeting: procedure by which the Examination Board considers, at least once a year, the results obtained by each student during the academic year, whereupon, as appropriate, it grants credits, announces successful completion of one or more course units, an annual programme or a cycle, and confers, with or without distinctions, academic degrees.

18. Degree certificate: a document evidencing successful completion of studies in accordance with the provisions of the Decree of the French Community of Belgium of 7 November 2013 defining the landscape of higher education and the academic organisation of studies, and the title or academic degree conferred at the end of this cycle.

19. Doctorate: the level 8 academic qualification conferred on successful completion of doctoral (third-cycle) studies and defence of a thesis.

20. Programme-free student: a student who is authorised to attend one or more course units without being duly enrolled at the University and to sit the relevant examinations.

21. Teacher: any person appointed under the current rules and procedures of the University to teach a course unit or learning activity.

22. Inclusive education: education that includes measures for students with disabilities, aimed at eliminating or reducing any physical, educational, cultural, social or psychological barriers to studying and to participating in learning activities and the associated assessments.

23. Part-exam: examination held at the end of the first term where the learning activities of a course unit are spread over the first two terms. Note that an examination is not always set for some assessments, internships, projects and work-learning activities, even though they may be annual activities.

24. Student: any person registered as a duly enrolled student or programme-free student for a course unit provided, even in part, by the University, or, at the very least, enrolled at the University.

25. [...]

26. First-year undergraduate student: a student who has not yet acquired or had validated the 60 credits forming the first annual block of an undergraduate (first-cycle) programme.

26/1 Student with a disability: a student with a long-term physical, mental, intellectual or sensory impairment whose interaction with various barriers may hinder his or her full and effective participation in higher education on an equal footing with others.

27. Examination: any form of assessment of a course unit or one of its constituent learning activities.

28. Faculty: the Faculty body or authority in which the relevant powers and duties are vested by statute or regulation.

28/1 End-of-cycle student: a student who has added to his or her annual programme all the credits required to graduate.

28/2 Unforeseeable circumstances: extraordinary and unpredictable event beyond the control of the person affected.

29. First degree: a degree programme that leads to a Bachelor's or Master's degree but excludes all Advanced Master's degrees.

30. Government: the government of the French Community of Belgium.

31. Academic degree: qualification conferred on successful completion of a cycle, corresponding to a level of certification recognised by the Decree and certified by a degree certificate protected by the Law of 11 September 1933 on the protection of higher education qualifications.

32. Examination Board: university body chiefly responsible for considering admissions, supervising students, assessing and certifying learning outcomes, and organising the corresponding examinations.

The Examination Board may discharge its duties of examining admissions, approving and supervising students' programmes, as well as any other duties defined in these Regulations, by appointing a committee of at least four members, comprising the Chair and Secretary of the Examination Board, a member of the Examination Board and a representative of the academic authorities. Unless

otherwise decided by the academic authorities, this representative shall be the Faculty Vice Dean responsible for teaching. This committee shall be known as the “select panel”.

For the first year of the undergraduate (first-cycle) programme, the Examination Board may set up a sub-Examination Board from among its members.

33. Master’s degree: the level 7 academic qualification conferred on completion of graduate (second-cycle) studies comprising at least 60 credits and, in the case of a specific specialisation, at least 120 credits.

34. Advanced Master’s degree: the level 7 academic qualification conferred on successful completion of specific graduate (second-cycle) studies comprising at least 60 credits, supplementing a prior Master’s programme.

35. Distinction: an Examination Board’s assessment of the quality of a student’s work when conferring an academic degree. The distinctions that may be awarded are: “satisfactory”, “with distinction”, “with great distinction” and “with the highest distinction”.

36. Level: a stage in the French Community higher education qualifications framework, described in terms of learning outcomes.

37. Grade: a mark between nought (0) and twenty (20) awarded as the final assessment of a course unit. A final grade may not contain any decimal places, except if it relates to a course unit worth at least 15 credits, in which case a maximum of one decimal place is allowed. Unless otherwise stipulated in Faculty regulations, all decimals may be used. Grades obtained in a part-exam may not contain any decimal places either.

38. Notification (to notify): communication of a decision by e-mail or any other means expressly specified in these Regulations. E-mail notifications are sent to students at the e-mail address shown in the University’s student directory (...@student.uclouvain.be) or, if a student does not yet have such an address, at the e-mail address he or she provided in his or her University admission or enrolment application. Notifications to individuals registered with the French Community’s university education Examination Board or to anyone else who falls within the scope of these Regulations but does not have student status are sent to the e-mail address they provided in their application for registration or, failing this, by post to their home address.

39. Elective: a coherent group of course units in the programme of a study cycle representing between 15 and 30 credits.

40. Prerequisites of a course unit: all other course units in a programme of study, the learning outcomes for which must be certified and the corresponding credits awarded by the Examination Board before enrolment for this particular course unit, unless dispensation is granted by the aforementioned Board where these Regulations so permit.

41. Official announcement of the results: public communication of the Examination Board’s decisions certifying the deliberated results of an annual programme or cycle.

42. Student’s annual programme: coherent group, approved by the Examination Board, of course units in which a student is duly enrolled for an academic year, during which he or she attends classes, sits the corresponding exams and is assessed by the Examination Board.

43. Programme of study: all learning activities in a cycle, grouped into course units, some of which are compulsory while others are selected by the student. Each programme of study comprises one or more annual blocks of 60 credits.

44. Term: a division of the academic year of approximately four months. The academic year is divided into three terms. The first term starts on 14 September, the second on 1 February and the third on 1 July. The first two terms consist of a minimum of 12 weeks of learning activities. However, a mobility agreement may stipulate different term start dates and different term lengths. Where these Regulations mention the second Friday following the start of the first term or the second Friday following the start of the second term, this refers to the second Friday following the start of learning activities in the term in question.

45. Exam session: period at the end of each term, during which examinations are held.

46. Internship: a specific work-learning activity carried out in a socio-professional environment relevant to the student's field of study.

47. Course unit: in a programme of study, this is a learning activity or a series of learning activities that are grouped together because, in terms of learning outcomes, they share common objectives and form a teaching package. If there is only one learning activity, this itself becomes the course unit.

48. Compulsory course unit: a course unit that is a mandatory part of a programme of study and is not selected by the student. Compulsory course units contrast with the units that students personally select according to their academic degree, major subject, specialisation or chosen electives.

49. Accreditation of prior learning: process for the assessment and recognition of the knowledge obtained through experience or training and of the skills of an applicant for university entrance.

50. Faculty bulletin board: a notice board located in a Faculty building or the student pages of the Faculty portal.

PART III. STUDIES

Chapter 1. Enrolment

Section 1. Valid enrolment

Article 7. - Enrolment in a programme of study is valid for one academic year and for a coherent group of course units in a specific degree programme, this group becoming the student's annual programme for that particular academic year.

This does not, however, apply to doctoral studies, for which students enrol for the whole programme.

Article 8. - Applications for admission and enrolment must be sent to the University's Enrolment Office within the deadlines, under the conditions and following the procedures defined for the academic year concerned at <https://uclouvain.be/en/study/inscriptions/futurs-etudiants.html> and <https://uclouvain.be/en/study/inscriptions/tuition-fees.html>. Specifically regarding admission to a course of study by accreditation of the knowledge and skills acquired through personal or professional experience, the procedure to be followed is set out at <https://uclouvain.be/en/study/vae>.

Depending on circumstances, as described at <https://uclouvain.be/en/study/inscriptions/tuition-fees.html>, admission applications must be received by the University's Enrolment Office by 30 April (for applicants with foreign qualifications who need a visa) or 31 August (for applicants with foreign qualifications who do not need a visa). For all other applicants, enrolment applications must be submitted by 30 September. Exceptional permission to enrol late may be granted after this deadline, but no later than 15 February of the following calendar year, in accordance with the provisions of the second paragraph of article 10 of these Regulations.

When applying for admission or enrolment, applicants must declare, firstly, all prior enrolments in higher education courses of study, within and outside the French Community, and all results of examinations during the period specified by the University's Enrolment Office and, secondly, the activities they have undertaken after secondary education in the past five years. Any omissions shall constitute fraudulent enrolment, unless it can be proved there was no intention to deceive. This provision does not apply to students who have already enrolled at the University and are continuing their studies there without interruption.

Applicants waiving their fundable status because they have applied for funding to another full-time higher education institution in the French Community must state this in their application for admission or enrolment. They must notify the University that they intend to enrol in more than one higher education institution.

When applying for enrolment, applicants are also required to indicate whether they have applied for a grant from the French Community of Belgium or any other body.

Applicants who, by 31 October, have not received a decision on their application for admission or enrolment may lodge an appeal with the Authorised Representative of the Government in accordance with the procedure referred to in article 19, except for point 5 in the third paragraph. Pending the Authorised Representative's decision, applicants are provisionally enrolled in the University.

When applying for enrolment, students shall receive, in accordance with the procedures laid down by the Decree, all relevant information relating to the University and the studies envisaged, in particular these Regulations and the detailed programme of study, as well as the procedures for seeking financial assistance via the services made available at the University.

Article 9. - A student may be provisionally enrolled pending completion of all entry requirements. In such cases, the University's Enrolment Office shall notify him or her of the documents that have to be produced in order to validate his or her enrolment. Provisional enrolment must be confirmed as valid by no later than 30 November, except if the student is not responsible for any delay in producing missing documents or certificates.

Article 10. - For a student's enrolment to be valid, he or she must have supplied the necessary documents to substantiate his or her eligibility, in accordance with the admission procedure and schedule, and any documentation required to prove the authenticity of the documents provided, have settled any debts with higher education institutions in the French Community on the day of enrolment and have paid the deposit due for the academic year for which he or she is enrolling, though the latter requirement does not apply to students who have applied for a study grant awarded by the French Community's Study Grant Service; the student's annual programme must also have been approved by the Examination Board.

With the exception of doctoral studies, the deadline for submitting enrolment applications is 30 September of the academic year. For students whose exam session has been extended pursuant to article 66, the deadline is 30 November. Notwithstanding the foregoing, without prejudice to the other conditions laid down by the Decree or these Regulations, and in accordance with the right referred to in the second paragraph of article 12/1 of these Regulations, a Faculty may

exceptionally authorise the enrolment of a student who submitted an application between 30 September and 31 October, following the procedures communicated to the applicant. If the application is submitted between 1 November and 15 February of the following calendar year, authorisation is granted under the same conditions by the Vice Rector for Student Affairs.

If, by 31 October, any students have not paid the deposit due on their tuition fees, the University's Enrolment Office shall notify them that their enrolment cannot be accepted. Students who have been notified of such a decision by the University's Enrolment Office may lodge an appeal against this decision with the Authorised Representative of the Government at the University. The fourth paragraph et seq. of article 11 shall apply to this appeal. The notified decision shall indicate the procedure for exercising the right of appeal.

Article 11. - Unless prevented by unforeseeable circumstances, a student who has not paid the balance of his or her tuition fees by 1 February (or upon enrolment if this is later) shall be notified by the University's Enrolment Office that he or she shall no longer have access to learning activities as of that date. He or she shall not be eligible for assessment by the Examination Board and credits shall not be validated or carried forward. However, he or she shall still be considered to be enrolled as a student until the end of the academic year.

However, notwithstanding the preceding paragraph, a student who has applied for a study grant awarded by the French Community's Study Grant Service or a grant funded by the Directorate-General for Development Cooperation and Humanitarian Aid, and who, by 1 February, has not yet received it, shall continue to have access to learning activities, be eligible for assessment by the Examination Board and have credits validated or carried forward. If the application for a study grant is unsuccessful, the student has 30 days from the date of notification of the decision by the French Community's Study Grant Service to pay the balance of his or her tuition fees. Any student who has not paid the requisite balance shall no longer have access to learning activities. He or she shall not be eligible for assessment by the Examination Board and credits shall not be validated or carried forward. However, he or she shall still be considered to be enrolled as a student until the end of the academic year and the tuition fees shall remain payable.

The decision referred to in the first paragraph of this article shall indicate whether there is a right of appeal. The procedure for exercising this right is set out below.

Students who have been notified of a decision by the University's Enrolment Office pursuant to the first paragraph of this article or the third paragraph of article 10 may appeal this decision to the Authorised Representative of the Government at the University. The appeal shall be lodged by e-mail or by hand against receipt or by registered post with return receipt requested. The template form for appeals, the deadlines and any suspensions, practical information and useful addresses are set out in Appendix 1 to these Regulations.

The appeal shall be lodged within 15 working days of the first working day following notification of the contested decision.

The appeal shall state:

1. the student's identity, address, telephone number, e-mail address and nationality, failing which it shall be inadmissible;
2. the specific grounds for the appeal, failing which it shall be inadmissible;
3. the legal name of the University, i.e. Université catholique de Louvain;
4. the course of study applied for;
5. a copy of the notification of the contested decision, failing which the appeal shall be inadmissible.

The student may append to his or her appeal any documents he or she considers necessary and shall mention the list of appended documents.

Filing the appeal allows the student to have continued access to learning activities, be eligible for assessment by the Examination Board and have credits validated or carried forward.

The Authorised Representative of the Government shall reach a decision on the documents within seven working days of receipt of the complete documentation file.

He or she shall either confirm or overturn the University's decision.

If the Authorised Representative's decision results in the University's decision being overturned, the student shall be given a maximum of seven working days in which to arrange payment, if necessary, and to provide proof of payment to the Authorised Representative.

The decision made by the Authorised Representative of the Government shall contain his or her reasons and shall be notified either by registered post with return receipt requested or by e-mail to the address provided by the student in his or her admission application. A copy of the decision shall be sent to the University.

For the purposes of this article, a working day is defined as any day of the week except Saturday, Sunday and public holidays. The working days between 15 July and 15 August are not taken into account in calculating the time limits of this provision.

Article 12. - An enrolment may be cancelled at the student's express request before 1 December; only the deposit due on the tuition fees shall be payable. A student wishing to cancel his or her enrolment must notify the University's Enrolment Office in accordance with the procedures defined at <https://uclouvain.be/en/study/inscriptions>. If notice of withdrawal from a course of study is given after 30 November, the study year is included in the student's curriculum. The tuition fees must still be paid in full.

If, during the same academic year, a student cancels his or her enrolment in the first year of a Bachelor's (first-cycle) programme at the University or another higher education institution run or subsidised by the French Community and submits, between 31 October and 15 February, a new application for another degree programme, or for a transfer to another higher education institution, this application is treated as a request to change course, as referred to in article 12/1 of these Regulations.

If this request is approved, the student must pay the full amount of tuition fees to the institution where he or she has cancelled his or her enrolment.

Article 12/1. - First-year undergraduate students may change their enrolment until 15 February, without additional tuition fees, in order to continue their academic year in another degree programme in accordance with the procedures defined at <https://uclouvain.be/en/study/inscriptions/enrolment-modification.html>. Students must give their reasons for changing course and have their request approved by the Examination Board of the course of study they wish to follow. If unsuccessful, students may lodge an appeal in accordance with article 23.

Once the change of course has been approved, the University shall notify the home institution, if it is different from the host institution, of the change of institution.

Notwithstanding the foregoing, if the request was made before 31 October, the students referred to in the first paragraph may have their enrolment changed without it being regarded as a change of course, and therefore shall not to be treated as such.

Article 13. - Where admission to a course of study is subject to a decision by the Examination Board, the latter may appoint a committee of at least four members, comprising the Chair and Secretary of the Examination Board, a member of the Examination Board and a representative of the academic authorities, to discharge this duty, which may involve validating credits or accrediting knowledge and skills. Unless otherwise decided by the academic authorities, this representative shall be the Faculty Vice Dean responsible for teaching. The aforementioned committee is the same as that referred to in article 37 and is known as the “select panel”.

Section 2. *Enrolment at the end of a cycle and enrolment in several courses*

Article 14. - At the end of the Bachelor’s (first-cycle) programme, a student may be enrolled in the first cycle and deemed to be enrolled in the second cycle (Master’s), or vice versa, in accordance with articles 43 and 44.

Students in the final stages of a minimum 120-credit Master’s degree at an institution in the French Community may simultaneously enrol for teacher training (AESS).

Article 15. - Without prejudice to article 14, a student may, with the consent of the academic authorities, enrol for several courses in the same academic year.

Section 3. *Fraudulent enrolment*

Article 16. - Any proven misrepresentation or falsification in the records included in an admission or enrolment application constitutes fraudulent enrolment and automatically leads to refused enrolment or, if enrolment has already taken place, to expulsion with exclusion from any higher education institution in the French Community for three academic years. The same applies in the case of any omission in the records included in an admission or enrolment application, unless there is proof that there was no intention to deceive.

Anyone suspected of fraud shall be informed by the University’s Enrolment Office, which shall give the person concerned the opportunity to contest the allegations within 15 days of notification and, for this purpose, to be interviewed or to present his or her case in writing. If the suspected fraud is confirmed, the director of the University’s Enrolment Office shall officially establish the existence of fraud, inform the Vice Rector for Student Affairs and forward to him or her the applicant’s or student’s application.

The Vice Rector for Student Affairs shall give the applicant or student the opportunity to be interviewed or to present his or her case in writing. He or she shall confirm whether there has been fraudulent enrolment and, if so, shall take the appropriate disciplinary measures, i.e. refused enrolment or expulsion with exclusion from any higher education institution in the French Community for a period of three years, starting from the academic year in which the fraud was sanctioned.

If the Vice Rector decides to refuse enrolment or impose expulsion on the grounds of fraudulent enrolment, he or she shall notify the Authorised Representative of the Government, who, after verifying that the procedure has been followed and that fraud has actually been committed, shall pass the name of the student concerned to the Academy for Research and Higher Education [*Académie de Recherche et d’Enseignement supérieur (ARES)*] for inclusion in the database referred to in article 95/2 of the Decree.

The Vice Rector shall notify the student concerned that he or she has been entered in the database referred to in the preceding paragraph. This notification, which constitutes the actual decision to

refuse enrolment or to expel the student, shall indicate the appeal procedures available to the student.

Article 17. - If the Vice Rector for Student Affairs decides to expel a student for fraudulent enrolment, the student shall immediately forfeit his or her status as a duly enrolled student, all rights associated with such status, and the entitlements deriving from the successful completion of examinations in the academic year concerned. The tuition fees paid to the University shall be irrevocably forfeited to it.

Section 4. *Inadmissibility of admission and enrolment applications*

Article 18. - An admission or enrolment application shall be deemed inadmissible if the applicant does not meet all the entry requirements for the intended course of study or fails to comply with the provisions of these Regulations.

The reasoned decision of inadmissibility, taken where appropriate after the Faculty concerned has refused to grant the exceptional permission referred to in the second paragraph of article 8, shall be sent to the applicant and shall indicate the procedure for exercising the right of appeal referred to in article 19. A decision of inadmissibility does not constitute refused enrolment within the meaning of article 21.

Article 19. - Applicants receiving a decision of inadmissibility may appeal this decision to the Authorised Representative of the Government at the University. The appeal shall be lodged by e-mail or by hand against receipt or by registered post with return receipt requested. The template form for appeals, the deadlines and any suspensions, practical information and useful addresses are set out in Appendix 1 to these Regulations.

To be admissible, the appeal must be lodged within 15 working days of the first working day following notification of the decision by which the University declares the application for admission or enrolment inadmissible.

The appeal shall state:

1. the applicant's identity, address, telephone number, e-mail address and nationality, failing which it shall be inadmissible;
2. the specific grounds for the appeal, failing which it shall be inadmissible;
3. the legal name of the University, i.e. Université catholique de Louvain;
4. the course of study applied for;
5. a copy of the notification of the contested decision, failing which the appeal shall be inadmissible.

The applicant may append to his or her appeal any documents he or she considers necessary and shall mention the list of appended documents.

The Authorised Representative of the Government shall reach a decision on the documents within seven working days of receipt of the complete documentation file sent by the University. The latter is required to submit the complete documentation file within seven working days of the request for information.

If the Authorised Representative decides that the appeal is inadmissible, the procedure shall be terminated for the applicant and the University's decision shall be final.

If the appeal is declared admissible, the representative shall either confirm the decision of inadmissibility of the application for admission or enrolment, or overturn it and confirm the admissibility of the student's application for admission or enrolment.

The decision made by the Authorised Representative of the Government shall contain his or her reasons and shall be notified either by registered post with return receipt requested or by e-mail to the address provided by the student in his or her admission application. A copy of the decision shall be sent to the University.

For the purposes of this article, a working day is defined as any day of the week except Saturday, Sunday and public holidays. The working days between 15 July and 15 August are not taken into account in calculating the time limits of this provision.

Article 20. - Applicants are responsible for proving that they meet the entry requirements for their chosen course of study. They may do so by providing any official document in support of their application or, should unforeseeable circumstances prevent them from doing so, a sworn declaration explaining why it is physically impossible for them to provide such a document.

Section 5. *Refused enrolment*

Article 21. - Even though an application for enrolment is admissible within the meaning of article 18, the University authorities, by a reasoned decision and in accordance with the procedure set out in article 22:

1. shall refuse to enrol an applicant who, in the three previous academic years, has either been excluded from a higher education institution run or subsidised by the French Community, on the grounds of fraudulent enrolment or fraudulent assessment, or been refused by the Academy for Research and Higher Education (ARES) in the context of registration for a test or an entrance examination organised by ARES;
2. may refuse to enrol an applicant if the application for enrolment is for studies that do not receive funding;
3. may refuse to enrol an applicant if he or she is not eligible for funding within the meaning of the Decree of 11 April 2014 of the French Community adapting the financing of higher education institutions to the new organisation of studies;
4. may refuse to enrol an applicant who, in the three previous academic years, has been excluded from a higher education institution run or subsidised by the French Community, on the grounds of gross misconduct;
5. may refuse an enrolment pursuant to the Decree of the French Community of 16 June 2006 regulating the number of students on certain Bachelor's programmes.

Article 22. - The University authorities' decision to refuse enrolment shall be hand-delivered to the applicant against receipt or notified to him or her by registered letter or by e-mail to the address referred to in point 38 of article 6 of these Regulations, no later than 15 days after receipt of his or her final application for valid enrolment, i.e. the enrolment application submitted to the University's Enrolment Office, containing all of the requisite information, to which is appended all of the requisite documents, correct in form and content, and concerning which the Faculty concerned has refused to grant dispensation.

The faculties shall publish, by any appropriate means, the procedures for and time limits within which applications for the granting of dispensation for the purpose of enrolment, as referred to in article 21, point 3 of the first paragraph, must be submitted to them, failing which they shall be inadmissible.

The notification of refused enrolment referred to in the first paragraph shall set out the procedure for exercising the right to appeal referred to in article 23.

Article 23. - Any decision to refuse enrolment may be appealed to the Vice Rector for Student Affairs. To be admissible, the appeal must:

- contain a precise statement of the grounds on which the appeal is based;
- include a copy of the contested decision;
- be sent within five days of the applicant receiving notification of the decision to refuse enrolment;
- be sent to the Vice Rector for Student Affairs by registered letter or delivered by hand against receipt to his or her office.

The Vice Rector for Student Affairs shall notify the applicant of his or her decision on the appeal within one month of receiving the appeal, unless prevented by unforeseeable circumstances and particularly if he or she is still awaiting the Authorised Representative of the Government's opinion on the applicant's eligibility for funding.

The Authorised Representative shall submit his or her opinion to the University on the student's funding.

The Vice Rector for Student Affairs' decision shall be hand-delivered to the applicant against receipt or notified to him or her by registered letter or by e-mail sent to the address referred to in article 6, point 38, of these Regulations.

Anyone who has not been notified of a decision 30 days after lodging an appeal may give the University formal notice to decide on the appeal and to notify him or her of its decision. In the absence of notification within 15 days of the formal notice, the University's decision on the student's application for enrolment shall be deemed to be positive and to have been notified to the student.

Article 24. - An enrolment applicant has 15 working days from receiving notice of dismissal of the internal appeal referred to in article 23 to contest the decision made against him or her before the committee responsible for dealing with appeals relating to refused enrolment (CEPERI).

To be admissible, the appeal must:

- be submitted by registered letter or as an e-mail attachment;
- clearly identify the person submitting the appeal (appellant), give his or her home address and state the exact reason he or she is contesting the decision;
- be signed by the appellant, and;
- contain an appended copy of the internal appeal, the resulting decision and its notification to the appellant.

The student shall also include any documents and information he or she considers necessary to support his or her case. He or she may also give his or her telephone number and personal e-mail address.

The committee set up by decree to examine further appeals following unsuccessful internal appeals (CEPERI) comes under the auspices of the Academy for Research and Higher Education (ARES). This committee is not competent to decide on the academic reasons for the decision, nor on whether the appellant or a course of study is eligible for funding. The committee shall verify that the formal reasons for the decision are adequate, and shall decide within 15 working days of receiving the appeal. If documents or information that may have led to a positive outcome were not taken into account during the internal appeal process referred to in article 23 of these Regulations, it shall overturn the decision.

The time limits of 15 working days referred to in the first two paragraphs of this provision shall be suspended between 24 December and 1 January and between 15 July and 15 August.

For the purposes of this article, a working day is defined as any day of the week except Saturday, Sunday and public holidays. The working days between 15 July and 15 August are not taken into account in calculating the time limits of this provision.

Section 6. *Enrolment as a programme-free student*

Article 25. - Any individual not duly enrolled as a student of the University who wishes to take one or more course units there and sit the corresponding exams may ask to enrol as a programme-free student. For each course unit in question, prior authorisation from the relevant Faculty or, where appropriate, the Language Institute (ILV) is required. In principle, enrolments cover one or more course units (a total of no more than 20 credits) each academic year, bearing in mind that the 20-credit limit concerns all higher education institutions.

An application to enrol as a programme-free student, stating reasons, must be sent to the faculties in charge of the relevant course units or, where appropriate, the Language Institute, no later than the second Friday following the start of the first term if it concerns a course unit in the first term, and no later than the second Friday following the start of the second term if it concerns a course unit in the second term. Each Faculty, with regard to the course units it provides, and the Language Institute may, however, extend these deadlines. In this case, information shall be provided at least by means of the Faculty's or the Language Institute's bulletin boards by no later than the first day of the academic year. The faculties or the Language Institute shall accept or reject the application in accordance with their respective regulations.

Enrolments are valid only after the tuition fees determined in accordance with the provisions of the Decree have been paid and all enrolment formalities have been completed (see <https://uclouvain.be/en/study/inscriptions/tuition-fees.html> for further details about these fees).

Article 26. - No degree or other certificates shall be awarded to programme-free students. Confirmation of the results of examinations on course units for which the student is enrolled as a programme-free student shall be issued, but no credits shall be awarded. Successful completion of these course units may be validated by the academic authorities when a student subsequently duly enrolls but is not taken into account when calculating the student's eligibility for funding.

Section 7. *Attending learning activities as an auditing student*

Article 27. - Any individual not duly enrolled as a student of the University who wishes to take course units there may apply for permission to attend as an auditing student. For each course unit in question, permission is granted by the relevant Faculty or, where appropriate, the Language Institute. Enrolments cover a maximum of three course units (a total of no more than 20 credits) each academic year. Auditing students may attend the learning activities for the course units for which they have been granted permission but are not permitted to sit the corresponding exams.

An application for permission to attend as an auditing student, stating reasons, must be sent to the faculties in charge of the relevant course units or, where appropriate, the Language Institute, no later than the second Friday following the start of the first term if it concerns a course unit in the first term, and no later than the second Friday following the start of the second term if it concerns a course unit in the second term. The faculties or the Language Institute shall accept or reject the application in accordance with their respective regulations.

Article 28. - No degree or other certificates shall be awarded to auditing students. They can, however, obtain proof of admission as an auditing student from the relevant Faculty or, where appropriate, the Language Institute. Auditing students do not qualify for any student benefits.

Section 8. *Registration with the French Community's university education Examination Board*

Article 29. - The Government may set up one or more French Community Examination Boards responsible for conferring academic degrees for the first and second initial cycles. Only those persons who, for objective reasons within the Examination Boards' absolute discretion, cannot regularly attend the learning activities of a degree programme as a duly enrolled student may sit the examinations organised by these Boards.

Article 30. - Applications for registration with the French Community's Examination Boards must be sent to the University's Enrolment Office within the deadlines, under the conditions and following the procedures defined for the academic year concerned at <https://uclouvain.be/en/study/inscriptions/futurs-etudiants.html>.

Article 31. - Persons authorised to sit the French Community's university education Examination Board examinations are not classed as students of the University. They cannot attend the courses provided by the University.

Section 9. *Student e-mail addresses, Student Portal and student cards*

Article 32. - All students enrolled at the University are assigned an e-mail address (...@student.uclouvain.be), which they must activate and which, except as otherwise provided in these Regulations, is to be used for all personal communications between the University and the student.

All students enrolled at the University automatically have a Student Portal on the University's website, which they must activate and which allows them to access their UCLouvain mailbox as well as various services and functionalities, including registration for course units and examinations.

The user name and password provided to students are strictly personal and non-transferable.

Article 32/1. - All students enrolled at the University shall also receive, for the current academic year, a personal student card issued in accordance with the provisions of the Decree.

Section 10. *Data protection*

Article 33. - The information provided by students for admission and enrolment at the University, as well as any collected during their degree programme, is contained in different computer data processing systems operated by the University, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of

natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the GDPR), and its implementing legislation.

This information may be disclosed to third parties where the University is required by law to do so or if such disclosure is likely to facilitate the student's studies or career.

It may be used by any persons undertaking scientific research at the University, or any other persons appointed by the latter, as part of a statistical or scientific data processing exercise in accordance with the GDPR and its implementing legislation.

The University shall keep this data for the purposes of providing information on current developments in the University, promoting and delivering the range of services offered to students and alumni, and compiling statistics.

In accordance with the GDPR and its implementing legislation, any person whose name is included in any one of these databases may, on producing proof of identity, access the data contained in the University's data processing systems and, if necessary, have it corrected by written request to the University's Enrolment Office at the following address: Service des Inscriptions de l'Université catholique de Louvain (SIC), Place de l'Université 1, bte L0.01.10, 1348 Louvain-la-Neuve, or by request e-mailed to info.vieprivee@uclouvain.be.

Article 33/1. - Image rights and the rules on the right to protection of personal data require students to request permission from the teacher or any other speaker if they wish to record (by making a sound recording and/or taking photographs) a class or, subject to the provisions of the next paragraph, any other oral presentation. If permission is granted, students are obliged to respect the purpose for which it was given, which is usually for the purpose of individual study and understanding.

Unless justified by the nature of the assessment task, no oral examination may be recorded by either students or teachers.

Chapter 2. Discipline

Article 34. - Students are subject to all the University's rules and regulations from enrolment.

They must show respect for the authorities who run the University, the staff - whether they be academic, research & teaching, or administrative & technical - and their fellow students.

They must ensure that their conduct, public communications and external forms of expression in their learning activities and in activities which, albeit within the private sphere, may identify them as members of the University are not detrimental to the dignity, honour, moral or physical integrity, property and rights of the University, its members and third parties.

They must not conduct themselves in a manner that interferes with the smooth running of University activities.

In addition, students must comply with the regulations in force in any internship, visit and travel locations they go to as part of their learning activities.

Article 35. - Failure to abide by the obligations laid down in article 34 may result in the measures and procedures contained in the Disciplinary Regulations appended to these Regulations (Appendix 2) being applied.

Chapter 3. The student's annual programme

Article 36. - Each year, by no later than 31 October and without prejudice to the second paragraph of article 7, the Examination Board shall approve the student's annual programme, taking particular care to ensure that all prerequisites and joint requirements are met. However, the deadline for validating the programme shall be deferred to 30 November for students granted an extension of the exam session pursuant to article 66. Under a mobility agreement, a student's annual programme may nevertheless be changed during the year with the approval of the Examination Board.

The Examination Board shall inform the student that his or her annual programme has been validated, indicating that the said programme is final in the absence of any reaction from the student by the date communicated to him or her.

When validating the student's annual programme, the Examination Board may, by a reasoned decision, accredit the knowledge and skills acquired through personal or professional experience and thus exempt the student from certain course units, independently of the process of admission by accreditation of prior experience referred to in article 8.

The Examination Board's decisions on the student's programme and how it is to be supervised are final and no appeal is possible.

Article 37. - The Examination Board may discharge its duties of approving and supervising students' programmes by appointing a committee of at least four members, comprising the Chair and Secretary of the Examination Board, a member of the Examination Board and a representative of the academic authorities. Unless otherwise decided by the academic authorities, this representative shall be the Faculty Vice Dean responsible for teaching. The aforementioned committee is the same as that referred to in article 13 and is known as the "select panel".

Article 38. - A student's annual programme comprises a coherent group of course units for a specific degree programme. As a general rule, and subject to the provisions of this Chapter, this represents an annual workload of at least 60 credits for the student.

Article 39. - (1). The annual programme of students enrolling for the first time in undergraduate (first-cycle) studies must correspond to the first 60 credits of their programme of study, hereinafter referred to as the "first annual block".

If students have already acquired or had validated credits for the course units of this first annual block, they may add course units from the next stage of the cycle programme in accordance with the terms and conditions set out in the following paragraphs. In the same situation, they may supplement their programme with activities designed to support academic achievement.

At the end of this first-time enrolment:

1. if students have acquired, where applicable, after validation, all the credits of the first annual block, this means that they have passed the first year of undergraduate studies;
2. if students have not acquired, where applicable, after validation, all the credits of the first annual block, this means that they have failed the first year of undergraduate studies.

In the situation referred to in point 2 of the third paragraph, if students have acquired or had validated at least 45 credits, they may include in their annual programme the course units of the first annual block for which they have not acquired the corresponding credits, and may - subject only to verification by the select panel or, failing that, the Examination Board that the programme thus put together is in order - opt to study supplementary course units from the next stage of the

cycle programme, provided they satisfy the necessary prerequisites and provided the total number of credits in their programme does not exceed 60. However, the annual programme of a student who has acquired or had validated at least 55 credits may, with the approval of the select panel or, failing that, the Examination Board, comprise a maximum of 65 credits.

In the situation referred to in point 2 of the third paragraph, if students have acquired or had validated between 30 and 44 credits, they may include in their annual programme the course units of the first annual block for which they have not acquired the corresponding credits. At their request, students may, with the approval of the select panel or, failing that, the Examination Board, opt to study supplementary course units from the next stage of the cycle programme, provided they satisfy the necessary prerequisites and provided the total number of credits in their programme does not exceed 60. In addition, they may supplement their programme with activities designed to support academic achievement.

In the situation referred to in point 2 of the third paragraph, if students have acquired or had validated at least 30 credits, they may include in their annual programme the course units of the first annual block for which they have not acquired the corresponding credits and must supplement their programme with activities designed to support academic achievement. These activities shall be specified by the Faculty.

(2). Beyond the first annual block, a student's annual programme comprises:

1. course units from the next stage of the cycle programme for which he or she had already enrolled and had not yet acquired the corresponding credits, excluding any optional units he or she has chosen and may drop;
2. course units from the next stage of the cycle for which he or she satisfies the necessary prerequisites, or selected from the additional courses set as additional requirements for admission to undergraduate studies.

The annual programme of any student is subject to the approval of the select panel or, failing that, the Examination Board, which shall take particular care to ensure that the student's annual programme is balanced and that all prerequisites and joint requirements are met.

At the end of the cycle, depending on the student's course of study, the select panel or, failing that, the Examination Board, may change prerequisites to joint requirements.

At the end of the cycle, students may supplement their annual programme as stipulated in articles 43 and 44.

Duly enrolled students may take one or more courses at another higher education institution with the consent of the institution in question and validated by their select panel or, failing that, their Examination Board.

Article 39/1. - [...]

Article 39/2. - [...]

Article 40. - Subject to the approval of the organising Faculty and its select panel or, failing that, its Examination Board, students may enrol for course units of a degree programme that is not part of the cycle for which they have enrolled. Approval shall apply to one or more course units (a total of no more than 30 credits) each academic year. These course units do not form part of a student's annual programme. This is referred to as enrolment for individual course units.

For each course unit in question, an application to enrol in an individual course unit, stating reasons, must be sent to the faculties in charge of the relevant course units or, where appropriate, the Language Institute (ILV), no later than the second Friday following the start of the first term if it concerns a course unit in the first term, and no later than the second Friday following the start of the second term if it concerns a course unit in the second term. Each Faculty, with regard to the students enrolled in one of the programmes it organises, and the Language Institute may, however, extend these deadlines. In this case, students shall be notified at least by posting the information on the Faculty's or the Language Institute's bulletin boards by no later than the first day of the academic year. The faculties or the Language Institute shall accept or reject the application in accordance with their respective regulations.

Enrolments are valid only after the tuition and other fees have been paid and all enrolment formalities have been completed (see <https://uclouvain.be/en/study/inscriptions/tuition-fees.html> for further details about these fees).

Article 41. - With the exception of students who are enrolling for the first time in undergraduate (first-cycle) studies, and subject to the more restrictive conditions set out in these Regulations, a student's annual programme may total more than 60 credits. Except as otherwise provided in these Regulations, a student's programme may exceed 75 credits only under exceptional circumstances, duly evaluated by the select panel or, failing that, the Examination Board.

Article 42. - Article 38 notwithstanding, a student's annual programme shall, or may, total fewer than 60 credits in the following instances:

1. if the student has not yet acquired or had validated the first 60 credits of an undergraduate programme of study, as set out in article 39(1);
2. if the student is at the end of a cycle;
3. if permission has been granted for the student to take a reduced programme, pursuant to articles 45 or 46;
4. if, as set out in article 47, the student has enrolled in a continuing education programme or studies leading to the award of a teacher training certificate (AESS);
5. subject to a reasoned decision by the select panel or, failing that, the Examination Board, based on individual circumstances, if, in order to reach the minimum of 60 credits referred to in article 38 of these Regulations, it would be necessary to include in the student's annual programme course units for which he or she has not yet acquired prerequisites that cannot be changed to joint requirements;
6. subject to a reasoned decision by the select panel or, failing that, the Examination Board, based on individual circumstances, in the case of a programme jointly organised with higher education institutions outside the French Community or in the case of mobility;
7. subject to a reasoned decision by the select panel or, failing that, the Examination Board, based on individual circumstances, for educational or organisational reasons other than those referred to in points 5 and 8, provided that this programme is not worth fewer than 55 credits;
8. subject to a reasoned decision by the select panel or, failing that, the Examination Board, based on individual circumstances, if the student so requests, in order to balance the remaining credits in his or her course of study.

Article 43. - At the end of the cycle, students who still need to acquire or have validated a maximum of 15 credits of their undergraduate (first-cycle) study programme may supplement their

annual programme with course units from the next cycle, provided they satisfy the necessary prerequisites. They shall be enrolled in the second cycle. However, for the purposes of acquiring or validating undergraduate course units, they shall be deemed to be enrolled in the first cycle.

Students shall pay the second-cycle tuition fees and shall be exempt from paying the first-cycle fees.

Students who have not yet obtained an undergraduate degree may not include the major second-cycle activity corresponding to their dissertation in their annual programme.

For these students, the first-cycle course units are assessed by the Bachelor's Examination Board, and the second-cycle course units by the Master's Examination Board.

Article 44. - At the end of the cycle, students who still need to acquire or have validated between 16 and 30 credits of their undergraduate (first-cycle) study programme may supplement their annual programme with course units from the next cycle, provided they have met the prerequisites and subject to the approval of the select panel for this cycle or, failing that, the Examination Board for this cycle. Students shall continue to be enrolled in the first cycle. However, for the purposes of acquiring or validating second-cycle course units, they shall be deemed to be enrolled in the second cycle.

Students shall pay the first-cycle tuition fees and shall be exempt from paying the second-cycle fees.

A student's programme is validated by each of the Examination Boards insofar as it concerns him or her and may not exceed 75 credits.

Students who have not yet obtained an undergraduate degree may not include the major second-cycle activity corresponding to their dissertation in their annual programme.

For these students, the first-cycle course units are assessed by the Bachelor's Examination Board, and the second-cycle course units by the Master's Examination Board.

Article 45. - Without prejudice to articles 53 to 58, and subject to individual circumstances, the Faculty may exceptionally grant a student permission to take a reduced annual programme. This permission shall be set out in an agreement between the student and the Faculty, usually drawn up when he or she enrolls. By way of exception, permission to take a reduced programme may be granted during the academic year for serious social or medical reasons.

A reduced programme of study may be granted on professional, academic, social or medical grounds only and evidence will be required. Applications may be made by students referred to in Chapter 5 of this Part and by students who anticipate difficulties in reconciling full-time education with extra-curricular activities related to their student status that make demands on at least half their study time.

Applications for a reduced programme of study, stating reasons, must be made at the time of enrolment. They must contain a proposed reduced programme put together in accordance with the Faculty guidelines. The Faculty must respond within 15 days of enrolment and at least in time for the students' annual programmes to be validated. The Faculty's decision shall be notified to students and shall indicate the procedure for exercising the right of appeal referred to below.

If the Faculty rejects an application for a reduced programme, the student may appeal the decision to the Vice Rector for Student Affairs. To be admissible, the appeal must:

- contain a precise statement of the grounds on which the appeal is based;
- include a copy of the contested decision;
- be sent within five days of the student receiving notification of the decision from the Faculty;

- be sent to the Vice Rector for Student Affairs by registered letter or delivered by hand against receipt to his or her office.

The Vice Rector for Student Affairs shall notify the student of his or her decision within 30 days of the date of notification of the Faculty's rejection of the application.

Students granted permission to take a reduced programme at the time of enrolment shall pay the tuition fees proportionate to the number of credits in their annual programme.

Article 46. - First-year undergraduate students who have failed to reach the pass mark in at least one of their examinations may opt for a reduced programme in the second term. The decision must be made before 15 February. The amended programme shall be put together in conjunction with the select panel or, failing that, the Examination Board and shall contain activities designed to support academic achievement.

Article 47. - Programmes for students enrolled in a continuing education programme shall be put together on an individual basis and may contain fewer than 30 credits for an academic year.

Studies leading to the award of a teacher training certificate (AESS) are worth 30 credits.

Article 48. - In order to be awarded a specific academic degree, students must have actually completed at least 60 credits of the corresponding programme at a higher education institution of the French Community, regardless of the number of credits acquired or validated during higher education studies or higher education modules leading to an academic degree that the Admissions Board for the corresponding programme decides to recognise.

In addition, at least 30 credits of the programme in which a student has enrolled must have been taken at the University itself during this period of enrolment for the University to be able to confer the academic degree or issue the degree certificate confirming successful completion of these studies.

By way of exception to the first paragraph, anyone who has a 120-credit Master's degree may be awarded the academic degree corresponding to another area of specialisation of this same Master's degree after they reach the pass mark for the additional credits specific to this specialisation. Likewise, a teacher training certificate (AESS) may be awarded to students who are duly enrolled in this training and who have passed the examinations of the corresponding programme of study.

By way of exception to the first paragraph, a 60-credit Master's degree or an Advanced Master's degree may be awarded by the University to students who have actually completed at least 30 credits of the corresponding programme, provided that they have been duly enrolled in the studies leading to this degree for at least one academic year.

In addition, and except for specific programmes defined by the European Union, if one or more institutions outside the French Community are partners to a cooperation agreement for the organisation of a joint study programme, at least 30 credits per cycle must have been taken in all of the higher education institutions run or subsidised by the French Community partners to the agreement who are authorised to organise these studies.

Article 49. - Students may not take any course in which they are not duly enrolled.

Article 50. - No University courses, other than work-learning activities, field trips, visits and internships, may be scheduled on Sundays, public holidays, 27 September or non-working days in the academic calendar.

Chapter 4. Course materials

Article 51. - The University may set up a consultation committee responsible for drawing up a list of expenses, estimated at actual cost, relating to the goods and services that are provided to students and that are not considered to be additional fees. These expenses are listed on the University's website. One particular task of the consultation committee is to deliver its opinion on the cost of printing the course materials that are provided to students in printed form.

This committee has equal representation from the academic authorities, University staff members and the student body. The Authorised Representative of the Government attends the meetings of this committee.

Article 52. - A list of course materials compiled by each faculty board shall be published for duly enrolled students on the University intranet no later than one month after learning activities begin.

These course materials may be amended to take account of changes in the exact course content and the format of the learning activities. However, they must be put online no later than six weeks before the date on which the corresponding examination takes place for the first time.

Students in receipt of a study grant shall, on request, be entitled to a free hard copy of the course materials relating to the degree programme in which they are enrolled and that are included in the list referred to in the first paragraph.

Chapter 5. Students with a specific profile

Section 1. Commitment to inclusive education

Article 53. - Students with disabilities may request reasonable arrangements be put in place to support the organisation and smooth running of their studies, including internships and work-learning activities.

Students wishing to have the arrangements referred to in the first paragraph put in place shall submit a request for recognition of their disability to the University's Student Support Office (internal department of the University acting as an advisory and support service within the meaning of the Decree on inclusive higher education). They shall provide supporting documentation:

- either the decision of a public body responsible for the integration of people with disabilities;
- or a detailed report on their autonomy within the University, prepared by a medical specialist or a multidisciplinary team within less than a year of the date of their first such request to a higher education institution covered by the Decree.

They shall also provide details, for information purposes, of any reasonable arrangements that may have been made for them while in secondary education.

In the event of a student changing higher education institution during his or her degree programme, the documents referred to in the second and third paragraphs shall remain valid and shall be forwarded to the new higher education institution at its request and with the student's consent.

If there is any change in a student's disability status over time, the Office referred to in the second paragraph may request an update.

Full details of the arrangements referred to in the first paragraph, as well as the template for an individual support plan referred to in article 54 of these Regulations, can be found on the University website at <https://uclouvain.be/en/study/support/porteurs-de-handicap-maladie-grave-ou-trouble.html>.

Article 54. - (1). If the University recognises a student's disability status, it shall decide on the reasonable arrangements to be made.

The University's Student Support Office shall analyse the student's material, educational, medical and psychological needs and shall liaise with the student and the Faculty concerned to draw up an individual support plan. The University shall facilitate access to its infrastructure and services for those affected by the implementation of such a plan. The plan shall be drawn up within a maximum of two months of the student's request for recognition of his or her disability status being approved. The individual support plan is for one academic year and renewable for each year of the student's degree programme. It is signed by a member of staff from the University's Student Support Office, by the Faculty concerned and by the student, or, where applicable, by his or her legal representatives if he or she is a minor. If the student or his or her representatives fail to sign, the planned arrangements shall not be put in place.

The individual support plan shall be kept in the student's records and a copy given to the student.

No confidential data concerning the student may be included in his or her records or in the individual support plan without the student's consent.

(2). A decision to refuse recognition of a student's disability status may be appealed to the Vice Rector for Student Affairs. To be admissible, the appeal must:

- be lodged by the student, or by his or her legal representatives if he or she is a minor;
- contain a precise statement of the grounds on which the appeal is based;
- include a copy of the contested decision;
- be sent within five days of the student receiving notification of the negative decision;
- be sent to the Vice Rector for Student Affairs by registered letter or delivered by hand against receipt to his or her office.

The Vice Rector for Student Affairs shall notify the student of his or her decision on the appeal, by registered letter or e-mail, no later than 15 days after the internal appeal was lodged. The decision shall mention the existence of the right of appeal referred to below, as well as the procedure for exercising this right.

The Vice Rector for Student Affairs' negative decision referred to in the previous paragraph may be appealed to the Inclusive Higher Education Commission (CESI) within five working days of the student receiving notification of this decision. This appeal shall be lodged by the student, or by his or her legal representatives if he or she is a minor, by registered letter or by e-mail within five working days. The time limit shall start on the third working day following the day on which the letter notifying the negative decision was presented to the postal services, unless the addressee can prove otherwise. Except during periods when the work of CESI is suspended, the latter shall notify its decision by registered letter or by e-mail within 15 working days of receipt of the appeal together with the student's complete file. For the purposes of this paragraph, a working day is defined as any day of the week except Saturday, Sunday and public holidays. The application for an appeal to CESI shall be drawn up in accordance with the template form shown in Appendix 6 of these Regulations and shall contain the documents mentioned in that Appendix.

(3). The decision to refuse to make reasonable arrangements may be appealed internally and externally, as set out in (2) above. In the case of an external appeal, CESI shall confine itself to verifying that the procedure has been correctly followed and that the formal reasons for the

decision are adequate, and shall overturn the decision if documents or information that may have led to a positive outcome were not taken into account during the internal appeal process.

Article 55. - The implementation of the individual support plan shall be assessed by the University's Student Support Office on an ongoing basis. During the academic year, at least one coordination and assessment meeting shall be held, attended by the student, the Faculty and a member of staff from the University's Student Support Office.

Article 55/1. - The support plan may be amended during the year. The plan amended by mutual agreement shall be signed by the student, the Faculty and a member of staff from the University's Student Support Office. If the student, the Faculty and the University's Student Support Office cannot reach agreement, a record of non-agreement shall be drawn up and signed by all parties.

A decision to refuse to amend the support plan, documented in the record referred to in the preceding paragraph, may be appealed internally and externally, as set out in article 54(2) of these Regulations.

Article 55/2. - In exceptional circumstances, the student and the University's Student Support Office may terminate the individual support plan during the academic year. Termination by mutual agreement shall be documented in a record signed by the student, the Faculty and a member of staff from the University's Student Support Office. If the student, the Faculty and the University's Student Support Office cannot reach agreement, a record of non-agreement shall be drawn up and signed by all parties.

In the absence of agreement, the decision to terminate the support plan, documented in the record referred to in the preceding paragraph, may be appealed internally and externally, as set out in article 54(2).

Article 55/3. - The University shall undertake to ensure, as far as possible, that students can be offered comparable arrangements at each of its campuses.

The University shall undertake to ensure, as far as possible, that students admitted to an exchange programme can be offered arrangements at their host institution that are similar to those referred to in this section.

Section 2. *Programme for students with a specific profile (PEPS)*

Article 56. - The University supports and encourages students who are not eligible for the arrangements described above, but cannot embark on or pursue a university degree programme without specific arrangements being put in place on the grounds of a serious illness, or participation in a high-level sporting or artistic activity or in an entrepreneurial project recognised by the University. A committee shall be set up for each of these categories.

Specifically, the University grants PEPS status to a student with one of the specific profiles identified above, whose request for support is examined by the relevant committee and favourably received by the project steering committee, chaired by the Vice Rector for Student Affairs.

Article 57. - Applications for PEPS status must be submitted to the Vice Rector for Student Affairs within the deadlines and following the procedures set out on the University website at <https://uclouvain.be/en/study/peps>.

Article 58. - Students granted PEPS status may apply to their Faculty for special dispensation from the standard course and examination arrangements. The Faculty shall decide whether or not dispensation can be granted.

PART IV. EXAMINATIONS

Chapter 1. Assessed activities, types of examination and language of assessment

Article 59. - Each course unit in a programme of study is awarded between 2 and 30 credits and given a single final grade. Credits are awarded in whole numbers. Notwithstanding the foregoing, under a mobility agreement, credits associated with a course unit may be expressed as decimals.

Article 60. - The assessment of a course unit - referred to as an examination in these Regulations, whatever form it takes - may consist in an oral examination, a written examination, continuous assessment, any other form of work done by the student for this purpose, or any combination of the above. Where appropriate, each Faculty shall provide for more specific assessment methods.

If a course unit is examined by continuous assessment, the course unit description states the weighting of each of the assessments in the final grade.

If a course unit is examined by partial assessment (the part-exam referred to in article 77), the course unit description states the weighting of the partial assessment in the final grade.

In the context of “multiple choice” assessment, including “true or false” responses, negative points may not be assigned. Negative points are understood to mean the deduction of a point or points or part of a point for an incorrect answer or for a blank answer.

Article 61. - If a course unit includes several learning activities, the faculties determine the learning activities that may be examined.

The method used to integrate the different learning activities that make up a course unit, and the grades awarded for their assessment, if any, is indicated in the course unit description and included in the programme of study.

Where a course unit description explicitly states that the course unit in question comprises several learning activities, students are exempted from repeating the assessment of a successfully completed learning activity in the same academic year, unless they specifically ask to repeat it in order to improve their grade. From one academic year to the next, the Examination Board may exempt a student from a learning activity for which he or she has obtained a grade of at least ten out of twenty (10/20).

Article 62. - The type of examination is indicated in the course unit description, where appropriate for each learning activity that makes up the course unit, and is included in the programme of study. The course unit description may specify that the type of examination may differ from one exam session to the next for this course unit within the same academic year. Without prejudice to article 78, if assessment is continuous, the course unit description must indicate the assessment methods in the event of a student registering for the examination a second time.

Article 63. - Without prejudice to articles 53 to 58, a student may on exceptional grounds ask to take a different type of examination from that set within the meaning of article 60 by reasoned request made to the Chair of the Examination Board, who shall reach a decision on the request submitted after having interviewed the student and consulted the examiner concerned. The Chair of the Examination Board shall notify his or her decision to the student and the examiner. If the examiner is the Chair of the Examination Board, the decision shall be taken in consultation with the Dean of the Faculty or such person as may be authorised by him or her for this purpose.

Article 64. - The language in which learning activities are assessed is French. However, learning activities may be taught and assessed in a different language under the conditions laid down by decree.

Thus, the learning activities of the programmes leading to Bachelor's and Master's degrees identified by governmental decree may be organised and assessed in English.

Apart from these cases, learning activities may be assessed in a language other than French:

1. in first-cycle studies, for not more than one-quarter of the credits;
2. for studies leading to a Master's degree, except for the specific credits corresponding to a teaching specialisation, for up to half the credits;
3. for studies jointly organised with several higher education institutions, at least one of which is not in the French Community;
4. for specialised studies;
5. for third-cycle studies;
6. for continuing education and other programmes.

Generally, the learning activities of a first- or second-cycle degree programme may be organised and assessed in another language if they are also organised in French; for electives and optional activities, this requirement is met if there is at least one other possible choice of electives and activities organised in French.

Subject to the consent of the Examination Board and the Faculty, dissertations may be wholly or partly written in a language other than French.

Chapter 2. Examination periods and venues

Article 65. - An assessment period, called an exam session in these Regulations, is held at the end of each of the three terms of the academic year. The first-term examinations are held in the January session, the second-term examinations in the June session, and the third-term examinations in the September session.

Article 66. - Except as provided in articles 67 to 69, no examination can be held outside these exam sessions. However, in duly proven unforeseeable circumstances the Examination Board or - for the January session and in emergencies - its Chair may extend a student's exam session to the following term and, if necessary, after the end of the academic year.

The extension referred to in the first paragraph is decided by the Chair of the Examination Board, either at his or her own motion or in response to a request submitted to him or her by the student concerned prior to an Examination Board meeting. This extension may not exceed a period of two and a half months after the end of the term in which the relevant session is held, except where this is the third term, in which case the session may not be extended later than 14 November.

Article 67. - Article 66 notwithstanding, the faculties and the Language Institute (ILV) may, before the start of the academic year, specify learning activities or parts of learning activities that will be examined outside the exam sessions. Students must be informed of such decisions at the very least by posting on the Faculty bulletin board no later than the first day of the academic year.

Article 68. - Where a learning activity is subject to continuous assessment, the last work assessed may take place outside or in an exam session.

Article 69. - Article 66 notwithstanding, faculties may provide that students participating in an exchange programme or a joint degree programme organised with one or more higher education institutions outside the French Community will be assessed outside of exam sessions if circumstances warrant.

Article 70. - Except where accepted otherwise by the Faculty, and particularly in cases where students are participating in an exchange programme at another university, no examination can be held away from University premises or those designated by the University.

As a rule, examinations are held on the campus where the learning activity being assessed was organised. However, if so agreed by the Faculty, the examination may be held at a different campus of the University. Students must be informed of any such decision at the very least by posting on the Faculty bulletin board no later than when the exam timetables are published.

Chapter 3. Registering for examinations

Section 1. Requirements to register for examinations

Article 71. - No student may register for or sit the examinations for a course unit or be awarded the corresponding credits unless he or she is duly enrolled in that course unit for the current academic year.

Students who have not paid the balance of their tuition fees and no longer have access to learning activities pursuant to article 11 may not sit the examinations.

Article 72. - No later than the start of the academic year, teachers shall inform students, in the course unit description, of the exact conditions under which they may raise an objection with the Examination Board to a student registering for the examination on their course unit if he or she has not diligently attended the learning activities or the various stages of the teaching process, as detailed in the aforementioned description.

Article 73. - The Examination Board shall decide on objections to a student's registration for an examination in accordance with Faculty decisions and regulations. The Chair of the Examination Board shall notify the Board's decision to the student, the Faculty Office and the Vice Rector for Student Affairs at least 15 days before the first day of the exam session. Any registration already entered shall be cancelled by this objection. The decision notified to the student shall indicate the procedure for exercising the right of appeal referred to in article 74.

Article 74. - A student who is not permitted to register for an examination may appeal the Examination Board's decision to the Vice Rector for Student Affairs. To be admissible, the appeal must:

- contain a precise statement of the grounds on which the appeal is based;
- include a copy of the contested decision;
- be sent within five days of the student receiving notification of the decision from the Chair of the Examination Board;
- be sent to the Vice Rector for Student Affairs by registered letter or delivered by hand against receipt to his or her office.

The Vice Rector for Student Affairs shall notify the student of his or her decision within ten days of receipt of the registered letter or hand-delivered appeal, and at the latest before the first day of the exam session. If the student receives no such notification, he or she may register for the examination concerned.

Section 2. Procedure for registering for examinations and changing registrations

Article 75. - In accordance with the academic calendar, which specifies the date by which registrations for each exam session must be closed, each Faculty sets its own procedures for registering for examinations and changing registrations for examinations, which it applies to each exam session and notifies to students. Registrations and changes are closed at least ten days before the first day of the exam session, as specified in the academic calendar.

However, the faculties must permit students who have been allowed to enrol at the University late to register for each exam session held after their enrolment in the associated academic year.

Unless otherwise stipulated in the Faculty's examination registration procedure, the examinations for the course units taught during the first term, including part-exams, are included in the January session programme for students enrolled on a programme in this Faculty, and the examinations for the course units taught, in full or otherwise, during the second term are included in the June session programme.

Article 76. - The Faculty draws up the lists of students registered for the different examinations in each exam session and sends them to the examiners concerned.

Section 3. Examinations for which students can or must register

Article 77. - For each course unit, the faculties hold two examinations: the first in the January or June exam session, depending on whether the learning activities take place in the first or second term, and the second in the September session. If the learning activities of a course unit are spread over the first two terms for substantiated educational reasons, students sit a part-exam at the end of the first term, at least for the first-cycle course units. Internships, projects and work-learning activities are not examined by partial assessment if they are annual activities.

However, for the course units in the first annual block of first-cycle programmes, the learning activities for which take place over the first term, the faculties hold three examinations: the first in the January exam session, the second in the June session and the third in the September session.

Furthermore, and without prejudice to the first paragraph above, a Faculty may hold the first-term course unit examinations in the June session if it deems that reasons relating to the programme of study or the profile of the students enrolled therein are paramount. If a Faculty avails itself of this option, it must give the students advance notice before enrolment at the University opens for the academic year concerned.

The faculties also hold the first-term course unit examinations in the June session for students registered with the French Community Examination Board, who are required to sit all of their examinations in the June session.

Article 78. - By way of exception to article 77, the examinations for some learning activities - tutorials, internships, reports, assignments and projects - may be held just once per academic year. The grade awarded shall then be deemed to be attached to each exam session of the academic year. Faculties shall inform students of the activities concerned at the very least by posting on the Faculty bulletin board no later than the first day of the academic year.

Article 79. - The Faculty may permit a student to take examinations on second-term course units in the January session, provided he or she has already attended the classes for them. For course units organised biennially, the Faculty may also permit the student to take the examinations at any one of the exam sessions, even if the course units were not taught during the academic year, provided he or she was duly enrolled in them in a previous year.

Article 80. - Without prejudice to articles 77 and 78 and 84 to 86, students may register no more than twice for examinations on the same course unit in the same academic year. The right to sit an examination twice is enshrined in the fact that it is possible to register for the same examination twice, whether or not the student attends either examination, with or without due justification. Students may only register once per exam session for the same course unit.

If a student registers for an examination for a second time, only the last grade awarded is taken into account by the Examination Board, even if the second grade is lower than the grade obtained first time round. This means that the student cannot claim the first grade of the two grades obtained.

The holding of examinations outside exam sessions or by continuous assessment shall not prevent students from registering twice for the examination on the course unit concerned in the same academic year.

When scheduling examinations, the Faculty Office must ensure that all students are able to sit any examination for which they are registered.

Article 81. - If a course unit is subject to continuous assessment, students must register for this course unit in the first exam session following their last non-examined assessment task and if the course unit is examined outside an exam session, students must register for this course unit in the first session after this examination, in accordance with the Faculty guidelines.

Article 82. - If a student sits a part-exam in the January session and passes, he or she shall be examined on the remainder in the June session.

If he or she does not sit the June examination, he or she shall lose the benefit of the part-exam.

If the student does not pass the January part-exam, he or she shall sit the full exams in the June session.

In any event, the September session shall be full exams.

The faculties may deviate from the second, third and fourth paragraphs without prejudice to the minimum number of opportunities for students to pass their assessments, as set out in the first paragraph of article 80 and in articles 84 and 85.

Article 83. - [...]

Article 84. - By way of exception to the first paragraph of article 80, first-year undergraduate students who have failed examinations on course units in the first annual block in the January session may still register for, and sit, these examinations twice in the same academic year.

Article 85. - By way of exception to the first paragraph of article 80, the Vice Rector for Student Affairs may, for exceptional, duly substantiated reasons within his or her discretion, permit a student to sit a course unit examination more than twice in the same academic year.

Article 86. - Students may not register for an examination on a course unit they have passed or for which they have been awarded the associated credits, even if they have only sat it once.

Chapter 4. Conduct of examinations

Section 1. Examination schedule and timetable

Article 87. - The Faculty Office draws up the examination schedule and timetable for each exam session, endeavouring to leave sufficient time between successive examinations during the same assessment period. The examination schedules, dates and timetables are published at least one month before the start of each exam session. Except in unforeseeable circumstances, the date and time of examinations may not be changed less than ten working days before the date originally announced. Any changes shall be notified to the students concerned without delay via the bulletin board or by e-mail.

Article 88. - Except in unforeseeable circumstances and subject to the provisions of article 94, all examinations shall take place according to the schedule and timetable set by the Faculty Office and on the campus referred to in article 70. Any necessary changes shall be decided by the Faculty Office in consultation with the Chair of the Examination Board and published immediately. Any change in schedules or timetables shall make due allowance for the availability of the examiner and students.

Article 89. - No examinations may be held on Sundays, public holidays or 27 September.

Article 90. - Examinations may not start before 8.00 am or continue after 8.00 pm. For part-time and evening programmes or course units, however, the evening limit may be put back to 10.00 pm.

Section 2. Examiners

Article 91. - Teachers are responsible for the proper organisation of examinations on the course unit for which they are the course instructor or supply (substitute) teacher. If the course unit is the responsibility of a course team, they are collectively responsible.

Course instructors or co-instructors, or their substitutes, must be present during written examinations, unless dispensation is expressly granted by the Dean at the duly substantiated request of the course instructor or co-instructors, or their substitute(s).

Members of the research and teaching staff may act as invigilators under the teacher's responsibility, as may administrative and technical staff, but only as ancillary invigilators.

Article 92. - Subject to the provisions of articles 94 and 95, only those who actually taught the course being examined may question the student in an oral examination. However, if the oral examinations mean that they are likely to be overburdened with work, the Faculty may divide these examinations between several examiners on the University's academic or research & teaching staff, each of whom will be aware of the course objectives and will know the subject matter taught and the teaching methods followed. The Faculty's decision shall be notified to students no later than when registrations open for the examinations. Examiners who have had examinations for a course unit divided between them shall decide together the methods used to assess knowledge and the way in which the examinations are graded. The student's grade shall be awarded only by those who actually taught the course.

Subject to the provisions of articles 94 and 95, only those who actually taught the course being examined may mark the student's examination papers. However, if marking examination papers is likely to overburden them with work, the Faculty may allow them to be assisted by one or more members of the University's academic or research & teaching staff. Those marking the same examination shall decide together the methods used to assess knowledge and the way in which the examinations are graded. The student's grade shall be awarded only by those who actually taught the course.

Article 93. - There can only be a single grade for any course unit, including those that are jointly taught or taught by the course team.

This provision notwithstanding, a single examination set and conducted by one or more examiners may, for educational reasons, be set for several course units with related subject matter. Students shall be notified of the Faculty's decision authorising this method of testing no later than when registrations open for the examinations.

Article 94. - If unforeseeable circumstances prevent a teacher from conducting oral examinations during the entire exam session or marking exam papers, the Chair of the Examination Board shall, as soon as possible, appoint one or more substitute examiners from the University's academic or research & teaching staff and shall inform the Faculty Office. These substitute examiners shall then become members of the Examination Board if they are not already members.

If unforeseeable circumstances prevent a teacher from conducting oral examinations according to the schedule and timetable set, he or she shall immediately notify the Chair of the Examination Board and the Faculty Office. The Chair may then decide to maintain the examination timetable but change the examination method. He or she may also set a new timetable in consultation with the Faculty Office and shall then immediately notify the students concerned that their oral examination will be given at a later date by the teacher who is temporarily prevented or by another member of the course team. The Chair of the Examination Board may also appoint a substitute examiner, who then becomes a member of the Examination Board if he or she is not already a member. However the matter is resolved, the type of examination within the meaning of article 60 may differ from that originally planned, even where some students have already been assessed.

A student who finds that an examiner is absent or unduly late must notify the Faculty Office, which shall take the necessary steps in consultation with the Chair of the Examination Board.

Article 95. - No examiner may be involved in an examination taken by his or her spouse, live-in partner or relation by blood or marriage up to and including the fourth degree. The Chair of the Examination Board shall appoint a substitute examiner. A student or examiner may raise any other grounds of a conflict of interest to the Chair of the Examination Board, who shall appoint a substitute examiner if need be. If the conflict of interest involves the Chair of the Examination Board him or herself, the Board Secretary shall decide the issue.

Section 3. *Public nature of examinations*

Article 96. - Oral examinations are held in public. No member of the public may in any way interact with the examiner or the student during the examination or interfere with its proper conduct. The examiner shall keep a written record of the questions with an assessment of the answers given by the student.

Article 97. - The public nature of other examinations means that marked papers may be inspected by the student in material conditions that allow proper inspection. For educational purposes, inspection shall take place in the presence of the teacher or his or her appointed representative, on the campus where the examination was held, within one month of notification of the examination results, on a date determined by him or her and announced at least one week in advance.

If a clerical error is found on inspecting the papers, the procedure shall be as set out in article 156.

Article 97/1. - Students may take a copy of their marked examination paper, including at least their own answers, in the form of a photograph, provided that they:

- have submitted a request in accordance with the procedures laid down by the Faculty, and
- personally take part in inspecting the papers referred to in article 97.

By submitting the request referred to in the preceding paragraph, students undertake to make only personal use of the copy obtained, and for exclusively educational purposes.

Section 4. *Attendance and absence of students at examinations*

Article 98. - Students must bring their student card and/or proof of identity to examinations.

In the case of an examination held remotely, students may also be required to log in with a valid user name and password, as specified in article 32.

Article 99. - Students must follow all instructions given by the examiner.

Article 100. - Only students registered for an examination may sit it.

Article 101. - Students who fail to attend at the specified time and date for an examination for which they are registered, and who have not provided the information referred to in article 104 of these Regulations, shall be marked absent.

Article 102. - Students may not sit an examination during the period covered by a medical certificate. Students with a medical certificate who nevertheless sit an examination shall be deemed absent.

Article 103. - Any student registered for examinations who is unable to sit one or more of them shall inform the Chair of the Examination Board and the Faculty Office of the reason for his or her absence without delay. No later than the day following the end of the impediment, he or she shall provide the Faculty Office with the original of any supporting documents, i.e. a medical certificate or other document, which the Chair of the Examination Board shall in his or her absolute discretion decide whether to accept as proof. However, if this day is a Saturday, Sunday or public holiday, or falls on 27 September, the deadline for submitting the documentation is postponed to the first day thereafter.

The Chair of the Examination Board shall decide whether the student's non-attendance at the examination(s) is legitimate, based on the documents submitted by the student. The student's non-attendance shall always be deemed legitimate if it is due to unforeseeable circumstances.

If non-attendance at an examination is considered legitimate, even though this is the only or the last possible opportunity during the academic year to register for the examination not taken, without prejudice, however, to article 85, the Chair may, at the student's request, permit the student to sit the examination on a new date, before the end of the current exam session; this new date shall be set by the Chair in consultation with the examiner. The type of examination need not be the same as that originally set. In the same scenario, the Chair of the Examination Board may also decide to cancel the student's registration for the examination concerned.

A student who, due to a technical problem, is unable to complete an examination held remotely must inform the University without delay, in accordance with the prescribed procedure. The Chair of the Examination Board shall assess whether there were extenuating circumstances, in accordance with the provisions of the second paragraph, *mutatis mutandis*. If the Chair deems this to be the case, he or she, in consultation with the examiner, shall permit the student to sit the examination concerned, if possible the same day, using the same or another method.

Section 5. Grading

Article 104. - The examination on a course unit is marked by a quantified assessment for each student known as a grade between nought (0) and twenty (20); the pass mark for each course unit is ten out of twenty (10/20). If a student informs the teacher, in accordance with the specified procedure, that, despite being registered for the examination, he or she will not actually take part in it, he or she shall be awarded a grade of 0 (known as an "attendance mark").

A final grade may not contain any decimal places, except if it relates to a course unit worth at least 15 credits, in which case a maximum of one decimal place is allowed. Unless otherwise stipulated in Faculty regulations, all decimals may be used. Grades obtained in a part-exam within the meaning of article 77 may not include any decimal places either.

If an examiner considers that the examination was vitiated by irregular conduct by a student or plagiarism as described in article 107 et seq., he or she shall indicate "T" on the academic transcript that he or she sends to the Faculty Office and shall award no grade.

If a student does not physically attend an examination, the examiner shall indicate "A" on the transcript that he or she sends to the Faculty Office.

If the Chair of the Examination Board decides, based on the information provided by the student under article 103, that the student's non-attendance at the examination is legitimate and that he or

she is not taking advantage of any of the options available to him or her under the aforementioned article, the “A” is changed to an “M” by the Faculty Office. Otherwise, the “A” is changed to an “S”.

Section 6. *Examiner’s notification of grades to the Faculty Office*

Article 105. - Each teacher, jointly with his or her co-instructors, if any, shall inform the Faculty Office of the final grade awarded to each student registered for the examination for which he or she is responsible, and shall do so within the specific deadlines set by the Office and following its defined procedures.

If the course unit is assessed by more than one examiner in accordance with article 92 et seq., the instructor, jointly with his or her co-instructors, if any, shall collect the grades from the examiners. The instructor or co-instructors are responsible for awarding the final grade and notifying it to the Faculty Office.

Article 106. - The Faculty Office receives the final grades, calculates the average grade for each student, if need be, and informs the Examination Board at the Examination Board meeting of the results obtained by the student and his or her average grade.

Section 7. *Irregular conduct by a student and plagiarism*

Article 107. - Students may not behave in an irregular manner or commit plagiarism.

For the purposes of this provision, “irregular conduct by a student” is to be taken as meaning any communication between students or with third parties during an examination, regardless of what form the examination or the communication takes, or the direct or indirect possession in physical or electronic form, not expressly authorised by the examiner, for the duration of the examination, of information on the subject matter under examination, or of technological means of accessing this information, or, more generally, failure to comply with any one of the examination instructions, intentionally or otherwise. Students must allow the invigilator to check that they are not carrying any unauthorised information or devices.

For the purposes of this provision, “plagiarism” is to be taken as meaning the use, to any extent whatsoever, even by means of a translation, of someone else’s ideas or words, even if paraphrased, or the use of someone else’s graphics, unless the source is clearly and expressly cited in the student’s work.

Each Faculty is free to adopt specific provisions to clarify or supplement the definitions set out above. Students must be informed of any such provisions.

Article 108. - If the examiner or invigilator suspects a student of irregular conduct or committing plagiarism during an examination, he or she shall allow the exam to continue, where necessary confiscating the items that should not be in the student’s possession. He or she is also at liberty to take any measures he or she deems necessary. Unless the Examination Board should decide otherwise, the student is still entitled to sit the other examinations for which he or she has registered.

Article 109. - If an examiner suspected a student of irregular conduct in an examination or found plagiarism in his or her work, the teacher concerned shall immediately inform the Chair of the Examination Board, providing him or her with the relevant facts and the documentary evidence of

irregular conduct or plagiarism. The examiner shall also notify the Faculty Office that a “T” grade is to be recorded for the examination in question.

Article 110. - in the event of suspected irregular conduct or plagiarism, the Chair of the Examination Board shall call the student for an interview and hear his or her explanations and defence against the allegations made against him or her. A report summarising the interview shall be drawn up afterwards in duplicate and signed by the Chair and the student. The student shall be given one copy and the Faculty shall keep the other one.

The Chair shall then convene the Examination Board to report the facts and evidence or shall present them to the ordinary Examination Board meeting. Without prejudice to the notice referred to in the next paragraph, the student shall, in any event, be informed as soon as possible of the date on which the meeting in question will take place.

If the student so requests to the Chair of the Examination Board, he or she shall be heard by the Examination Board at its ordinary Examination Board meeting. No later than the day before the Examination Board meeting, the student shall be given formal notice to attend either by e-mail from the Chair of the Examination Board or by phone with confirmation by e-mail from the latter. If the student is heard by the Examination Board, a report summarising the hearing shall be drawn up afterwards in duplicate and signed by the Chair and the student. The student shall be given one copy and the Faculty shall keep the other one.

The Examination Board shall decide whether there has been irregular conduct or plagiarism.

Article 111. - If the Examination Board decides there has been irregular conduct or plagiarism, it shall commute the “T” grade to a zero grade (0/20), even if the facts do not relate to the whole course unit assessment. If the Examination Board does not uphold the allegation of irregular conduct or plagiarism, it shall ask the teacher to award the student a grade for the examination in question.

The Examination Board shall ensure that the change from “T” to zero (0/20) is noted in the student’s records.

Article 112. - If the Examination Board finds a student guilty of irregular conduct or plagiarism, it may impose one or more of the following disciplinary sanctions, depending on the seriousness of the matter:

- a ban from continuing the current exam session;
- a zero grade (0/20) for all or one or more of the examinations sat in the exam session in question;
- a ban from registering for one or more of the examinations in one or all of the other exam sessions in the same academic year.

The Examination Board may also suggest a disciplinary sanction to the Vice Rector for Student Affairs, namely that the student be suspended or expelled from the University. This disciplinary sanction is delivered in accordance with the provisions and procedures of the Disciplinary Regulations in Appendix 2 to these Regulations.

If, pursuant to the preceding paragraph, the student is expelled from the University for fraudulent assessment conduct, he or she shall immediately forfeit his or her status as a duly enrolled student, all rights associated with it, and the entitlements deriving from successful completion of examinations in the academic year concerned. The tuition fees paid to the University shall be irrevocably forfeited to it.

The name of the student thus sanctioned shall be forwarded to the Authorised Representative of the Government, who, after verifying that the procedure has been followed correctly and that fraud has

actually been committed, shall pass the name of the student concerned to the Academy for Research and Higher Education (ARES) for inclusion in the database referred to in article 139/1 of the Decree. The Vice Rector for Student Affairs shall notify the student concerned that he or she has been entered in this database.

Expulsion automatically means refused enrolment for three academic years at any higher education institution in the French Community. The three-year period starts on the first day of the academic year in which the fraud was sanctioned.

Article 113. - The Chair of the Examination Board shall notify the student concerned of the decisions made regarding him or her, stating the reasons why they were reached. The decision shall mention the possibility of appeal, as referred to in article 157 of these Regulations.

Article 114. - Any finding of irregular conduct or plagiarism made by the Examination Board shall be notified to the Vice Rector for Student Affairs by the Chair of the Examination Board.

Chapter 5. Examination Boards and Examination Board meetings

Section 1. Establishment and composition

Article 115. - An Examination Board is established for each programme in each cycle leading to an academic degree, and also for other studies and training that do not lead to an academic degree. The Board consists of at least five members, including a Chair and a Secretary, both with voting rights.

A separate sub-Examination Board, with a similar composition and procedures, may be established for the first year of the first cycle.

Article 116. - The Examination Board comprises the individuals who are responsible for a compulsory course unit in the programme of study in their capacity as course instructor, co-instructor or supply teacher and who award a grade that is taken up as it stands at the Examination Board meeting. For the purpose of calculating the quorum, additional course units included in a student's annual programme that were an entry requirement for his or her chosen course of study are not considered compulsory course units. The individuals in charge of a course unit taken during the academic year by at least one student duly enrolled in this programme are also members of the Examination Board.

If a sub-Examination Board is established for the first year of the first cycle, this sub-Examination Board comprises the individuals who are responsible for a compulsory course unit in the first annual block of this cycle in their capacity as course instructor, co-instructor or supply teacher and who award a grade that is taken up as it stands at the Examination Board meeting. The individuals in charge of a course unit taken during the academic year by at least one student duly enrolled in the first year of this cycle are also members of the sub-Examination Board.

Article 117. - The establishment of each Examination Board, composed in accordance with the following provisions, is the responsibility of its Chair.

Article 118. - At the end of its term of office, and no later than the end of the June exam session, each Examination Board elects by secret ballot or appoints its Chair from among its members. The Chair is elected or appointed for a term of three years. However, at the time of the election, a candidate may specify that he or she is not eligible or that he or she wishes to be appointed for one year only.

The newly elected or appointed Chair takes office on the first day of the following academic year, barring the processing of appeals under article 157 of these Regulations and Examination Board meetings on exam sessions extended pursuant to article 66 of these Regulations, which remain the responsibility of the Chair of the Examination Board in charge.

The Chair of the study cycle presides over the separate sub-Examination Board established, if necessary, for the first year of the first cycle.

Article 119. - The Chair of the Examination Board appoints the Examination Board Secretary from among the members of the Examination Board and the members of the select panel.

The Examination Board Secretary is also, if necessary, the Secretary of the separate sub-Examination Board established for the first year of the first cycle.

If the Chair of the Examination Board is unable to attend, he or she may delegate to his or her Secretary the powers and responsibilities conferred on him or her by these Regulations and the appendices thereto. Any such delegation shall be brought to the attention of the Dean and the Faculty Office; the latter shall make it known to the students. In the event of delegation, requests and other appeals, which, in accordance with these Regulations and the appendices thereto, must be made to the Chair of the Examination Board, shall be deemed valid if they are submitted to the Chair or the Secretary.

Article 120. - The Examination Boards or certain Examination Boards for the same Faculty may elect or appoint a joint Chair who, notwithstanding article 118, does not need to have been a member of all these Examination Boards before being elected or appointed.

Article 121. - The names of the Chairs and Secretaries of Examination Boards are approved by the Rector before the start of the academic year on the advice of the Faculty Deans.

Article 122. - The names of the Chairs and Secretaries of Examination Boards as approved by the Rector are promptly notified to the Vice Rector for Student Affairs by the individual Faculty Office concerned and are published in the programme of study, which also contains the names of the members of the select panel.

Article 123. - The Chair of the Examination Board may invite any person whose presence he or she considers helpful to attend Examination Board meetings without voting rights.

Article 124. - The Examination Board responsible for awarding doctoral degrees is specific to each student and is composed of at least five members who themselves hold doctorates or are acknowledged as having a high level of expertise in the relevant field. The Examination Board is presided over by a teacher at the University and must include the research supervisors, as well as external examiners selected for their specific expertise in the subject matter of the thesis being defended.

Article 125. - For joint degree programmes organised with several institutions, the authorities of the participating higher education institutions establish a single joint Examination Board and determine the academic regulations and the Examination Board's rules of procedure for the programmes in question.

Section 2. *Tasks of Examination Boards*

Article 126. - In addition to determining admissions and accrediting prior learning, Examination Boards are responsible for certifying the acquisition of credits, officially announcing successful completion of the first year of the first cycle or a programme of study and conferring the academic degree that certifies successful completion of the cycle.

To this end, each Examination Board:

1. satisfies itself that registrations for examinations, including the objections to registration referred to in articles 72 to 74, are in order;
2. ensures compliance with the statutory and regulatory requirements for university examinations;
3. records and checks examination grades;
4. adjudicates on accusations of irregular conduct by a student or plagiarism;
5. meets to deliberate on all the grades awarded to each student;
6. in accordance with the provisions of the next paragraph, awards credits for course units in the student's programme where it considers the results to be satisfactory;
7. in accordance with the provisions of the next paragraph, also awards credits for course units taken outside the annual programme where it considers the results to be satisfactory;
8. confers degrees and professional titles in accordance with the provisions of the last paragraph of this article;
9. ensures the confidentiality of its proceedings and any votes taken;
10. notifies the results of examinations;
11. ensures that all required documents are signed promptly, within a month at most.

More specifically, at the end of the second and third terms, based on the examinations a student has sat during the academic year and the average grade obtained, the Examination Board shall award credits for the course units he or she has passed or for which the shortfall is deemed acceptable based on the student's overall performance; this includes the students referred to in the last paragraph of this article. However: (1) for the final years of a cycle, the Examination Board may meet to deliberate on the cycle and award credits as early as the end of the first term for students who have already sat all the examinations in the cycle; (2) the Examination Board may also meet at the end of the first term to discuss a possible change of course by first-year undergraduate students pursuant to article 12/1.

At the end of a cycle leading to an academic degree, the Examination Board shall award the student the relevant degree and, where appropriate, the corresponding professional title if it finds that he or she has acquired the minimum number of credits, adhered to the study programme requirements, met the entry requirements and was duly enrolled.

In the case of studies undertaken outside Belgium, the Examination Boards rule on their equivalence to the doctoral degrees they confer.

Section 3. *Procedure of Examination Boards*

Article 127. - The Faculty Office sets the date, time and place of Examination Board meetings in consultation with the Chairs of the Examination Boards. The dates, times and places of Examination

Board meetings are published at least 15 days before the start of each exam session, at the very least by posting on the Faculty bulletin board.

Article 128. - All members of the Examination Board are required to participate in the Examination Board meetings. Proxy voting is not allowed. By way of exception to the foregoing, members of the Examination Boards responsible for conferring doctoral degrees may contribute to Examination Board meetings by submitting a written assessment.

If an Examination Board member is prevented by unforeseeable circumstances from participating in an Examination Board meeting, he or she shall immediately notify the Faculty Office and the Chair and communicate to the latter or to another member of the Examination Board any information or comments on the grades that he or she sent to the Faculty Office.

In the absence of the Chair, the Examination Board meeting shall be chaired by a member of the academic staff on the Examination Board, who is chosen by the other Board members present.

Article 129. - As a general rule, a member of the Examination Board may not be present at or contribute to an Examination Board meeting concerning his or her spouse, live-in partner or relation by blood or marriage up to and including the fourth degree. If such a conflict of interest arises relating to the Chair of the Examination Board, he or she shall be replaced during the meeting concerned by the Board Secretary or any other Board member; if it relates to the Secretary, he or she shall be replaced by another Board member. A student or examiner may raise any other grounds of a conflict of interest to the Chair of the Examination Board. If the conflict of interest involves the Chair of the Examination Board him or herself, the Board Secretary shall decide the issue.

The Chair of the disciplinary committee of first instance, referred to in the first indent of the first paragraph of article 3 of the Disciplinary Regulations in Appendix 2 to these Regulations, may not be present at an Examination Board meeting concerning a student if the meeting could trigger the procedure referred to in the second paragraph of article 112 of these Regulations. If he or she is in charge of the course unit in which the plagiarism or irregularity in question was committed, he or she may nevertheless be present at this meeting and, if applicable, his or her substitute, as referred to in the aforementioned first indent of the first paragraph of article 3, must not attend.

Article 130. - A quorum for the Examination Board shall require the presence of at least one course instructor or co-instructor or supply teacher for more than half the compulsory course units in the programme of study.

Article 131. - In the event of a vote, decisions are taken by an absolute majority of the votes cast. Voting is by roll call or a show of hands. Each Examination Board member has one vote, whatever his or her status - course instructor, co-instructor or supply teacher - and regardless of the number of course units for which he or she is responsible. The Chair and Secretary of the Examination Board, and the Board members who have graded the student, may not abstain from voting; they must vote for or against the proposal put to the vote. The other Examination Board members may abstain. In the event of a split vote, the outcome that the Examination Board deems most favourable to the student shall prevail. Abstentions and invalid votes are not taken as votes cast in calculating the required majority.

Article 132. - An abstention by or absence of an Examination Board member at a meeting cannot be used as grounds for deferring or invalidating a Board decision.

Article 133. - Examination Board meetings are held in private session at the dates, times and places set in accordance with article 127. All members of the Examination Board, and anyone invited to take part in an advisory capacity, are bound by a duty of confidentiality of the proceedings and any votes taken.

Article 134. - Students must make themselves available to the Examination Board until the official announcement of their results.

All attempts by the Chair of the Examination Board or his or her delegate to contact a student shall be recorded in the minutes of the Examination Board meetings.

Section 4. Examination Board decisions

Article 135. - Examination Board decisions are taken collectively. Its decisions are final and the reasons are stated.

Article 136. - The Examination Board reaches a decision based on the grades a student has achieved for each of the course units taken during the academic year. It also takes into account the student's situation and all the work he or she has completed.

Article 137. - The Examination Board awards credits for a course unit once the student has passed the final examination for the unit in question, i.e. has obtained ten out of twenty (10/20), regardless of his or her overall average for the year. The Examination Board may award credits for a course unit if the pass mark has not been reached but it deems the shortfall acceptable based on the student's overall performance during the academic year. In the latter scenario, the student's grade for this course unit is not amended.

Article 138. - [...]

Article 139. - [...]

Article 140. - Credit awards are final. Once a student has received the credits for a course unit, he or she cannot register again for that course unit examination.

Article 141. - The average grade obtained by students is expressed to two decimal places, and is between nought (0) and twenty (20).

Article 142. - When the Examination Board is calculating a student's cycle average and overall average for the year, grades awarded as the final assessment of a course unit are weighted, depending on the number of credits for that unit, unless the Faculty decides that grades will carry equal weight. The programme of study indicates whether grades are weighted or carry equal weight when calculating averages.

Article 143. - If the Examination Board decides that a cycle has been successfully completed, its decision may also confer a distinction based on all the courses taken during the cycle. If it is of the opinion that its decision should not confer a distinction, even though it has decided that the cycle has been successfully completed, the Examination Board awards the academic degree without a distinction. Doctorates are always conferred without distinctions.

Article 144. - If a student has passed the annual programme in which he or she is enrolled, the Examination Board's remit is at an end.

Article 145. - The Examination Board tasked with deciding whether the student has successfully completed his or her annual programme also awards credits for course units taken outside the programme, where it considers the results to be satisfactory.

Article 146. - If, in accordance with article 14, students have been admitted to teacher training (AESS), even though they are still enrolled in a Master's programme, they may not be awarded the title of qualified teacher until they have obtained their Master's degree.

Article 147. - If an examination paper is lost, or a grade is lost or not awarded within the prescribed time, the Chair of the Examination Board shall immediately inform the student concerned, offering him or her the option to:

- resit the examination concerned, offering the student in consultation with the instructor of the course unit concerned a date to do so which, in accordance with articles 65 to 67, allows the student sufficient time to prepare for it; or
- authorise the Examination Board's ordinary meeting to replace the missing grade by an average of the other grades taken into account for the exam session concerned. This will be denoted with "?" endorsed on the transcript communicated to the student until the Examination Board has replaced the missing grade.

The Chair shall determine the time limit within which the student must inform the Chair of his or her decision. If the student has not made a choice within the allotted time, the second option shall be applied.

Otherwise, the student's choice shall be recorded in writing by the Chair of the Examination Board and is irrevocable.

Article 148. - The Examination Board may require a student to take a new examination, which may be an oral exam, if it has doubts about a grade and feels it lacks information.

If so, it shall notify the student without delay of the new examination date, time and methods. For the student concerned, the exam session remains open after the date on which the results are officially announced, and the Examination Board shall deliberate on and officially announce the results of the student concerned after the new examination.

The Examination Board may assign at least two of its members to conduct such an examination, one of whom must be the teacher who actually taught the course to which the examination relates.

Article 149. - [...]

Section 5. Notification of grades and Examination Board decisions

Article 150. - No later than one month after the end of the January exam session, but without prejudice to the second paragraph of this article and to article 152, the Faculty Office shall notify students of the detailed results obtained in the examinations for which they were registered, in the form prescribed by the Faculty.

First-year undergraduate students must be notified of their grades sufficiently in advance of the deadline for submitting a request for a reduced programme referred to in article 46 or a request to change course referred to in the second paragraph of article 12.

Article 151. - The Examination Board's decisions certifying successful completion of an annual programme or a cycle are published by an official announcement of the results, which involves, at least, displaying these decisions publicly for 15 days.

Article 152. - After the official announcement, students may ask for the detailed results of their examinations on which the Examination Board deliberated and shall be given them in the form prescribed by the Faculty.

Article 153. - Results achieved in an examination may not be given to students before they are officially announced or the students have been informed in accordance with article 150.

Article 154. - After receiving the results, students may apply to the Chair of the Examination Board, or any Examination Board member previously designated by him or her, for information as to why they did not pass their annual programme or cycle and, if need be, advice on what to do. They may also apply to each member of the Examination Board for information about not obtaining credits for the course unit for which the member consulted is examiner.

Chapter 6. Difficulties in connection with examinations and appealing Examination Board decisions

Article 155. - Unless the Faculty concerned has decided to appoint a mediator specifically for the exam session, whose appointment, powers and duties are to be determined by the Faculty for the start of the academic year in accordance with the provisions of these Regulations, students must notify the Chair of the Examination Board of any practical difficulties that they may encounter, such as non-attendance at an examination, family or health problems or an examiner's non-compliance with the provisions of the examination regulations.

Without prejudice to article 103, students must notify the Chair of the Examination Board as soon as the difficulty occurs or they become aware of it.

The Chair of the Examination Board shall take all appropriate measures to deal with the occurrence in accordance with these Regulations.

Article 156. - Any clerical error in grading discovered after the Examination Board meetings shall be corrected by the Faculty Office at the request of the Chair of the Examination Board, either of his or her own motion or at the request of the student or course instructor concerned. If correcting the clerical error is liable to alter the Examination Board's decision, the Chair shall call a further

Examination Board meeting, the minutes of which shall be appended to the minutes of the previous Examination Board meeting.

The results of the student concerned shall then be officially announced and notified in accordance with article 151 et seq.

No further errors can be corrected later than the month following notification of the results.

Article 157. - Any student who considers that the provisions of these Regulations were not complied with in respect of registration for examinations and the conducting of examinations and Examination Board meetings, apart from the absolute discretion of the Examination Board and each of its members on the individual grades awarded to the student and the results he or she obtained, may appeal against the results communicated to him or her.

To be admissible, the appeal must be submitted by the student by e-mail to the Chair of the Examination Board concerned or by ordinary letter marked for his or her attention hand-delivered against receipt to the Faculty administrator or his or her representative.

For the appeal to be deemed admissible, the time limit for lodging it is three days from notification of the results of the Examination Board meeting in the event of a dispute concerning the latter, or, in the event that the dispute concerns an assessment consisting of a written examination, from the date on which the marked examination paper was inspected in accordance with article 97 of these Regulations, or, in the event that the dispute relates to any other form of assessment, from the date on which the results of this assessment were notified.

The appeal must contain a precise statement of the grounds on which the appeal is based.

The Chair of the Examination Board may interview the student or any teacher concerned by the appeal to obtain further information. The Chair of the Examination Board shall make a written record of oral explanations or take delivery of the written explanations of the party or parties involved and keep them for the purposes of examining the appeal. If the student is interviewed, a report summarising the interview shall be drawn up afterwards in duplicate and signed by the Chair and the student. The student shall be given one copy and the Faculty shall keep the other one.

The Chair of the Examination Board shall notify the student of his or her decision on the appeal. Unless prevented by unforeseeable circumstances, notice shall be given within five days of the date on which the appeal was lodged. The notified decision shall indicate the procedure for exercising the right of appeal referred to in article 158.

Article 158. - The student may appeal the Chair of the Examination Board's decision referred to in article 157 to the Vice Rector for Student Affairs.

To be admissible, the appeal must be sent to the Vice Rector for Student Affairs within five days of the student being notified of the Chair of the Examination Board's decision, either by registered post or delivered by hand against receipt, no later than 4.00 pm on the day on which that period expires, to the office of the Vice Rector for Student Affairs.

To be admissible, the appeal must contain a precise statement of the grounds on which the appeal is based and must include a copy of the contested decision.

The Vice Rector for Student Affairs shall notify the Chair of the Examination Board concerned that an appeal has been lodged and may interview or put written questions to him or her to obtain further information. He or she may also interview the student in the same way, with the Chair of the Examination Board present if appropriate. He or she may also require the Chair of the Examination Board to provide him or her with copies of the oral or written explanations collected by the Chair in connection with the procedure for an appeal made in accordance with article 157.

The Vice Rector for Student Affairs shall notify the student, either by e-mail or ordinary letter, of his or her decision on the appeal within one month of receipt of the appeal.

Chapter 7. Degree certificates and non-degree certificates

Article 159. - Degree certificates evidencing academic degrees and certificates certifying the successful completion of studies are issued by the Examination Boards or the French Community's university education Examination Board. They can only be issued to students whose results have been officially announced by the Examination Board in full compliance with the requirements set out in article 126. They are awarded within three months of the graduation ceremony in which the academic degree was conferred.

Article 160. - Degree certificates and non-degree certificates are signed by at least an academic authority or its appointed representative and by the Chair and Secretary of the Examination Board. Degree certificates evidencing academic degrees are issued in the form prescribed by the Government. They make express reference to their accompanying diploma supplement.

Article 161. - No member of an Examination Board may sign the degree certificate or non-degree certificate of his or her spouse, live-in partner or relation by blood or marriage up to and including the fourth degree.

Article 162. - Degree certificates evidencing academic degrees are issued accompanied by a diploma supplement containing, amongst other things, the list of course units in the programme of study taken by the student, the entry requirements and the assessments certified by the academic degree conferred. The diploma supplement is signed by the Examination Board Secretary. The information in this supplement that is personal to each student may be consolidated into an appendix to the supplement. If so, only the appendix need be signed by the Examination Board Secretary, and the common part of the supplement will be certified by the University. The form and content of the diploma supplement are as set by the Government.

Article 163. - Students who have received and receipted their degree certificates, diploma supplements and appendices have sole responsibility for their safekeeping.

It is also their responsibility on receipt to compile a full set of records for whatever purposes by printing out, from the University portal, the full details of the course units taken by them.

Article 164. - Only one degree certificate can be issued. In the event of loss, only an attestation can be provided.

PART V. TRANSITIONAL AND FINAL PROVISIONS

Article 165. - The Vice Rector for Student Affairs decides how these Regulations shall be interpreted and approves the special provisions adopted by faculties or Examination Boards in accordance with articles 3 and 4 of these Regulations.

Article 165/1. - These Regulations and the appendices thereto shall be published online.

Article 166. - The Academic Regulations and Procedures approved by the Academic Council of the University on 31 May 2021, which entered into force from the 2021-2022 academic year, are repealed.

Article 167. - Subject to the provisions of the articles that follow, these Regulations shall enter into force from the 2022-2023 academic year.

Article 168. - Notwithstanding article 6, point 26, students who were granted “*admis à poursuivre*” status (officially authorised to continue their undergraduate degree programme after completing the first year) no later than the end of the 2021-2022 academic year under the rules in force at that time shall retain this status for the 2022-2023 academic year and, where applicable, for the subsequent years, provided that they remain enrolled in the same degree programme, whether or not they transfer to another institution, and in the event of a change of institution, regardless of the number and type of the credits validated within that institution.

For the students referred to in the first paragraph, and provided that they remain enrolled in the same degree programme, the compulsory ceilings of 60 and, where applicable, 65 credits, referred to in article 39(1) of these Regulations, shall not apply in the context of the composition of the 2022-2023 annual programme.

Article 169. - For students enrolled in 2021-2022 or earlier who have not acquired at least 30 credits in the first annual block, the activities designed to support academic achievement referred to in article 39 are optional, not compulsory, for the 2022-2023 academic year, provided that the students remain enrolled in the same degree programme.

Article 170. - If, pursuant to article 39 of these Regulations in force at the time, a student was permitted to include in his or her annual programme for the 2021-2022 academic year a course unit for which he or she did not have the prerequisites, this course unit may be added to his or her annual programme for the 2022-2023 academic year if he or she has not yet acquired the credits, even if he or she still does not have the prerequisites required.

Article 171. - As of the 2023-2024 academic year,

- Article 43 of these Regulations shall be replaced by the following provision:
“Article 43. At the end of the cycle, students who still need to acquire or have validated a maximum of 15 credits of their undergraduate (first-cycle) study programme may supplement their annual programme with course units from the next cycle, provided they satisfy the necessary prerequisites. They shall remain enrolled in the first cycle. However, for the purposes of acquiring or validating second-cycle course units, they shall be deemed to be enrolled in the second cycle.

Students shall pay the first-cycle tuition fees and shall be exempt from paying the second-cycle fees.

A student’s annual programme is validated by each of the Examination Boards insofar as it concerns him or her, but the total number of credits may not exceed 60.

Students who have not yet obtained an undergraduate degree may not include the second-cycle course units corresponding to their dissertation in their annual programme, except in the case of 60-credit Master's degrees.

For end-of-cycle students referred to in this article, the first-cycle course units are assessed by the Bachelor's Examination Board, and the second-cycle course units by the Master's Examination Board."

- Article 44 of these Regulations will be repealed.

APPENDICES

Appendix 1 - Template form for appeals to the Authorised Representative of the Government against inadmissibility decisions and cancelled enrolments



The Authorised Representative of the Government at UCLouvain

Form Appeal to the Authorised Representative of the Government

Preferably submit by e-mail to the following **MANDATORY** address:
recours.deleguee@uclouvain.be
(do not use any other e-mail address)

or by registered post
or hand-delivered to the following address: Rue Ernest Moens 71, 5024 GELBRESSEE

NB: Completion of this form does not constitute a waiver of obligations.

The appeal **MUST** include the information and documents listed below, failing which it shall be deemed **inadmissible**:

1. STUDENT'S DETAILS

Last name:

.....

First name(s):

.....

National Register No.
(ID number in Belgium for residents):

.....

UCLouvain matriculation no. (NOMA) or File no.:

.....

UCLouvain degree programme:

.....

Home address:

.....

.....

E-mail:

.....

Nationality:

.....

2. COPY OF THE CONTESTED DECISION (decision by which the University refuses or cancels enrolment) and any documents I consider useful (to be listed below):
- the institution’s decision of inadmissibility of the application for admission or for cancellation of enrolment (to be appended to this document, failing which the procedure shall be deemed inadmissible).
 - In particular, proof of payment (not the transfer order), or the award of a scholarship granted by the French Community, or proof of submission of an application for a study grant.
 - ... any documents considered useful to support the arguments

3. STATEMENT OF GROUNDS:

I contest the decision of UCLouvain, dated/...../.....

for the following reasons:

.....

.....

.....

.....

.....

.....

.....

Date and signature of the student required:

4. Legal basis and notes:

Legal basis: ARTICLE 95 or 102 of the DECREE OF 7 NOVEMBER 2013 DEFINING THE LANDSCAPE OF HIGHER EDUCATION AND THE ACADEMIC ORGANISATION OF STUDIES.

Definition of an appeal: The means by which a student contests a decision taken by the University against him or her. **The conditions set out in the Decree of 7 November 2013 and the admission requirements stated on the UCLouvain website will continue to apply.** The student must provide all the evidence necessary to prove that the decision taken is legally flawed.

Role of the Authorised Representative of the Government: The Authorised Representative is appointed by the Government of the French Community of Belgium to ensure that all actions taken by the University comply with the legal requirements (laws, decrees, orders and regulations). The Authorised Representative of the Government is completely independent of UCLouvain.

Time limits: Appeals to the Authorised Representative of the Government must be lodged within 15 working days from the day after the institution’s refusal decision.

Suspension of the time limits for analysing appeals: from 15/7 to 15/8, during the two weeks of the Christmas/winter holidays and on all public holidays, statutory holidays and weekends.

NB: Only an appeal lodged by the student in person will be admissible (parents cannot do this on behalf of a student of legal age).

Appendix 2 - Disciplinary Regulations

Chapter 1. Purpose

Art. 1. These regulations set out the disciplinary procedure referred to in articles 35 and 112 of the Academic Regulations and Procedures [*Règlement général des études et des examens*], hereinafter referred to as “the RGEE”.

Chapter 2. Disciplinary authorities

Art. 2. Without prejudice to the powers of academic sanction vested in the Examination Boards by article 112 of the RGEE, disciplinary authority within the University shall be exercised at first instance by the Vice Rector for Student Affairs, assisted by a disciplinary committee - hereinafter referred to as the “disciplinary committee of first instance” - and, for appeals, by a disciplinary committee chaired by the Rector - hereinafter referred to as the “disciplinary committee for appeals”.

Art. 3. The disciplinary committee of first instance shall consist of:

- a member of the University’s academic staff with legal training, appointed for three years by the Academic Council, which shall also appoint a substitute who meets the same criteria. This member shall chair the committee;
- a student, appointed for one year by the Board of the General Student Council (AGL), which shall also appoint a substitute for the same period;
- where applicable, if the disciplinary matter does not concern learning activities or assessments related to a particular programme of study, the manager of the Student Life Department or a substitute that he or she has appointed;
- where applicable, if the disciplinary matter concerns learning activities or assessments related to a particular programme of study, a member of the academic or research & teaching staff of the Faculty teaching that programme. Each Faculty shall appoint, for a period of two years, the member of its academic or research & teaching staff who may thus be called upon to sit on the disciplinary committee of first instance, as well as his or her substitute.

The disciplinary committee shall be assisted by a secretary, who is involved in its work but has no voting rights.

Art. 4. The disciplinary committee for appeals shall consist of:

- the Rector, who shall chair the committee;
- an Emeritus Professor of Law, appointed for three years by the Rector, who shall also appoint a substitute who meets the same criteria;
- a student, appointed for one year by the Board of the General Student Council (AGL), which shall also appoint a substitute for the same period. Neither the said student nor his or her substitute may be a member or a substitute member of the disciplinary committee of first instance.

The disciplinary committee for appeals shall be assisted by a secretary, who is involved in its work but has no voting rights.

Art. 5. No person may be involved, as part of a disciplinary body, in proceedings against a person to whom he or she is related by blood or marriage up to and including the fourth degree, or if there is any other reasonable ground to suspect bias. In such a case, the member in question shall automatically be required to withdraw and shall be replaced by his or her substitute.

In the situation referred to in the preceding paragraph, the Rector and the Vice Rector for Student Affairs shall be replaced by their respective substitute, whom they shall each appoint for this purpose at the beginning of the academic year.

Chapter 3. Disciplinary sanctions

Art. 6. Without prejudice to the provisions of the fifth paragraph below concerning community service, the disciplinary sanctions in order of increasing severity are:

1. a warning, to call the matter in question to the student's attention;
2. temporary exclusion from one or more course units, or temporary or permanent exclusion from the right to use one of the services provided by the University, such as the libraries, sports facilities or accommodation;
3. suspension;
4. expulsion.

These disciplinary sanctions are decided, taking into account any repeat offences, by the Vice Rector for Student Affairs, at first instance, or by the disciplinary committee for appeals, in the case of an appeal.

When the sanction envisaged is suspension or expulsion, the Vice Rector for Student Affairs shall first seek the opinion of the disciplinary committee of first instance. This committee's opinion must also be sought if the student so requests.

In the case of disciplinary matters reported pursuant to article 112 of the RGEE, the only disciplinary sanctions available are suspension or expulsion.

In the case of other disciplinary matters, as defined in article 34 of the RGEE, and with the exception of acts constituting an attack on personal integrity and/or justifying expulsion, the disciplinary sanction may, at the proposal of the Vice Rector for Student Affairs and with the agreement of the student who is the subject of the disciplinary proceedings, consist in community service for the University. The decision shall specify the type of community service required, its duration and the time limit within which it must be carried out, as well as the disciplinary sanction referred to in points 1 to 3 of the first paragraph above that shall be applied in the alternative and with immediate effect if the community service is not carried out properly and in full. It is for the Vice Rector for Student Affairs to decide whether the work has been carried out properly and in full, after interviewing the student.

Any expulsion decision shall specify if it is the result of gross misconduct or fraudulent assessment. Final expulsion decisions as a result of fraudulent assessment shall be notified to the Authorised Representative of the Government, in accordance with article 112 of the RGEE, for the purpose of applying article 139/1 of the Decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.

Chapter 4. The proceedings

Section 1. General principles

Art. 7. In disciplinary proceedings, the student has the right to a hearing and/or to present his or her case in writing, as well as to request additional investigative measures.

The Vice Rector and the disciplinary committees of first instance and appeal may hear anyone they consider relevant, or call on the expertise of any appropriate person to inform their work, in compliance with the principle that both sides must be heard.

Art. 7/1. A student who has already been sanctioned under these Disciplinary Regulations may be sanctioned again, where appropriate more severely, or the sanction already imposed may be altered if new facts come to light.

Art. 8. At any time during the disciplinary proceedings, the student may be assisted by a person of his or her choice.

Art. 9. Hearings shall be held in private and a report summarising the hearing shall be drawn up immediately.

Art. 10. The deliberations of the disciplinary committees shall remain confidential.

Art. 10/1. Once the disciplinary proceedings have been completed, the Vice Rector for Student Affairs shall inform the complainant of the action taken on his or her complaint, by the means he or she deems most appropriate. The complainant shall be bound by a duty of discretion concerning this information.

Art. 10/2. If a matter that is the subject of disciplinary proceedings is also the subject of criminal proceedings, the Vice Rector or, in the case of an appeal, the disciplinary committee for appeals, may decide to suspend its work pending the final outcome of the criminal proceedings. It is for the competent disciplinary authority to decide whether or not to suspend the disciplinary proceedings on the basis of the information available to it.

If the disciplinary proceedings are suspended, the student and the complainant shall immediately be informed of this by any appropriate means.

Section 2. First-instance proceedings

Subsection 1. Initiation of disciplinary proceedings

Art. 11. Referral to the Vice Rector for Student Affairs shall be made:

- in the case of the disciplinary matters referred to in article 34 of the RGEE, on the initiative of any person within the University in accordance with the University's Organic Regulations;
- in the case of the disciplinary matters referred to in article 112 of the RGEE, on the initiative of the Chair of the Examination Board concerned.

The notice of referral shall identify the student in question and contain a description of the allegations.

Art. 12. The Vice Rector for Student Affairs may decide that there are no grounds for pursuing disciplinary proceedings if he or she finds that the alleged offences reported have manifestly not been proven or do not warrant disciplinary sanctions. In such cases, he or she shall notify the person who referred the matter to him or her, stating the reasons.

If he or she finds that the alleged offences have manifestly not been proven, he or she shall revoke any academic sanctions that may have been imposed pursuant to article 112 of the RGEE, and shall refer the case back to the Examination Board concerned for further deliberation.

Subsection 2. Notification to the student concerned

Art. 13. If the Vice Rector for Student Affairs finds that there are grounds for pursuing disciplinary proceedings, he or she shall notify the student concerned by e-mail at the latter's address ...@student.uclouvain.be.

The notification referred to in the preceding paragraph shall include:

1. a precise statement of the allegations against the student, a copy of the evidence that may prove these allegations, as well as the name of the person who referred the matter to the Vice Rector for Student Affairs;
2. mention that the matter is being referred to the disciplinary committee of first instance for its opinion, in a case where the third paragraph of article 6 automatically requires this;
3. mention of the option for the student to request that the matter be referred to the disciplinary committee of first instance for its opinion, in a case where this is not done automatically;
4. mention of the date on which the student will be heard by the committee, in a case where the matter is referred to the latter automatically. The date of the hearing must be not less than eight days following notification;
5. a copy of these Disciplinary Regulations;
6. a reminder that the student may be assisted by a person of his or her choice at any time during the disciplinary proceedings.

The student must make the request referred to in point 3 by return e-mail within three days following the date of receipt of notification. He or she shall indicate in this request whether he or she wishes to be heard by the disciplinary committee of first instance. If so, the date of the hearing must be not less than eight days following its notification.

Subsection 3. The student's hearing

Art. 14. Students who so request shall have the right to be heard in person by the Vice Rector for Student Affairs and, if the matter is referred to it for its opinion, by the disciplinary committee of first instance.

The Vice Rector for Student Affairs and, if the matter is referred to it, the disciplinary committee of first instance, shall have the right to request this hearing themselves.

The date of the hearing with the disciplinary committee shall be set in accordance with the provisions of article 13.

Art. 15. If the student concerned by the proceedings fails to attend the hearing without a valid excuse based on unforeseeable circumstances, the disciplinary body shall consider the case solely on the basis of the documents in the file. If the student has a valid excuse based on evidence of the unforeseeable circumstances and indicates how long they will last, a new date shall be set, no earlier than three days after the date on which the impediment comes to an end. If the student fails to attend, for whatever reason, the disciplinary body shall consider the case solely on the basis of the documents in the file.

Art. 16. At the end of the hearing with the disciplinary committee, a report summarising the hearing shall be drawn up in duplicate and signed by the Chair and the student. The student shall be given one of the copies.

If the student refuses to sign, this shall be noted in the report.

Subsection 4. The opinion of the disciplinary committee of first instance and the decision of the Vice Rector for Student Affairs

Art. 17. The disciplinary committee of first instance, deciding by a majority with the Chair having the casting vote in the event of a tie, shall deliver its opinion to the Vice Rector for Student Affairs

by e-mail within 20 days following the date of its last meeting. The opinion shall include, where appropriate, proposed disciplinary action.

The opinion shall be sent to the student by e-mail at the latter's address ...@student.uclouvain.be.

Art. 18. The Vice Rector for Student Affairs shall reach a reasoned decision on the disciplinary proceedings within 20 days following receipt of the opinion, after having heard the student, if need be, at the latter's request or at his or her own request. A report summarising the hearing shall be drawn up immediately.

If the Vice Rector for Student Affairs does not agree with the committee's opinion, he or she shall specifically state the reasons.

If the Vice Rector for Student Affairs finds that the alleged offences for which the disciplinary proceedings were initiated have not been proven, he or she shall revoke any academic sanctions that may have been imposed pursuant to article 112 of the RGEE, and shall refer the case back to the Examination Board concerned for further deliberation.

Art. 19. The decision of the Vice Rector for Student Affairs and the opinion of the disciplinary committee of first instance shall be notified to the student by registered letter.

The decision of the Vice Rector for Student Affairs shall indicate that there is an appeal process available to the student and specify the time limits and procedure for lodging an appeal.

Section 3. Appeal proceedings

Subsection 1. Decisions that may be appealed

Art. 20. Decisions of the Vice Rector for Student Affairs that, as the principal or alternative sanction, impose permanent exclusion from the right to use one of the services provided by the University, as well as those that, as the principal or alternative sanction, impose suspension or expulsion from the University, carry a right of appeal.

Without prejudice to the powers vested in the Vice Rector for Student Affairs by article 25, implementation of the decision taken shall be suspended pending expiry of the time limit for appeal or on the exercise of the right of appeal.

Subsection 2. Notice of appeal

Art. 21. Any appeal against the decision of the Vice Rector for Student Affairs shall be lodged within eight days of notification of the decision in question, either by registered letter sent to the Rector or by ordinary letter delivered by hand against receipt to the Rector's office. The notice of appeal shall contain a precise statement of the grounds on which the appeal is based and, where applicable, a request to be heard by the appeals committee.

Subsection 3. Examination of the appeal

Art. 22. The Rector shall acknowledge receipt of the appeal within three days of receiving it.

The acknowledgement of receipt referred to in the preceding paragraph shall indicate the date on which the student, either at his or her own request or at the request of the disciplinary committee for appeals, will be heard by the latter in accordance with article 23. The date of the hearing must be no earlier than eight days following notification of the acknowledgement of receipt.

Art. 23. A student who so requests has the right to be heard by the disciplinary committee for appeals.

The disciplinary committee for appeals may itself request such a hearing.

Articles 15 and 16 shall apply mutatis mutandis.

Subsection 4. The decision of the disciplinary committee for appeals

Art. 24. The disciplinary committee for appeals shall, by a majority vote, reach a reasoned decision within 20 days following the date of its last meeting.

The sanction imposed by the Vice Rector for Student Affairs at first instance may, as a result of the appeal, be increased by the disciplinary committee for appeals.

If the disciplinary committee for appeals finds that the alleged offences for which the disciplinary proceedings were initiated have not been proven, it shall revoke any academic sanctions that may have been imposed pursuant to article 112 of the RGEE, and shall refer the case back to the Examination Board concerned for further deliberation.

The decision of the disciplinary committee for appeals shall be notified to the student by registered letter. The decision cannot be appealed within the University, but the letter shall indicate the procedure for bringing an external appeal.

Chapter 5. Urgent, temporary measures ordered by the Vice Rector for Student Affairs

Art. 25. In urgent cases, and when the interests of the University community warrant it, the Vice Rector for Student Affairs may, by reasoned decision, temporarily suspend the right of the student against whom disciplinary proceedings have been initiated or are pending to take part in a given learning or extra-curricular activity, use a particular service provided by the University, or enter one or more specific areas of the University if his or her presence is likely to be disruptive.

Suspension may not exceed one month, but may be renewed at the discretion of the Vice Rector for Student Affairs after he or she has reviewed the situation.

If absolutely necessary, the decision may be taken without hearing the person concerned beforehand. In this case, a hearing must take place within three days of the decision being reached.

The decision shall be notified to the person concerned by any appropriate means and confirmed to him or her by registered letter.

Chapter 6. Final provisions

Art. 26. By way of exception to article 5 of the RGEE, the time limits referred to in these Disciplinary Regulations are counted in working days from Monday to Friday, excluding public holidays and 27 September.

All deadlines for decisions or investigations that expire between 15 July and 16 August shall be extended to the fourth day following the latter date, except for those decisions or investigations that must be made prior to that date because of the subject of the appeal.

Art. 27. These Disciplinary Regulations shall enter into force on 14 September 2022 and shall apply to disciplinary offences committed after that date.

Appendix 3 - Charter for a diverse and inclusive university

1. The University regards the diversity of individuals and the multiplicity of cultures and opinions as an asset that can benefit the whole University community, and views the opportunity to come into contact with other cultures as a stage in the personal development of each individual.

In accordance with the French Community Decree of 12 December 2008¹, the University welcomes all students who wish to enrol, provided that they comply with the requisite procedures, without discrimination² on the grounds of race or ethnic origin, gender, sexual orientation, political, religious or philosophical beliefs, disability or social background, and puts in place the resources and positive measures that may reasonably be required in order to ensure that it discharges its duties in an accessible and beneficial manner for all on an equal footing.

2. In this context, the University is fully committed to delivering inclusive education and pursuing a policy of equity by providing a strong system of support for academic achievement and setting up customised social or financial aid mechanisms, as well as making reasonable practical arrangements to assist students with a learning or other disability or a debilitating illness, or who are undertaking a sporting, artistic or entrepreneurial activity.
3. The University also respects the freedom of each of its students to express their philosophical, religious and political beliefs (in particular by wearing religious or other symbols), while also respecting the rights and freedoms of others, applicable legislation and, where applicable, the specific requirements of modesty, safety or hygiene imposed by a given learning activity. By enrolling at the University, all students undertake to respect, in their actions and words, human rights and the rights of minorities, the diversity of individuals, and the political, religious or philosophical beliefs of other members of the University community. In this context, the University encourages debate and encounters that allow members of its community who hold different beliefs to exchange their views.
4. Without prejudice to the content or aims of the programme of study in which a student has decided to enrol, the University is careful to ensure that the specific nature and constraints of each student's beliefs are taken into consideration when organising the learning activities and assessments for which it is responsible. It shall do this insofar as it is still able to discharge its duties properly, respect the equality of all students, apply the Academic Regulations and Procedures fairly, and manage the time and resources available. In any case, and in a spirit of dialogue, the academic authorities of the University are prepared to listen to any concerns students may have in this respect, and, if necessary, relay these issues to third-party institutions in which students are required to undertake some of their learning activities and assessments.

¹ Decree of 12 December 2008 on combating certain forms of discrimination.

² According to article 2, the purpose of the Decree of 12 December 2008 is to lay down a general and harmonised framework for combating discrimination on the grounds of:

1. Nationality, alleged race, skin colour, descent, or national or ethnic origin;
2. Age, sexual orientation, religious or philosophical beliefs, disability;
3. Gender and related criteria, including pregnancy, childbirth, maternity, gender reassignment, gender identity and gender expression;
4. Civil status, birth, wealth, political views, language, current or future health status, a physical or genetic characteristic or social background.

Appendix 4 - Charter for users of the University libraries

The access card identifies individuals, their rights and their duties.

Showing respect for other people promotes a good working environment.

Showing respect for equipment and the premises allows people to work in comfort and allows services to be maintained.

Abiding by the established rules ensures that information is always available and can be made accessible.

To ensure that everyone is able to benefit to the full from library services, each user undertakes:

1. always to carry his or her own access card in order to gain access to the library and its services;
2. not to lend out his or her own access card for any reason whatsoever;
3. to show respect for staff and other readers and for the work that they are doing by his or her attitude, behaviour and dress;
4. to maintain silence in working areas and quiet in areas designated for collaborative work and in corridor and access areas;
5. to set his or her mobile phone to silent mode or turn it off when entering the library;
6. to observe the opening hours in the different sections of the library;
7. to maintain the integrity of documents;
8. to treat equipment and the premises with respect;
9. to refrain from eating, drinking and smoking on the premises;
10. to abide by lending periods, pay fines and accept any penalties imposed for items returned late;
11. to accept responsibility for all activities undertaken using his or her access card if he or she has failed to report it lost or stolen;
12. to accept his or her responsibility in the event of loss, theft or attempted theft of documents and also in the event of damage to documents, equipment or the premises;
13. to accept any disciplinary measures taken by the library director or his or her designated representative.

Appendix 5 - Dissertations

The dissertation, which is an extended written treatment of a particular subject, must demonstrate the author's ability to correctly present the results of objective and methodical work of his or her own doing. Its quality is not necessarily judged by its length. It demonstrates the student's autonomy, critical faculties, personal qualities and professional skills.

Like other forms of teaching, the dissertation is a constituent part of the programmes that require it. It may relate to research work, but also to any learning activity, including internships and other work-learning activities.

The dissertation must be:

- the student's own work but supervised;
- distinct from other teaching activities (e.g. seminars, internships with reports, etc.);
- methodical;
- an integrated part of the programme and limited in subject scope.

Distinct

The dissertation is distinct from other forms of teaching. Besides the skills it is intended to demonstrate, as mentioned above, it must also demonstrate the student's ability to correctly present the results of his or her own research work, so it should reasonably be of limited length. In addition to the written paper, the student should, wherever possible, be able to give an oral presentation and defence of his or her dissertation.

The student is also entitled to be given a proper reading.

Methodical

This is a standard requirement for all university work and entails the student acquiring the necessary basic methodology - not to mention a sufficient knowledge of the subject matter concerned - as part of his or her programme of study prior to embarking on the dissertation.

Integrated and limited

It is a requirement that dissertations should not extend beyond the normal duration of the programme concerned, so the dissertation workload must clearly be compatible with the rest of the programme. The University therefore has an obligation to enable the dissertation to be submitted in time. Particular attention must be paid not to overload the programme in practice, including by making excessive individual work demands on the student, and to efficient timetabling that allows the work entailed by the dissertation to fit into the student's timetable. Also, it is preferable to avoid setting too tight a dissertation schedule, as the dissertation supervisor's job is to ensure that students learn to schedule their own deadlines in consultation with him or her. The entities responsible for the programme will, however, set deadlines for choosing the topic and the dissertation supervisor and for submitting the dissertation.

The dissertation topic must also be limited in scope, which does not preclude an in-depth study. It does not need to be original and comprehensive, in which respect it differs from doctoral and some post-doctoral theses. Nor does it necessarily need to be published.

Appendix 6 - Template form for an appeal to CESI
(Inclusive Higher Education Commission - article 54 of the RGEE)

APPENDIX I to the Order of the Government of the French Community setting out the procedures for lodging and examining an appeal against the final decision of an institution relating to a request for recognition of disability, as referred to in the first paragraph of article 6 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities.

Application for an appeal against the final decision of the institution relating to a request for recognition of disability, as referred to in the first paragraph of article 6 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities

Administrative information

Last name:

First name:

Full postal address:

E-mail address³:

Landline telephone number:

Mobile telephone number:

History of applications relating to inclusive higher education

I have previously been recognised as a student with disabilities: Yes - No⁴

By the following institution, if applicable:

Name of the institution:
.....

Address:
.....

Telephone number:
.....

Name of contact person:
.....

Lodging the appeal

³ If you do not have an e-mail address, you MUST state your postal address.

⁴ Delete as appropriate.

I am enrolled in the Bachelor's/Master's/doctoral⁵ programme in⁶:

.....

I am appealing against the decision of:

Name of the institution:

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Site/campus/location:

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Address:

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Telephone number:

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Name of contact person:

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Date of the institution's response to the request to be allowed to take advantage of the provisions of the Decree:

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Contested decision of the institution:

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Grounds for appeal⁷:

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⁵ Delete as appropriate.

⁶ Example: Bachelor's in biomedical science.

⁷ These grounds may be set out in a document appended to this form.

I enclose the following documents with this appeal:

- A copy of my request to have my disability recognised, together with a copy of all the file documents;
- A copy of the contested decision not to recognise my disability, issued by the academic authorities of the institution, together with all the documents supporting the decision taken;
- Any other documents that I consider necessary to support my appeal.

Date and signature

Appendix 7 - Template form for an appeal to CESI
(Inclusive Higher Education Commission - article 54 of the RGEE)

APPENDIX II to the Order of the Government of the French Community setting out the procedures for lodging and examining an appeal against the final decision of an institution relating to putting in place reasonable arrangements, as referred to in the first paragraph of article 15 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities.

Application for an appeal against the institution's refusal to put in place reasonable arrangements, as referred to in the first paragraph of article 15 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities

Administrative information

Last name:

First name:

Full postal address:

E-mail address⁸:

Landline telephone number:

Mobile telephone number:

History of applications relating to inclusive higher education

I have previously been recognised as a student with disabilities: Yes - No⁹

By the following institution, if applicable:

Name of the institution:
.....

Address:
.....

Telephone number:
.....

Name of contact person:
.....

⁸ If you do not have an e-mail address, you MUST state your postal address.

⁹ Delete as appropriate.

Reasonable arrangements that have previously been made for me:

.....

Lodging the appeal

I am enrolled in the Bachelor's/Master's/doctoral¹⁰ programme in¹¹:

.....

I am appealing against the decision of:

Name of the institution:

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Site/campus/location:

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Address:

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Telephone number:

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Name of contact person:

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Date of the institution's response regarding making reasonable arrangements:

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Contested decision of the institution:

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¹⁰ Delete as appropriate.

¹¹ Example: Bachelor's in biomedical science.

Grounds for appeal¹²:

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In accordance with article 31/2 of the Decree, for this appeal to be deemed admissible, I must state in what way I consider that matters likely to have a favourable influence on the application as referred to in the first paragraph of article 15 of the Decree were not taken into account during my internal appeal.

I enclose the following documents with this appeal:

- A copy of my request to have my disability recognised, together with a copy of all the file documents;
- A copy of the contested decision not to make special educational arrangements, issued by the academic authorities of the institution, together with all the documents supporting the decision taken;
- Any other documents that I consider necessary to support my appeal.

Date and signature

¹² These grounds may be set out in a document appended to this form.

Appendix 8 - Template form for an appeal to CESI
(Inclusive Higher Education Commission - article 55/1 of the RGEE)

APPENDIX III to the Order of the Government of the French Community setting out the procedures for lodging and examining an appeal against the final decision of an institution relating to a request to change the reasonable arrangements in place, as referred to in the third paragraph of article 16 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities.

Application for an appeal against the institution's final decision relating to a request to change the reasonable arrangements in place, as referred to in the third paragraph of article 16 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities

Administrative information

Last name:

First name:

Full postal address:

E-mail address¹³:

Landline telephone number:

Mobile telephone number:

Lodging the appeal

I am enrolled in the Bachelor's/Master's/doctoral¹⁴ programme in¹⁵:

.....

I am appealing against the decision of:

Name of the institution:

.....

Site/campus/location:

.....

Address:

.....

.....

Telephone number:

.....

¹³ If you do not have an e-mail address, you MUST state your postal address.

¹⁴ Delete as appropriate.

¹⁵ Example: Bachelor's in biomedical science.

.....
Name of contact person:
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Date of the institution's response to the request to change the reasonable arrangements in place:
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Contested decision of the institution:
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Grounds for appeal¹⁶:
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I enclose the following documents with this appeal:

- A copy of my individual support plan;
- A copy of the contested decision not to change the reasonable arrangements in place, issued by the academic authorities of the institution, together with all the documents supporting the decision taken;
- If applicable, a copy of my request to change the reasonable arrangements in place, together with a copy of all the file documents;
- Any other documents that I consider necessary to support my appeal.

Date and signature

¹⁶ These grounds may be set out in a document appended to this form.

Appendix 9 - Template form for an appeal to CESI
(Inclusive Higher Education Commission - article 55/2 of the RGEE)

APPENDIX IV to the Order of the Government of the French Community setting out the procedures for lodging and examining an appeal against the final decision of an institution relating to the early and unilateral termination of an individual support plan, as referred to in article 17 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities.

Application for an appeal against the final decision of the institution relating to the early and unilateral termination of an individual support plan, as referred to in article 17 of the Decree of 30 January 2014 on inclusive higher education for students with disabilities.

Administrative information

Last name:

First name:

Full postal address:

E-mail address¹⁷:

Landline telephone number:

Mobile telephone number:

Lodging the appeal

I am enrolled in the Bachelor's/Master's/doctoral¹⁸ programme in¹⁹:

.....

I am appealing against the decision of:

Name of the institution:

.....

Site/campus/location:

.....

Address:

.....

.....

Telephone number:

¹⁷ If you do not have an e-mail address, you MUST state your postal address.

¹⁸ Delete as appropriate.

¹⁹ Example: Bachelor's in biomedical science.

.....
Name of contact person:
.....

Date of the institution's response regarding the early and unilateral termination of the individual support plan:
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Contested decision of the institution:
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Grounds for appeal²⁰:
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I enclose the following documents with this appeal:

- A copy of the decision issued by the academic authorities to unilaterally terminate the institution's individual support plan, together with all the documents supporting the decision taken;
- Any other documents that I consider necessary to support my appeal.

Date and signature

²⁰ These grounds may be set out in a document appended to this form.