

## ACADEMIC REGULATIONS AND PROCEDURES

**FRENCH VERSION APPROVED BY THE ACADEMIC COUNCIL ON 26 MAY 2025  
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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.

If new legal constraints require the academic authorities to make changes to these Regulations with effect during the academic year, the authorities shall notify students of the changes without delay. In the absence of new legal constraints, no changes to these Regulations with effect during the academic year shall be made.

**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://www.uclouvain.be/fr/universite/reglements>), which are an integral part thereof, apply to all students of the University.

These regulations apply in addition to the UCLouvain Continuing Education Programme Regulations (<https://www.uclouvain.be/fr/formation-continue/reglement-programme-formation-continue>) for any subject not expressly provided for therein.

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://www.uclouvain.be/en/education/practical-information>.
- 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 assessments.

**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 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 assessments 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.

**10/1. Medical certificate:** document drafted and signed by a doctor, stating medical facts for a third party.

**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 that represents 30 hours of work, which corresponds 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 course units leading to a specific degree.

**15. Cycle:** studies leading to the award of an academic degree. A distinction is made between undergraduate, graduate and PhD. A bachelor's degree, a master's degree and a PhD degree are conferred on completion of their respective courses.

**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. PhD** the level 8 academic qualification conferred on successful completion of PhD 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. First-term assessment:** assessment during the first term of a course unit taught over the first two terms. However, certain learning activities organised on an annual basis (e.g. work placements, projects and professional integration activities) do not entail such an assessment.

**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. Evaluation:** any form of certification held in or out of session (e.g. oral and/or written evaluation, continuous assessment or any other work carried out by the student for this purpose, or any combination of the above) that contributes to the final mark.

**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 evaluations.

The Examination Board may discharge its duties of evaluating 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-evaluation 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 evaluations, participates in their evaluation, 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. Evaluation session:** period at the end of each term, during which evaluations may take place in groups.

**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 (SIC) within the deadlines, under the conditions and following the procedures defined for the academic year concerned at <https://www.uclouvain.be/en/enrolment/your->

uclouvain-application and <https://www.uclouvain.be/en/enrolment/uclouvain-tuition-fees>. 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://www.uclouvain.be/fr/vae>.

Depending on circumstances, as described at <https://www.uclouvain.be/en/enrolment/uclouvain-tuition-fees>, certain admission applications must be received by the University's Enrolment Office (SIC) by the specific dates listed in the detailed calendar available at <https://www.uclouvain.be/en/enrolment/when-should-i-apply>. 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, paragraphs 2, 3 and 4.

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 evaluations during the period specified by the University's Enrolment Office (SIC) 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 (SIC) 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.

With the exception of access cards, and without prejudice to any additional periods provided for by the applicable regulations, all other documents making up the administrative file (<https://www.uclouvain.be/en/enrolment/required-documents>) must reach the University's Enrolment Office (SIC) by 30 September. Failure to do so will render the application inadmissible.

As an exception to the previous paragraph, if the application is submitted after 15 September, the applicant has 15 days from notification of any missing required documents to send such documents to the University's Enrolment Office (SIC). Failure to do so will render the application inadmissible.

**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 evaluation 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, paragraph 2, a Faculty may exceptionally authorise the enrolment of a student who submitted an application between 1 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, upon approval by the relevant faculty.

This exceptional procedure is only available to nationals of European Union countries.

Notwithstanding paragraph 1, the faculty may, in exceptional cases, authorise the effective enrolment of a student who is a national of a country outside the European Union whose application for enrolment has been accepted by the University and who has submitted the necessary documents for effective enrolment after 30 September of the academic year in question. When these documents are submitted between 1 November and 15 February of the following calendar year, authorisation shall be granted, under the same conditions, by the Vice-Rector for Student Affairs, with the approval of the faculty concerned.

If, by 31 October, any students have not paid the deposit due on their tuition fees, the University's Enrolment Office (SIC) shall notify them that their enrolment cannot be accepted. Students who have been notified of such a decision by the University's Enrolment Office (SIC) 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, students who have not paid the balance of their tuition fees due for their enrolment, including, where applicable, the additional contribution referred to in Article 105, §3bis of the decree by 1 February (or upon enrolment if this is later) shall be notified by the University's Enrolment Office (SIC) 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 paragraphs 1 and 2 of this article by which the University's Enrolment Office (SIC) notifies the student that he or she no longer has access to learning activities from that date indicates the existence of a right of appeal, which can be exercised according to the procedures detailed below. 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 (SIC) pursuant to the first and second paragraphs of this article or the fifth 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 (SIC) in accordance with the procedures defined at <https://www.uclouvain.be/en/enrolment>. 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.

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://www.uclouvain.be/en/enrolment/manage-your-enrolment>. 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), in accordance with article 43.

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 (SIC), 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 (SIC) 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 heard accompanied by a person of their choice 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.

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, enters without delay in the "e-paysage" platform referred to in article 95/2 of the Decree the surname, first name and sex of the student concerned, as well as the date, place and country of birth of the student and the academic year of the fraud, and, if applicable, the National Register number or, failing that, the identification number of the Banque Carrefour de la Sécurité sociale.

The Vice-Rector shall notify the student concerned that he or she has been entered in the "e-paysage" platform 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 evaluations in the academic year concerned. The tuition fees and, where applicable, the contribution referred to in Article 105, §3bis of the decree, 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 evaluation 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, 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 (SIC), 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, paragraph 1, 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 in return for an acknowledgement of receipt, in accordance with the procedures defined at <https://www.uclouvain.be/en/universite/recours-aupres-du-vice-recteur-aux-affaires-étudiantes>.

Appeals lodged against a decision based on Article 21, 3°, in which the student formally contests their non-eligibility for funding, are first examined by the government delegate. The delegate shall issue an opinion to the University regarding the student's funding.

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 government delegate's opinion on the applicant's eligibility for funding as referred to in the preceding paragraph.

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.

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.** In the event of rejection of the internal appeal referred to in Article 23, any person may lodge an appeal with the Court of First Instance of Walloon Brabant, in accordance with the provisions of the Judicial Code.

#### **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 evaluations 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://www.uclouvain.be/en/enrolment/uclouvain-tuition-fees> for further details about these fees).

The relevant faculty administration or, where applicable, the UCLouvain Language Institute (ILV) informs the student of the Examination Board to which he or she reports for the purposes of deliberating on the course unit or units.

**Article 26.** No degree or other certificates shall be awarded to programme-free students. Confirmation of the results of evaluations 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 enrols 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. 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 evaluations.

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 evaluations 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 (SIC) within the deadlines, under the conditions and following the procedures defined for the academic year concerned at <https://www.uclouvain.be/en/enrolment/your-uclouvain-application>.

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

## **Section 9. *Student email addresses, student website and student cards***

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

Any notification validly made to or from this address shall be deemed to have the effects attached thereto by these Regulations and their appendices.

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 evaluations.

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 (SIC) 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 [privacy@uclouvain.be](mailto:privacy@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 evaluation 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.

By enrolling at the University, students undertake to respect, in their actions and words, human rights and minority rights, the diversity of individuals, and the political, religious or philosophical convictions of other members of the University.

They must show respect for the authorities who run the University, the staff - whether they be academic, scientific & 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 which fall within the private sphere but in which they participate by virtue of their University membership or by making this membership public, or which involve other members of the University are not detrimental to the dignity, honour, moral, physical or sexual 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, as well as the application of the provisions and procedures contained in the Common Rules on Gender-Based and/or Sexual Violence (Appendix 2bis) when failure to comply with the above obligations consists of acts of gender-based and/or sexual violence.

### **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 evaluation 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 20 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://www.uclouvain.be/en/enrolment/uclouvain-tuition-fees> for further details about these fees).

The relevant faculty administration or, where applicable, the UCLouvain Language Institute (ILV) informs the student of the Examination Board to which he or she reports for the purposes of deliberating on the course unit or units.

**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 (AEES);
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, 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.** Students who prior to the last term of the bachelor's course have to acquire or validate no more than 15 bachelor's course credits may complete their annual programme with credits from the master's course for which they meet the prerequisites.

They remain enrolled in the bachelor's course. However, solely for the purposes of acquiring or validating credits in the master's course, such students are deemed to be enrolled in the master's course.

Students pay bachelor's course tuition fees and are exempt from paying master's course tuition fees.

Their annual programme is validated by each of the Examination Boards insofar as it concerns each student, but the total number of credits may not exceed 60.

Students who have not obtained their bachelor's degree may not include in their annual programme master's course units corresponding to their dissertation or final project, except in the case of 60-credit master's courses.

In the case of the final-term students referred to in this article, bachelor's course credits are evaluated by the Bachelor's Examination Board and master's course credits are evaluated by the master's Examination Board.

**Article 44. [...]**

**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 in return for an acknowledgement of receipt, in accordance with the procedures defined at <https://www.uclouvain.be/en/universite/recours-aupres-du-vice-recteur-aux-affaires-étudiantes>.

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 may opt, by 15 February, for a reduced programme in the second term. 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.

First-year bachelor's course students who have been authorised to transfer in accordance with article 12/1 of these regulations may choose, by 15 February, to reduce their programme of activities for the first and second terms. This programme is drawn up in consultation with the select panel or, failing that, with the Examination Board.

**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 same academic degree of master's, with a different focus, after they reach the pass mark for the additional credits specific to this focus. Likewise, a teacher training certificate (AESS) may be awarded to students who are duly enrolled in this training and who have passed the evaluations 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 evaluation 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 relevant University service (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 two years 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.

In the case of joint degrees, the decision regarding the application for recognition of disability is made by the academic authorities of the lead institution. This recognition also applies to all partner institutions involved in the joint-degree programme.

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, can be found on the University website at <https://www.uclouvain.be/en/support/people-with-disabilities-serious-illnesses-or-learning-disabilities>.

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

The relevant University service 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 staff member of the relevant University service, 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 in return for an acknowledgement of receipt, in accordance with the procedures defined at <https://www.uclouvain.be/en/universite/recours-aupres-du-vice-recteur-aux-affaires-estudiantes>.

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 relevant University service 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 relevant University service.

The government delegate at the University receives complaints from eligible students regarding irregularities in the implementation of the individualized support plan in the context of learning activities and related evaluations. Notwithstanding Article 5 of these regulations, the time limit for filing an appeal is three working days from the date of communication of the results.

The delegate shall issue an opinion confirming the irregularities or the absence thereof.

The University is responsible for proving that there are no irregularities in the implementation of the individualised support plan in the context of learning activities and related assessments.

The University is bound by the opinion of the government delegate.

**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 staff member of the relevant University

service. If the student, the Faculty and the relevant University service 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).

**Article 55/2.** In exceptional circumstances, the student and the relevant University service 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 staff member of the relevant University service. If the student, the Faculty and the relevant University service 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 and 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 evaluated 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://www.uclouvain.be/fr/peps>.

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

## PART IV. EVALUATIONS

### Chapter 1. Assessed activities, types of evaluation 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 may consist in an oral evaluation, a written evaluation, 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 evaluated by continuous assessment, the course unit description states the weighting of each of the assessments in the final grade.

If a course unit is evaluated by partial assessment (the part-evaluation 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. Furthermore, for all types of assessment, answering a question, even incorrectly, can never result in a lower mark than if the question had not been answered.

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

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 evaluation 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 evaluation may differ from one evaluation 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 evaluation 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 evaluation 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. Evaluation periods and venues

**Article 65.** An assessment period, called an evaluation session in these Regulations, is held at the end of each of the three terms of the academic year.

Evaluations may only be organised outside evaluation sessions under the conditions set out in Articles 67, 69 and 87.

### Article 66.

Learning activities are evaluated, allowing credits to be earned, during the term in which they are held and during the third term. However, in duly proven unforeseeable circumstances, an Examination Board or - with regard to learning activities in the first term, as well as in cases of emergency - the chair may authorise one or more evaluations for a student in the following term, but these may not be held more than two months and two weeks after the end of the previous term. In the case of the third term, no evaluation may take place after 14 November.

The exception 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.

**Article 67.** In accordance with Article 87, the faculties and the Language Institute (ILV) and, where applicable, those responsible for course units, may, before the start of the academic year, specify learning activities or parts of learning activities that will be evaluated outside the evaluation

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 evaluation session.

**Article 69.** 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 evaluation 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 evaluation can be held away from University premises or those designated by the University.

As a rule, evaluations are held on the campus where the learning activity being assessed was organised. However, if so agreed by the Faculty, the evaluation 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 evaluation timetables are published.

### Chapter 3. Registering for evaluations

#### Section 1. *Requirements to register for evaluations*

**Article 71.** No student may register for or sit the evaluations 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 evaluations.

**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 evaluation 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 evaluation is decided by the restricted Examination Board or otherwise the full Examination Board in accordance with Faculty decisions and regulations. The Chair of the Examination Board shall notify the (restricted or full) 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 evaluation session to which the evaluation relates or, in the case of an evaluation outside the session, at least fifteen days before the date of the evaluation. 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 evaluation may appeal the restricted or full 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 in return for an acknowledgement of receipt, in accordance with the procedures defined at <https://www.uclouvain.be/en/universite/recours-aupres-du-vice-recteur-aux-affaires-estudiantes>.

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 evaluation session or, in the case of an evaluation outside the session, no later than before the session begins. If the student receives no such notification, he or she may register for the evaluation concerned.

## **Section 2. *Procedure for registering for evaluations and changing registrations***

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

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

Unless otherwise stipulated in the Faculty's evaluation registration procedure, the evaluations for the course units taught during the first term, including part-evaluations, are included in the January session programme for students enrolled on a programme in this Faculty, and the evaluations 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 various evaluations and sends them to the examiners concerned.

## **Section 3. *Evaluations for which students can or must register***

**Article 77.** For each course unit, the faculties hold two evaluations: the first during the first or second term, depending on whether the learning activities take place in the first or second term, and the second during the third term. If the learning activities of a course unit are spread over the first two terms for substantiated educational reasons, students sit a partial evaluation during the first term, at least for the first-cycle course units. Internships, projects and work-learning activities are not evaluated 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 evaluations: the first during the first term, the second during the second term, and the third during the third term.

Furthermore, and without prejudice to the first paragraph above, a Faculty may hold the first-term course unit evaluations during the second term 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 evaluations during the second term for students registered with the French Community Examination Board, who are required to sit all of their evaluations in the second term.

**Article 78.** By way of exception to article 77, the evaluations 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 evaluation session of the academic year. Faculties shall inform students of the activities concerned at the very least by posting in the course unit description no later than the first day of the academic year.

**Article 79.** The Faculty may permit a student to take part in evaluations on second-term course units during the first term, 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 evaluations during any term, 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 evaluations on the same course unit in the same academic year. The right to sit an evaluation twice is enshrined in the fact that it is possible to register for the same evaluation twice, whether or not the student attends either evaluation, with or without due justification. Students may only register once per term for the same course unit.

When the second evaluation is planned, in accordance with the previous paragraph, during the second term, the University shall hold it at least one month after the start of the second term.

If a student registers for an evaluation 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 evaluations outside evaluation sessions, including by continuous assessment, shall not prevent students from registering twice for the evaluation on the course unit concerned in the same academic year.

When scheduling evaluations, the Faculty Office, or the course unit head in the event of the delegation of academic authority powers for educational reasons, must ensure that all students are able to sit any evaluation for which they are registered.

**Article 81.** If a course unit is subject to continuous evaluation, students must register for this course unit in the first evaluation session that follows their last non-evaluation task, and if the course unit is evaluated outside an evaluation session, students must register for this course unit in the first session after this evaluation, in accordance with the Faculty guidelines.

**Article 82.** If a student sits a partial evaluation in the first term and passes, he or she shall be evaluated on the remainder during the second term.

If he or she does not sit the evaluation in the second term, he or she shall lose the benefit of the partial evaluation.

If the student does not participate in the partial evaluation of the first term, he or she shall sit the full evaluations in the second term.

In any event, in the third term, a full evaluation takes place.

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 a first-term course-unit evaluation may register for, and sit, the evaluation again 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 evaluation more than twice in the same academic year.

**Article 86.** Students may not register for an evaluation 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 evaluations**

### **Section 1. *Evaluation schedule and timetable***

**Article 87.** In accordance with Articles 65 through 69, the Faculty Office draws up the evaluation schedule for each evaluation session, endeavouring to leave sufficient time between successive evaluations during the same evaluation period. Evaluation schedules are published at least one month in advance. Except in unforeseeable circumstances, the date and time of evaluations may not be changed less than ten working days before the date originally announced. Except in cases of force majeure, the new date may not be earlier than the original date.

Any changes shall be notified to the students concerned without delay via a notice board and by email.

For educational reasons determined by them and specified in the description sheet, the academic authorities may delegate the powers referred to in the previous paragraph to the heads of the course unit, who, in consultation with the Faculty Office, communicate the date and time of an evaluation at least two weeks before the date on which it is to be taken, in accordance with the procedures for consultation on evaluation schedules established by the faculty councils in accordance with the regulations in force at the University.

**Article 88.** Except in unforeseeable circumstances and subject to the provisions of Article 94, all evaluations shall take place according to the schedule set by the Faculty Office or this office in consultation with the course unit head and on the campus referred to in Article 70. Any necessary changes shall be decided by the Faculty Office or this office in consultation with the course unit

head and published immediately. Any scheduling changes shall make due allowance for the availability of the examiner and students.

**Article 89.** No evaluations 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 evaluations 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 evaluations, 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 evaluated may question the student in an oral evaluation. However, if the oral evaluations mean that they are likely to be overburdened with work, the Faculty may divide these evaluations between several examiners on the University's academic or scientific & 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 evaluations. Examiners who have had evaluations for a course unit divided between them shall decide together the methods used to assess knowledge and the way in which the evaluations 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 evaluated may mark the student's evaluation papers. However, if marking evaluation 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 scientific & teaching staff. Those marking the same evaluation shall decide together the methods used to assess knowledge and the way in which the evaluations 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 evaluation 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 evaluations.

**Article 94.** If unforeseeable circumstances prevent a teacher from conducting oral evaluations during the entire evaluation session or marking evaluation papers, the Chair of the Examination

Board shall, as soon as possible, appoint one or more substitute examiners from the University's academic or scientific & 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 evaluations 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 evaluation timetable but change the evaluation 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 evaluation 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 evaluation 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 evaluation 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 evaluations***

**Article 96.** Oral evaluations are held in public. No member of the public may in any way interact with the examiner or the student during the evaluation 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 evaluations 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 evaluation was held, within one month of notification of the evaluation 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 evaluation paper, including at least their own answers or productions, 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 evaluations***

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

If necessary, 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 evaluation may sit it.

**Article 101.** Students who fail to attend at the specified time and date for an evaluation for which they are registered, and who have not provided the information referred to in article 103, shall be marked absent.

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

**Article 103.** Any student registered for evaluations 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 evaluation(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 evaluation is considered legitimate, even though this is the only or the last possible opportunity during the academic year to register for the evaluation not taken, without prejudice, however, to article 85, the Chair may, at the student's request, permit the student to sit the evaluation on a new date, before the end of the current evaluation session; this new date shall be set by the Chair in consultation with the examiner. The type of evaluation 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 evaluation concerned.

A student who, due to a technical problem, is unable to complete an evaluation 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 anew the evaluation concerned, if possible the same day, using the same or another method.

## **Section 5. *Grading***

**Article 104.** The evaluation 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 evaluation, 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-evaluation within the meaning of article 77 may not include any decimal places either.

If an examiner considers that the evaluation 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 evaluation, 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 evaluation 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 evaluation 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 behaviour aimed at circumventing the assessment procedure and objectives, and in particular any communication between students or with third parties during an evaluation, regardless of what form the evaluation 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 evaluation, of information on the subject matter under evaluation, or of technological means of accessing this information, or, more generally, failure to comply, intentionally or otherwise, with any one of the evaluation instructions or any provision of these Regulations relating to the taking of an evaluation.

Students must allow the invigilator to check that they are not carrying any unauthorised information or devices. The falsification, theft or misappropriation of any document in connection with an evaluation is considered an irregularity within the meaning of this definition.

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 evaluation, he or she shall allow the evaluation 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 evaluations for which he or she has registered.

**Article 109.** If an examiner suspected a student of irregular conduct in an evaluation 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 evaluation in question.

**Article 110.** In the event of suspected irregular conduct or plagiarism, in accordance with the rights of the defence, 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.

If the suspicion of irregularity or plagiarism concerns a course unit that the Examination Board Chair (co-)teaches, the Board Secretary shall replace him or her for the purposes of applying this article.

**Article 111/1.** If the Examination Board determines there has been irregular conduct or plagiarism, it may, depending on the seriousness of the offence, either:

- commute the “T” mark for the course unit to zero (0/20), even if the offence did not concern the entire course unit assessment; or
- commute the mark for that part of the assessment concerned by the irregularity or plagiarism to zero (0/20) and ask the instructor to award an overall mark for the course unit concerned, taking into consideration the zero (0/20) obtained for the aforementioned part.

If the Examination Board determines that there has been no irregularity or plagiarism, it asks the instructor to award the student a mark for the evaluation concerned.

In the event of irregularity or plagiarism, the Examination Board will ensure that its decision is recorded in the student’s file.

**Article 111/2.** The measures referred to in 111/1, para. 1, may also be taken, subject to the guarantees referred to in Article 110, in respect of a mark for an evaluation presented during a previous session in the same academic year where it is discovered afterwards, and after the mark has been awarded, that the evaluation was marred by an irregularity or plagiarism.

**Article 112.** If there has been an irregularity or plagiarism as referred to in Article 111/1, and without prejudice to the powers conferred on it under Article 143, depending on the seriousness of the offence, the Examination Board may impose one or more of the following disciplinary sanctions:

- a ban on continuing the current evaluation session, or, where applicable, sitting evaluations during the current term;
- a zero grade (0/20) for all or one or more of the evaluations sat in the evaluation session in question;
- a ban from registering for one or more of the evaluations during one or more terms 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 evaluations in the academic year concerned. The tuition fees, and, where applicable, the contribution referred to in Article 105, §3bis of the decree, 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 Examination Board Chair shall notify the student concerned of the Board’s decision(s) regarding him or her, stating the reasons for it (or them). Notification of the(s)e decision(s) shall mention the appeal procedures referred to in article 157, except in the case of a referral to the Vice-Rector for Student Affairs pursuant to article 112.

Where the Examining Board has decided to refer the matter to the Vice-Rector for Student Affairs pursuant to article 112, the notification of the Examining Board decision(s) shall state that the disciplinary procedure referred to in article 112 and the disciplinary rules set out in Annex 2 to these regulations shall apply. In this case, the appeal procedures referred to in articles 157 and 158 do not apply.

**Article 114.** [...]

## **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 evaluation 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 and Examination Board meetings on evaluation sessions extended pursuant to article 66, 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, and without prejudice to other specific tasks assigned to it by the decree, each Examination Board:

1. satisfies itself, where applicable, in its restricted composition that registrations for evaluations, 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 evaluations;
3. records and checks evaluation 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, and grants, where applicable, the exemption governed by Article 5 §2 of the Decree of the French Community of 11 April 2014 adapting the funding of higher education institutions to the new organisation of studies;
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 evaluations;
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 evaluations 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 evaluations 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 evaluation 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.

**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 can also consider 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 evaluation 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. 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 evaluation.

**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 evaluation 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:

- participate in a new implementation of the evaluation 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 grades obtained by the student in the session concerned and the grades carried forward to the 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 evaluation, which may be an oral evaluation, if it has doubts about a grade and feels it lacks information.

If so, it shall notify the student without delay of the new evaluation date, time and methods. For the student concerned, the evaluation 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 evaluation.

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

**Article 149.** [...]

## **Section 5. *Notification of grades and Examination Board decisions***

**Article 150.** No later than one month after the end of the term during which the evaluation was taken, 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 evaluation 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 evaluations on which the Examination Board deliberated and shall be given them in the form prescribed by the Faculty.

**Article 153.** Results achieved in an evaluation 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 evaluations and appealing Examination Board decisions**

**Article 155.** Unless the Faculty concerned has decided to appoint a mediator specifically for the evaluation 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 evaluation, family or health problems or an examiner's non-compliance with the provisions of the evaluation 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 whose correction is unfavourable to the student can be corrected after the month following notification of the results.

No further clerical errors whose correction is favourable to the student may be corrected after the academic year in which the grade was given, except for the third term session, when the clerical error may be corrected by 14 November of the following academic year.

**Article 157.** Any student who considers that the provisions of these Regulations were not complied with in respect of the conducting of evaluations 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 evaluation, from the date on which the marked evaluation paper was inspected in accordance with article 97, 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 evaluating 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.

If the Examination Board chair finds one or more irregularities within the meaning of paragraph 1 in the Board's decision, he or she shall annul that decision and refer the case back to the Board for further deliberation.

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 seven 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.

If the suspicion of irregularity or plagiarism concerns a course unit that the Examination Board Chair (co-)teaches, the Board Secretary shall replace him or her for the purposes of applying this article.

**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, as described at <https://www.uclouvain.be/en/universite/recours-aupres-du-vice-recteur-aux-affaires-étudiantes>.

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.

If the Vice-Rector for Student Affairs finds one or more irregularities within the meaning of paragraph 1 in the Examination Board's decision, as confirmed by the Board Chair, he or she shall overturn the decision of the Board Chair and the Board and refer the case back to the Board for further deliberation.

The Vice-Rector for Student Affairs shall notify the student, by email, 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.

**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 27 May 2024, which entered into force from the 2024-2025 academic year, are repealed.

**Article 167.** Subject to the provisions of the articles that follow, these Regulations shall enter into force from the 2025-2026 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 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 the original institution.

**Article 169.** 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 2025-2026 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 170.** [...]

## APPENDICES

### Annexe 1 - Formulaires de recours auprès de la Déléguée du Gouvernement

- contre les décisions prises par les autorités de l'université en raison de l'irrecevabilité du dossier d'admission ou d'inscription (**FORMULAIRE A**)
- ou contre les décisions de désinscription pour non-paiement des droits d'inscription (**FORMULAIRE B**)



#### Recours Article 95 ou 95/1 auprès de la Déléguée du Gouvernement *Irrecevabilité du dossier d'admission ou d'inscription*

*Le recours pour irrecevabilité d'inscription n'est pas une demande de dérogation aux conditions d'admission mais est une contestation en raison d'une erreur d'analyse du dossier.*

À introduire de préférence par courrier électronique à l'adresse mail OBLIGATOIRE suivante :  
[recours.deleguee@uclouvain.be](mailto:recours.deleguee@uclouvain.be) (ne pas utiliser d'autres adresses mails !!)  
ou éventuellement à envoyer par recommandé ou déposé en mains propres à l'adresse suivante  
(attention les bureaux ne sont pas accessibles aux étudiant·es tous les jours - seuls les jeudis et vendredis hors jours fériés et hors congés scolaires officiels) :  
ADRESSE : Chaussée de Louvain, 61A - 5310 Eghezée

Le recours doit IMPERATIVEMENT reprendre les informations et documents repris ci-dessous, sous peine d'irrecevabilité de la demande.

#### 1. IDENTITE DE L'ETUDIANT·E

**Remarque :** seule une procédure introduite par l'étudiant·e en personne sera recevable (les parents ne peuvent se substituer à l'étudiant·e majeur·e).

Nom : .....

Prénom(s) : .....

Numéro de Registre National (numéro identification en Belgique pour les résidents) : .....

NOMA UCLouvain ou Numéro de dossier : .....

Cursus UCLouvain : .....

Domicile : .....

.....

Mail : .....

Nationalité : .....

2. **COPIE DE LA DECISION QUERELLEE** (décision à joindre obligatoirement par laquelle l'Université déclare irrecevable la demande d'admission ou d'inscription)

À joindre au présent document sous peine d'irrecevabilité de la procédure.

3. et des documents que je juge utiles (inventaire à réaliser ci-dessous) : tous les documents utiles pour démontrer que les arguments d'irrecevabilité sont erronés (*attention les conditions d'admission publiées sur le site de l'UCLouvain sont appliquées strictement et aucune dérogation n'est accordée*).

#### 4. MOTIVATION DU RECOURS:

Je conteste la décision de l'UCLouvain, du ...../...../....., pour les raisons suivantes :

**Date et signature de l'étudiant·e obligatoire :**

5. Délais : Le recours contre l'irrecevabilité d'inscription doit être introduit dans les 15 jours ouvrables à partir du lendemain de la décision d'irrecevabilité ou de refus prise par les autorités de l'établissement. Suspension des délais d'analyse de recours : du 15/7 au 15/8, durant les deux semaines de congé de Noël/Hiver et pendant tous les jours fériés, congés légaux et week-ends.



FÉDÉRATION  
WALLONIE-BRUXELLES

## Formulaire B

### Recours Article 102 auprès de la Déléguée du Gouvernement *Non-paiement de l'acompte ou du solde des droits d'inscription*

***Recours contre la décision de désinscription pour non-paiement des droits d'inscription***

À introduire de préférence par courrier électronique à l'adresse mail OBLIGATOIRE suivante :

[recours.deleguee@uclouvain.be](mailto:recours.deleguee@uclouvain.be)

**(ne pas utiliser d'autres adresses mails !!)**

ou éventuellement par recommandé ou déposé en mains propres à l'adresse suivante  
(attention les bureaux ne sont pas accessibles aux étudiant·es tous les jours - seuls les jeudis et vendredis hors jours fériés et hors congés scolaires officiels) :

ADRESSE : Chaussée de Louvain, 61A - 5310 Eghezée

Le recours doit **IMPERATIVEMENT** reprendre les informations et documents repris ci-dessous, **sous peine d'irrecevabilité** de la demande.

#### 1. IDENTITE DE L'ETUDIANT·E

**Remarque :** seule une procédure introduite par l'étudiant·e en personne sera recevable (les parents ne peuvent se substituer à l'étudiant·e majeur·e).

Nom : .....

Prénom(s): .....

Numéro de Registre National (numéro identification en Belgique pour les résidents) : .....

NOMA UCLouvain ou Numéro de dossier : .....

Cursus UCLouvain : .....

Domicile : .....

.....

Mail : .....

Nationalité : .....

#### 2. COPIE DE LA DECISION QUERELLEE

à joindre obligatoirement (décision, par laquelle l'université notifie la non prise en compte de l'inscription suite au non-paiement de l'acompte du minerval au 31 octobre ou le non accès aux activités d'apprentissage en cas de non paiement du solde du minerval ou du non paiement du minerval complet en cas de refus de bourse )

3. et des documents que je juge utiles (inventaire à réaliser ci-dessous) :

À joindre au présent document sous peine d'irrecevabilité de la procédure, notamment **la preuve de paiement** (pas l'ordre de virement), ou l'obtention d'une bourse d'études octroyée par la Communauté française, ou preuve du dépôt d'une demande d'allocation d'études.

#### 4. MOTIVATION DU RECOURS:

Je conteste la décision de l'UCLouvain, du ...../...../..... pour les raisons suivantes :

**Date et signature de l'étudiant·e obligatoire :**

5. Délais : Le recours contre l'irrecevabilité d'inscription doit être introduit dans les 15 jours ouvrables à partir du lendemain de la décision d'irrecevabilité ou de refus prise par les autorités de l'établissement. Suspension des délais d'analyse de recours : du 15/7 au 15/8, durant les deux semaines de congé de Noël/Hiver et pendant tous les jours fériés, congés légaux et week-ends.

## Appendix 2 - Disciplinary Regulations

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### 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 évaluations*], hereinafter referred to as “the RGEE”.

In cases involving gender-based and/or sexual violence, considered a category of misconduct under Article 34 of the RGEE, these Regulations shall be applied in conjunction with the “Common Rules on Gender-Based and/or Sexual Violence”.

### 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 where applicable 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, on the recommendation of the Rectoral Council. This member shall chair the committee. A substitute meeting the same criteria shall be appointed in the same manner;
- a student, appointed for one year by the Louvain Student General Assembly (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 Director of the Student Life Department or a substitute appointed by him or her;
- where applicable, if the disciplinary matter concerns learning activities, assessments related to a particular programme of study, and, more generally, any facts relating to the student's academic career, a member of the academic or scientific and teaching staff of the Faculty to which the student belongs. Each Faculty shall appoint, for a period of three years, the member of its academic or scientific and teaching staff who may thus be called upon to sit on the disciplinary committee of first instance, as well as his or her substitute.

If neither the appointed member nor the substitute is able to sit, an ad hoc member meeting the same criteria shall be appointed by the Vice-Rector for Student Affairs.

The Chair of the disciplinary committee of first instance shall ensure the proper composition of the committee.

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

By reasoned decision, subject to prior opinion of the Academic Council, the Vice-Rector for Student Affairs may establish one or more additional disciplinary committees to deal with specific categories of disciplinary matters. The composition of such committees shall follow the same rules as set out in 1. Their mandate shall be valid for three academic years and may be renewed.

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

- the Rector, who shall chair the committee; or the person designated to replace him or her in accordance with the University's Organic Regulations;
- a magistrate or former magistrate, appointed for a three-year term by the Academic Council on the recommendation of the Rectoral Council; a substitute meeting the same criteria shall be appointed in the same manner;
- a student, appointed for one year by the Louvain Student General Assembly (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.

Where the Rector or the Vice-Rector for Student Affairs is affected by such a situation, he or she shall be replaced by the respective substitute appointed for that purpose.

Any member of the disciplinary committee of first instance referred to in the first or fourth bullet point of Article 3(1), who has attended or participated in the deliberations of the Examination Board that led to the initiation of disciplinary procedure under Article 112(2) of the RGEE, shall automatically recuse himself or herself and be replaced by his or her substitute.

## Chapter 3. Disciplinary sanctions

**Art. 6.** Without prejudice to the possibility for the disciplinary authorities to dismiss the case or to acquit the student, and without prejudice to the provisions of §4, paragraph 2, regarding community service, the disciplinary sanctions, in order of increasing severity, are as follows:

1. a warning, intended to draw the student's attention to the misconduct in question;
2. temporary exclusion from one or more course units; temporary exclusion from access to one or more University services or affiliated services, such as libraries, sports facilities, or extracurricular activities organised or authorised by UCLouvain, including temporary suspension of the UCLouvain student housing lease; permanent exclusion from access to one or more University services or affiliated services, or non-renewal of the student housing lease for the following academic year;
3. temporary expulsion from the University;
4. permanent expulsion from the University.

These disciplinary sanctions shall be imposed by reasoned decision, taking into account the principle of proportionality and any recurrence of misconduct, by the Vice-Rector for Student Affairs at first instance, and by the disciplinary appeal committee on appeal.

The decision shall specify the consequences of the sanction, the date on which it takes effect, and, where applicable, the date on which it ends.

The Vice-Rector for Student Affairs shall seek the opinion of the disciplinary committee of first instance prior to imposing a sanction of temporary or permanent expulsion. This opinion shall also be sought if requested by the student concerned.

The committee's opinion is also required for cases referred to in Article 2(j) of the Common Rules on Gender-Based and/or Sexual Violence.

In cases referred under Article 112 of the RGEE, the only applicable disciplinary sanctions are temporary or permanent expulsion.

In other cases of misconduct, as defined in Article 34 of the RGEE, and except where the facts constitute an attack on personal integrity and/or justify permanent expulsion, the disciplinary sanction may, with the student's consent and on the proposal of the Vice-Rector for Student Affairs, consist of community service for the benefit of the University or its community.

The decision shall specify the nature of the service, its duration, and the deadline for completion, as well as the alternative disciplinary sanction (from points 1 to 5 above) to be applied immediately if the service is not properly or fully carried out.

The Vice-Rector for Student Affairs shall determine whether the service has been properly completed, after hearing the student.

Decisions imposing permanent expulsion shall specify whether they result from gross misconduct or academic fraud.

Where permanent expulsion is imposed for academic fraud, the decision shall be notified to the Government Delegate, in accordance with Article 112 of the RGEE, for the purposes 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. Procedure

### *Section 1. General principles*

**Art. 7.** In disciplinary procedure, the student concerned shall have the right: to be heard, with the assistance of a person of his or her choice if desired; to submit written arguments; to request additional investigative measures, subject to the disciplinary authority's discretion to reject any abusive requests.

The Vice-Rector for Student Affairs and the disciplinary committees (first instance and appeal) may hear the complainant, either at the complainant's request or with his or her consent, as well as any other person whose testimony they consider relevant.

They may also, for any useful purpose and in accordance with the principle of adversarial proceedings, seek the expertise of any person of their choosing, without voting rights. This may include a qualified professional (e.g. psychologist or criminologist) providing support to victims.

**Art. 8.** A student may be subject to a new disciplinary sanction, potentially more severe, or may have a previously imposed sanction modified, if new facts come to light that constitute a separate offence.

**Art. 9.** Hearings shall be held in private and in accordance with the principle of adversarial proceedings. A summary of the hearing shall be recorded in a written report and submitted to the person heard for approval.

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

**Art. 11.** Where the facts giving rise to disciplinary procedure are also the subject of judicial proceedings, the disciplinary procedure may be suspended pending a final judicial decision, without prejudice to Article 25 of these Regulations.

Suspension shall be decided: At first instance: by the Vice-Rector for Student Affairs or, where applicable, the disciplinary committee of first instance. On appeal: by the disciplinary appeal committee. The competent disciplinary authority shall assess whether suspension is appropriate based on the available information.

If the disciplinary procedure is suspended, both the student concerned and the complainant shall be informed immediately by any appropriate means.

### *Section 2. First-instance procedure*

#### Subsection 1. Initiation of disciplinary procedure

**Art. 12.** The Vice-Rector for Student Affairs may be formally referred:

1. in respect of disciplinary matters under Article 34 of the RGEE, by any member of the University in accordance with its Organic Regulations;
2. by way of derogation from point 1, in respect of matters under Article 2(k) of the Common Rules on Gender-Based and/or Sexual Violence, by the persons referred to in Article 12 of those Rules;
3. in respect of disciplinary matters under Article 112 of the RGEE, by the Chair of the relevant Examination Board.

**Art. 13.** To be admissible, the complaint must be dated and signed by its author and must include: the identity of the student concerned; a detailed description of the alleged facts that may give rise to disciplinary sanctions. The complaint shall be submitted to the Vice-Rector for Student Affairs.

A report, whether anonymous or not, within the meaning of the Common Rules on Gender-Based and/or Sexual Violence, shall not be considered a complaint under these Regulations.

**Art. 14.** The Vice-Rector for Student Affairs may decide not to pursue disciplinary procedure if he or she considers that the alleged facts are manifestly unsubstantiated or do not warrant disciplinary action.

In such cases, the complainant shall be informed in writing and given reasons for the decision.

If the facts are deemed unsubstantiated, any academic sanctions previously imposed under Article 112 of the RGEE shall be annulled, and the case shall be referred back to the Examination Board for reconsideration.

## Subsection 2. Notification to the student concerned

**Art. 15.** If the Vice-Rector for Student Affairs considers that the alleged facts may give rise to disciplinary sanctions, he or she shall notify the student concerned by email to their @student.uclouvain.be address.

The notification shall include:

1. a detailed account of the alleged facts, copies of any supporting evidence, and the identity of the complainant;
2. a statement that the disciplinary committee of first instance has been referred to for its opinion, and its composition, where referral is automatic under Article 6(3) and (4);
3. a statement that the student may request referral to the disciplinary committee of first instance, where referral is not automatic;
4. the date of the hearing before the committee, where referral is automatic; the hearing shall not take place less than eight days after notification;
5. a copy of these Regulations and, where applicable, the Common Rules on Gender-Based and/or Sexual Violence;
6. a reminder that the student may be assisted at any time during the procedure by a person of his or her choice, in accordance with Article 7.

Where referral to the disciplinary committee of first instance is not automatic, the student concerned may request such referral by email to the Vice-Rector for Student Affairs within three days of receiving the notification.

The Vice-Rector shall then inform the student of the composition of the disciplinary committee of first instance; and the hearing date, which shall not be less than eight days after notification.

Any objection to the composition of the disciplinary committee of first instance must be raised by the student concerned, by return email, within three days of the date of notification. Failing this, the objection shall be inadmissible.

Objections shall be addressed to the Chair of the disciplinary committee of first instance or, if the objection concerns the Chair, to another member of the committee.

The committee, excluding the member(s) concerned, is responsible for assessing the objection and making a decision.

### Subsection 3. Disciplinary procedure without referral to the committee

**Art. 16.** Where the disciplinary committee of first instance is not referred to for its opinion by the Vice-Rector for Student Affairs, the Vice-Rector shall handle the complaint following the notification provided under Article 15.

**Art. 17.** If the Vice-Rector for Student Affairs wishes to hear the student, he or she shall notify the student of the date, time, and location of the hearing in the same communication referred to in Article 15. The hearing shall not take place less than three days after the notification.

If the student fails to attend the hearing, the Vice-Rector shall decide the case based solely on the documents in the file. However, if the absence is justified by force majeure, duly assessed by the Vice-Rector, a new hearing date shall be set, no earlier than three days following the end of the impediment.

If a hearing is held, it shall be conducted in accordance with Article 9. The Vice-Rector for Student Affairs may be assisted by a secretary responsible for drafting a summary report of the hearing.

**Art. 18.** The disciplinary decision of the Vice-Rector for Student Affairs shall be reasoned and notified to the student by email. Where applicable, the decision shall indicate the right of appeal, including the relevant time limits and procedures.

The Dean of the student's faculty is also informed of the decision of the Vice-Rector for Student Affairs.

**Art. 19.** Following the notification referred to in the previous article, the Vice-Rector for Student Affairs shall inform the complainant of the outcome of the complaint, using the means he or she deems most appropriate.

### Subsection 4. Disciplinary procedure in case of referral to the committee

**Art. 20.** The student concerned shall be heard by the disciplinary committee of first instance. The date of the hearing shall be set in accordance with Article 15 §1, paragraph 2, point 4, or Article 15 §2, paragraph 2.

If the student fails to attend the hearing, except in cases of duly established force majeure, the committee shall decide the case based solely on the documents in the file. In the event of force majeure, duly assessed by the Chair of the disciplinary committee of first instance, a new hearing date shall be set, no earlier than three days following the end of the impediment.

A summary report of the hearing shall be drawn up, signed by the Chair of the committee, and submitted to the student for approval. If the student refuses to sign, this shall be recorded in the report.

**Art. 21.** The disciplinary committee of first instance shall issue an opinion to the Vice-Rector for Student Affairs.

The opinion shall determine whether the facts described in the complaint constitute a disciplinary offence under Article 35 or 112 of the RGEE, or under Article 2(k) of the Common Rules on Gender-Based and/or Sexual Violence. Where applicable, the opinion may include a proposed disciplinary sanction.

The committee shall seek consensus in its deliberations. Failing consensus, decisions shall be taken by majority vote, with the Chair holding a casting vote in the event of a tie.

The opinion shall be sent to the Vice-Rector for Student Affairs by email within twenty days of the committee's final meeting.

It shall also be sent to the student concerned via their @student.uclouvain.be email address.

**Art. 22.** The Vice-Rector for Student Affairs shall issue a reasoned decision on the disciplinary procedure within twenty days of receiving the committee's opinion. The accused student may be heard again, either at the Vice-Rector's initiative or at the student's request.

If a hearing is held, it shall be conducted in accordance with Article 9.

The Vice-Rector may be assisted by a secretary responsible for drafting a summary report of the hearing.

If the Vice-Rector departs from the committee's opinion, he or she shall provide specific reasons for doing so.

If the Vice-Rector considers that the facts underlying the disciplinary procedure are not established, any academic sanctions previously imposed under Article 112 of the RGEE shall be annulled, and the case shall be referred back to the Examination Board for reconsideration.

**Art. 23.** The decision of the Vice-Rector for Student Affairs shall be notified to the accused student by email. Where applicable, the decision shall indicate the right of appeal, including the relevant time limits and procedures.

The Dean of the student's Faculty shall also be informed of the decision of the Vice-Rector for Student Affairs.

**Art. 24.** Following the notification referred to in the previous article, the Vice-Rector for Student Affairs shall inform the complainant of the outcome of the complaint, using the means he or she deems most appropriate.

### *Section 3. Appeal procedure*

#### Subsection 1. Decisions that may be appealed

**Art. 25.** Decisions of the Vice-Rector for Student Affairs that, as the principal or alternative sanction, impose permanent exclusion from one of the services referred to in Article 6, paragraph 1, point 4, as well as those that, as the principal or alternative sanction, impose suspension or permanent expulsion from the University, may be appealed by the student who has been disciplined sanctioned.

Without prejudice to the powers of the Vice-Rector or the appeal committee by Article 33, the lodging of an appeal shall suspend the enforcement of the decision referred to in Article 22.

However, at the request of the complainant, on the recommendation of the disciplinary committee, or on his or her own initiative, the Vice-Rector may decide that the appeal shall not suspend enforcement of the decision.

#### Subsection 2. Notice of appeal

**Art. 26.** The appeal against the decision referred to in Article 22 must be lodged within eight days of its notification, by registered letter addressed to the Chair of the disciplinary appeal committee.

The notice of appeal shall include a detailed statement of the grounds for appeal and, where applicable, a request to be heard by the appeal committee.

### Subsection 3. Investigation and hearing

**Art. 27.** No later than fifteen days after receiving the appeal, the Chair of the disciplinary appeal committee shall inform the complainant and the Vice-Rector for Student Affairs that the sanctioned student has lodged an appeal.

**Art. 28.** No later than fifteen days after receiving the appeal, the Chair of the disciplinary appeal committee shall invite the student to appear before the committee. The hearing date shall be set no earlier than eight days after the notification of the invitation.

The invitation shall include the composition of the appeal committee. Any objection to the composition of the appeal committee must be raised by the student within three days of the notification, by return email. Failing this, the objection shall be inadmissible.

If the student fails to attend the hearing, except in cases of duly established force majeure, the disciplinary appeal committee shall decide the case based solely on the documents in the file. In the event of force majeure, duly assessed by the Chair of the appeal committee, a new hearing date shall be set, no earlier than three days following the end of the impediment.

A summary report of the hearing shall be drawn up, signed by the Chair of the appeal committee, and submitted to the student for approval. If the student refuses to sign, this shall be recorded in the report.

### Subsection 4. The decision of the disciplinary appeal committee

**Art. 29.** The disciplinary appeal committee shall decide by majority vote. In the event of a tie, the Chair shall have the casting vote. Its reasoned decision shall be issued within twenty days following the date of its final meeting.

The sanction imposed at first instance by the Vice-Rector for Student Affairs may be confirmed, mitigated, or aggravated by the appeal committee.

**Art. 30.** The decision of the disciplinary appeal committee shall be notified to the student by email. It shall not be subject to any further internal appeal within the University and shall indicate the existence and procedures of any external remedies available.

The Dean of the student's Faculty shall also be informed of the decision of the disciplinary appeal committee.

**Art. 31.** Following the notification referred to in the previous article, the Chair of the disciplinary appeal committee shall inform the complainant of the outcome of the complaint, using the means he or she deems most appropriate.

**Art. 32.** If the disciplinary appeal committee considers that the facts underlying the disciplinary procedure are not established, it shall annul any academic sanctions previously imposed under Article 112 of the RGEE and refer the case back to the Examination Board for reconsideration.

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

**Art. 33.** Where circumstances so require, the Vice-Rector for Student Affairs, or where applicable the disciplinary appeal committee, may take any measure deemed necessary to protect the University community and/or to protect and support the complainant. Such measures shall be adopted by reasoned decision.

The measures referred to in §1 may include restrictions on the rights of the accused student. These may include, in particular: temporary suspension of the student's right to attend certain academic or extracurricular activities; temporary suspension of access to one or more services referred to in Article 6 §1(3); prohibition from entering specific areas of the University where the student's presence may disrupt normal operations.

The restrictive measures referred to above may not exceed one month, but may be renewed by decision of the Vice-Rector for Student Affairs or, where applicable, the disciplinary appeal committee, following an assessment of the situation and a hearing of the student concerned.

In cases of absolute necessity, the measure may be taken without a prior hearing. In such cases, a hearing must be held within three days of the measure being adopted.

The decision shall be notified to the accused student by email and, if necessary, by any other appropriate means.

The Dean of the student's Faculty, as well as the complainant(s), shall also be informed of the decision taken by the Vice-Rector for Student Affairs or, where applicable, the disciplinary appeal committee.

## Chapter 6. Final provisions

**Art. 34.** By way of exception to Article 5 of the RGEE, the time limits referred to in these Regulations shall be calculated in working days, from Monday to Friday, excluding public holidays and 27 September.

By decision of the Vice-Rector for Student Affairs or the disciplinary appeal committee, disciplinary procedure at first instance or on appeal may be suspended between 15 July and 16 August. In such cases, the student subject to the procedure shall be duly informed by the competent authority. Furthermore, unless otherwise decided by the competent authority, any time limit expiring between 15 July and 16 August shall be extended until the fourth business day following 16 August.

**Art. 35.** A register of disciplinary decisions, anonymised and including the reasoning behind each decision, shall be maintained by the secretary of the disciplinary committee. This register may be consulted by members of the disciplinary committee in the context of case deliberations. A separate register shall be kept of complaints, anonymised, that were dismissed without further action, including the reasons for dismissal.

**Art. 36.** All personal data processed in the context of the procedures described in these Regulations shall be handled in accordance with applicable data protection legislation.

**Art. 37.** These Regulations shall enter into force on the first day of the 2025-26 academic year. They shall also apply to acts committed prior to their entry into force, unless such acts are already subject to ongoing procedure.

## Appendix 2bis - Common Regulation on Gender-Based and/or Sexual Violence

### PREAMBLE

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### PREAMBLE

*Considering the findings, conclusions and recommendations from:*

- *the Final Report of the Expert Committee on “Harassment and Gender-Based Violence” chaired by Professor Françoise Tulkens (June 2023);*
- *the Report of the Student Life Observatory entitled “Harassment and Sexism among University Students: Prevalence by Sociodemographic Characteristics and Links with Well-being” (December 2023);*
- *the Research Report “BEHAVES - Well-being, Harassment and Violence in Higher Education in the French-speaking Community of Belgium” (March 2024);*

*Having regard to the Council of Europe Convention of 11 May 2011 on preventing and combating violence against women and domestic violence<sup>1</sup>;*

*Having regard to Directive 2006/54/EC on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation (recast)<sup>2</sup>;*

*Having regard to the legislation applicable to workplace well-being and anti-discrimination in the French Community of Belgium<sup>3</sup>;*

*UCLouvain has deemed it necessary to reform its regulatory framework on gender-based and sexual violence in order to make it more effective in preventing and prosecuting such violence and protecting victims. In doing so, UCLouvain seeks to guarantee, for all members of the university community and within the scope of its powers, a healthy, respectful, safe and inclusive living and working environment.*

## Chapter 1. Purpose, definitions and scope

### Section 1. Purpose

**Art. 1.** This Regulation establishes and defines the common principles and definitions relating to the prevention and sanctioning of gender-based and/or sexual violence at UCLouvain, as well as the protection of its victims. It is supplemented and clarified by the provisions of the Academic Regulations and Procedures (hereinafter “RGEE”) for students, and by Appendix 10 to the Work Regulations for staff members.

### Section 2. Definitions

**Art. 2.** For the purposes of this Regulation, the following terms shall be defined as follows:

- a) **Student:** any person enrolled, either regularly or as a free student, in a course unit organised, even partially, by the University, or, at the very least, enrolled at the University;
- b) **Academic staff members:** persons designated as such under the UCLouvain Ordinary Regulations, including members of the integrated statutory staff from the former ISA and Marie Haps institutes;
- c) **Scientific staff members:** persons designated as such under the UCLouvain Ordinary Regulations, including members of the integrated frameworks formerly ISA and Marie Haps, as well as language instructors;
- d) **Administrative and technical staff members:** persons designated as such under the UCLouvain Ordinary Regulations, including members of the integrated frameworks formerly ISA and Marie Haps;
- e) **Third party:** any person who is not or is no longer a UCLouvain student, academic staff member, scientific staff member, or administrative and technical staff member;
- f) **Report:** the act of communicating, anonymously or not, facts, statements, information, attitudes and/or behaviours that may be considered as constituting gender-based and/or sexual violence;
- g) **Complaint:** a formal written and non-anonymous submission detailing facts, statements, information, attitudes and/or behaviours that may be considered as constituting gender-based and/or sexual violence, expressing the intention to initiate disciplinary procedure;
- h) **Accused person:** the person targeted by a report and/or complaint;
- i) **TOGETHER Unit:** a specialised unit responsible for, among other things, handling situations of gender-based and/or sexual violence at UCLouvain;
- j) **Reporting person:** the person who has submitted a report and/or complaint in accordance with Articles 7 and 8;
- k) **Gender-based and/or sexual violence:** any unwanted behaviour of a sexual nature, with sexual connotation, or related to sex, sexuality, gender or gender identity, whether verbal or non-verbal, and whether or not involving physical contact.

Such behaviour may include, depending on the context: unwanted verbal advances or persistent sexual propositions; abusive and unwanted expressions of romantic or sexual

interest; sexist remarks, comments, innuendos, jokes, calls or insults of a sexual nature or relating to sexual or gender diversity, whether in the presence or absence of the person concerned; acts of voyeurism or exhibitionism; (cyber) sexual harassment; production, possession or dissemination of sexual images or videos of a person without their consent; non-verbal advances such as physical advances, unwanted touching or kissing; sexual assault or threats thereof; imposition of unwanted sexual intimacy; promises of reward or threats of retaliation, explicit or implicit, linked to the satisfaction or refusal of a sexual request.

Gender-based and/or sexual violence may occur by any means, including in person, by telephone, verbally or in writing, and through technological means such as social media or other digital platforms.

It may consist of a single act or a series of acts.

### Section 3. Scope

**Art. 3.** Without prejudice to Article 34 of the RGEE, this Regulation applies to any gender-based and/or sexual violence occurring in the context of university activities or activities organised, even partially, by UCLouvain, on one of its locations or outside of them, or by technological means, provided that at least one of the persons involved has one or more of the following statuses: student, academic staff member, scientific staff member, or administrative and technical staff member.

## **Chapter 2. Preventive measures**

**Art. 4.** UCLouvain treats students, academic staff, scientific staff, administrative and technical staff, and third parties with dignity.

UCLouvain and the persons referred to in the preceding paragraph shall refrain from any act of gender-based and/or sexual violence.

**Art. 5.** UCLouvain is responsible for implementing measures to prevent gender-based and/or sexual violence, within the limits of the powers, prerogatives and competences of a university. It shall adopt all appropriate measures to avoid exposing individuals to such acts at institutions and among employers with whom it collaborates.

**Art. 6.** UCLouvain enables any reporting person to be heard, in particular through the reporting procedure and/or the filing of a complaint. Furthermore, it grants individuals the protections against retaliation provided by law, and takes all necessary measures, including effective, proportionate and dissuasive sanctions, against any person found guilty of gender-based and/or sexual violence.

## **Chapter 3. Reporting and complaints**

### Section 1. Reporting

**Art. 7.** A report may be made by any person who considers themselves a victim of gender-based and/or sexual violence, or who is directly or indirectly a witness to such violence, or who holds relevant information, provided that the violence falls within one of the situations referred to in Article 3.

Reporting allows for assistance, prevention of escalation, and intervention to address or stop the problematic behaviour. It also triggers the application of the legal protection mechanism against retaliation.

Reports may be submitted either in writing by the reporting person, or orally and then recorded in writing by the person receiving the report. In both cases, the report must be dated.

The reporting person may submit a report anonymously and is not required to explicitly identify the accused person. However, anonymous reports and/or those not identifying the accused person limit the actions UCLouvain can take and the protective measures available to the reporting person.

**Art. 8. § 1.** Without prejudice to § 2, the authority to which the report is submitted generally depends on the status of the person being reported.

If the report concerns a member of the academic, scientific, or administrative and technical staff, it may be submitted to the TOGETHER Unit.

If the report concerns a student, it must be submitted to the Vice-Rector for Student Affairs or to the TOGETHER Unit.

Without prejudice to the Act of 4 August 1996 on the well-being of workers in the performance of their work, if the report concerns a third party, UCLouvain authorities shall take the necessary steps to ensure that the facts are brought, with the reporting person's consent, to the attention of the competent authorities regarding that third party.

**§ 2.** However, a report submitted by a member of the academic, scientific, or administrative and technical staff may also be submitted to:

1° their direct supervisor or members of their hierarchical line;

2° the support unit of the Human Resources Administration (ARH);

3° a member of the Committee for Prevention and Protection at Work (CPPT);

4° a member of the trade union delegation;

5° a trusted person of their choice;

6° the Prevention Advisor for Psychosocial Aspects (CPAP) of the External Service for Prevention and Protection at Work (SEPPT).

**§ 3.** Without prejudice to § 2, if the report does not indicate the status of the person concerned, or if the reporting person is unaware of the status of the person concerned, or if the report is anonymous, it may be submitted to the TOGETHER Unit.

Any person referred to in §§1 to 3 who receives a report shall treat the reporting person with respect, empathy and discretion. The information collected shall be handled confidentially and in accordance with the regulations on the protection of personal data of all parties involved.

**Art. 9.** Within the limits of their respective responsibilities and competences, the persons referred to in Article 8 who receive a report shall take appropriate support and prevention measures in accordance with Article 13.

**Art. 10.** Reports shall be recorded, at the initiative of the persons receiving them, in a register maintained by the TOGETHER Unit.

The report and the information it contains, including, where applicable, personal data of the reporting person, the person concerned, and other individuals mentioned in the report, shall be retained in the register for statistical, preventive, protective and prosecutorial purposes in accordance with Article 11, for a period of five years from the date of the report. After this period, the report shall be anonymised and used solely for statistical purposes.

Only the authorities listed in Article 11 may consult the register of reports.

**Art. 11.** Where the facts described in at least two non-anonymous reports recorded in the register converge and/or where the seriousness of the facts so requires, a Vice-Rector, the Director General,

or the Rector may, on their own initiative, formally lodge a complaint with the competent Vice-Rector, in accordance with Article 12, even if the reporting persons have not filed a complaint.

## Section 2. Complaint

**Art. 12.** Without prejudice to Article 11, the formal filing of a complaint, made in accordance with Article 12 of Appendix 2 to the RGEE (Disciplinary Regulations applicable to students) or Appendix 10 to the Work Regulations (applicable to staff members), and which triggers disciplinary procedure, is only possible in the following cases:

1° By a student, or a person holding student status at the time of the events, against another student, in accordance with the procedure set out in Appendix 2 to the RGEE;

2° By a member, or a person holding academic, scientific or administrative and technical staff status at the time of the events, against a student, in accordance with the procedure set out in Appendix 2 to the RGEE;

3° By a third party against a student, in accordance with the procedure set out in Appendix 2 to the RGEE;

4° By a student against a member of the academic, scientific or administrative and technical staff, in accordance with the procedure set out in Appendix 10 to the Work Regulations;

5° By a member of the academic, scientific or administrative and technical staff against another member of one of these three categories, in accordance with the procedure set out in Appendix 10 to the Work Regulations;

6° By a third party against a member of the academic, scientific or administrative and technical staff, in accordance with the procedure set out in Appendix 10 to the Work Regulations

## **Chapter 4. Protective measures**

**Art. 13.** Upon receipt of a report or complaint, the competent authorities shall take all appropriate support, prevention and monitoring measures for the benefit of the victim.

Where a complaint is filed, the competent authorities, in accordance with Appendix 2 of the RGEE (Disciplinary Regulations for students) and Appendix 10 of the Work Regulations (Disciplinary Procedure applicable to all staff), shall also take all urgent and provisional measures necessary to prevent recurrence or escalation of the reported facts pending the conclusion of disciplinary procedure.

In the same circumstances, the competent authorities shall also take the necessary steps to ensure the effectiveness of the legal protection against retaliation.

## **Chapter 5. Consultation and exchange of practices**

**Art. 14.** The authorities and bodies responsible for implementing the RGEE and Appendix 10 of the Work Regulations shall meet at least once a year to exchange views on their respective practices in applying this Regulation and to work towards harmonising those practices.

The outcome of these exchanges shall be communicated to the Committee for Prevention and Protection at Work (CPPT) and to the body responsible for amendments to the Academic Regulations and Procedures.

## **Chapter 6. Personal data protection**

**Art. 15.** All personal data processed under the procedures described in this Regulation shall be handled in accordance with the applicable legislation on the protection of personal data.

## **Chapter 7. Final provision**

**Art. 16.** This Regulation shall enter into force, only insofar as it constitutes an appendix to the Academic Regulations and Procedures, on the first day of the 2025-26 academic year.

It shall also apply to acts committed prior to its entry into force, unless a complaint has already been filed in respect of those acts.

### 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 2008<sup>1</sup>, the University welcomes all students who wish to enrol, provided that they comply with the requisite procedures, without discrimination<sup>2</sup> 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.

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<sup>1</sup> Decree of 12 December 2008 on combating certain forms of discrimination.

<sup>2</sup> 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.

**Annexe 6 - Modèle de requête introductory d'un recours auprès de la CESI**  
(Commission de l'Enseignement supérieur inclusif - article 54 du présent RGEE)

**ANNEXE I à l'arrêté du gouvernement de la communauté française fixant les modalités d'introduction et d'évaluation du recours visant à contester la décision définitive de l'établissement relative à la demande de reconnaissance de handicap, telle que visée à l'article 6, alinéa 1<sup>er</sup> du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.**

Requête introductory d'un recours visant à contester la décision définitive de l'établissement relative à la demande de reconnaissance de handicap, telle que visée à l'article 6, alinéa 1<sup>er</sup> du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap

**Renseignements administratifs**

Nom : .....

Prénom : .....

Adresse postale complète : .....

Adresse email<sup>3</sup> : .....

Numéro de téléphone fixe : .....

Numéro de téléphone portable : .....

**Historique des demandes relatives à l'enseignement supérieur inclusif**

J'ai déjà été reconnu(e) étudiant(e) bénéficiaire précédemment : Oui - Non<sup>4</sup>

Par l'institution suivante, le cas échéant :

Dénomination de l'institution :

.....

Adresse :

.....

Numéro de téléphone

.....

Nom de la personne de contact :

.....

<sup>3</sup> À défaut d'adresse électronique, mentionner IMPÉRATIVEMENT l'adresse postale.

<sup>4</sup> Biffer la mention inutile.

## Introduction du recours

Je suis inscrit(e) au programme de bachelier/master/docteurat<sup>5</sup> de<sup>6</sup> :

J'introduis un recours à l'encontre de la décision de :

Dénomination de l'institution :

Site/campus/implantation :

Adresse :

Numéro de téléphone :

Nom de la personne de contact :

Date de la réponse de l'institution à la demande de pouvoir bénéficier des dispositions du décret :

Décision institutionnelle contestée :

Motifs du recours<sup>7</sup> :

<sup>5</sup> Biffer les mentions inutiles

<sup>6</sup> Exemple : bachelier en sciences biomédicales.

<sup>7</sup> Le développement de ces motifs peut figurer dans un document annexé au présent formulaire

Je joins au présent recours les documents suivants :

- Une copie de ma demande de reconnaissance de handicap, accompagnée d'une copie de l'ensemble des pièces du dossier ;
- Une copie de la décision contestée de non-reconnaissance de handicap, délivrée par les autorités académiques de l'institution accompagnée de toutes les pièces justifiant la décision prise ;
- Toute autre pièce que j'estime nécessaire à l'appui de mon recours.

Date et signature

**Annexe 7 - Modèle de requête introductory d'un recours auprès de la CESI**  
(Commission de l'Enseignement supérieur inclusif - article 54 du présent RGEE)

**ANNEXE II à l'arrêté du gouvernement de la communauté française fixant les modalités d'introduction et d'évaluation du recours visant à contester la décision définitive de l'établissement relative à la mise en place des aménagements raisonnables, telle que visée à l'article 15, alinéa 1<sup>er</sup> du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.**

Requête introductory d'un recours visant à contester la décision défavorable et définitive de l'établissement relative à la mise en place des aménagements raisonnables, telle que visée à l'article 15, alinéa 1<sup>er</sup> du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.

**Renseignements administratifs**

Nom : .....

Prénom : .....

Adresse postale complète : .....

Adresse email<sup>8</sup> : .....

Numéro de téléphone fixe : .....

Numéro de téléphone portable : .....

**Historique des demandes relatives à l'enseignement supérieur inclusif**

J'ai déjà été reconnu(e) étudiant(e) bénéficiaire précédemment : Oui - Non<sup>9</sup>

Par l'institution suivante, le cas échéant :

Dénomination de l'institution :

.....

Adresse :

.....

Numéro de téléphone

.....

Nom de la personne de contact :

<sup>8</sup> À défaut d'adresse électronique, mentionner IMPÉRATIVEMENT l'adresse postale.

<sup>9</sup> Biffer la mention inutile.

.....

Aménagements raisonnables dont j'ai déjà bénéficié :

.....

## Introduction du recours

Je suis inscrit(e) au programme de bachelier/master/doctorat<sup>10</sup> de<sup>11</sup> :

.....

J'introduis un recours à l'encontre de la décision de :

Dénomination de l'institution :

.....

Site/campus/implantation :

.....

Adresse :

.....

.....

Numéro de téléphone :

.....

Nom de la personne de contact :

.....

Date de la réponse de l'institution concernant la mise en place des aménagements raisonnables :

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Décision institutionnelle contestée :

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<sup>10</sup> Biffer les mentions inutiles

<sup>11</sup> Exemple : bachelier en sciences biomédicales.

Motifs du recours<sup>12</sup> :

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Conformément à l'article 31/2 du décret, sous peine d'irrecevabilité, je mentionne en quoi j'estime que des éléments de nature à influencer favorablement la demande telle que visée à l'article 15, alinéa 1<sup>er</sup> du décret n'ont pas été pris en compte lors de mon recours interne.

Je joins au présent recours les documents suivants :

- Une copie de ma demande de reconnaissance de handicap, accompagnée d'une copie de l'ensemble des pièces du dossier ;
- Une copie de la décision contestée de mise en place d'aménagements de cursus délivrée par les autorités académiques de l'institution accompagnée de toutes les pièces justifiant la décision prise ;
- Toute autre pièce que j'estime nécessaire à l'appui de mon recours.

Date et signature

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<sup>12</sup> Le développement de ces motifs peut figurer dans un document annexé au présent formulaire

**Annexe 8 - Modèle de requête introductory d'un recours auprès de la CESI**  
(Commission de l'Enseignement supérieur inclusif - article 55/1 du présent RGEE)

**ANNEXE III à l'arrêté du gouvernement de la communauté française fixant les modalités d'introduction et d'évaluation du recours visant à contester la décision définitive de l'établissement relative à la demande de modification des aménagements raisonnables, telle que visée à l'article 16, alinéa 3 du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.**

Requête introductory d'un recours visant à contester la décision définitive de l'établissement relative à la demande de modification des aménagements raisonnables, telle que visée à l'article 16, alinéa 3 du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.

**Renseignements administratifs**

Nom : .....

Prénom : .....

Adresse postale complète : .....

Adresse email<sup>13</sup> : .....

Numéro de téléphone fixe : .....

Numéro de téléphone portable : .....

**Introduction du recours**

Je suis inscrit(e) au programme de bachelier/master/docteurat<sup>14</sup> de<sup>15</sup> :

.....  
J'introduis un recours à l'encontre de la décision de :

Dénomination de l'institution :

Site/campus/implantation :

Adresse :

<sup>13</sup> À défaut d'adresse électronique, mentionner IMPÉRATIVEMENT l'adresse postale.

<sup>14</sup> Biffer les mentions inutiles

<sup>15</sup> Exemple : bachelier en sciences biomédicales.

Numéro de téléphone :

.....

Nom de la personne de contact :

.....

Date de la réponse de l'institution à la demande de modification des aménagements raisonnables :

.....

Décision institutionnelle contestée :

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Motifs du recours<sup>16</sup> :

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.....

Je joins au présent recours les documents suivants :

- Une copie du plan d'accompagnement individualisé ;
- Une copie de la décision contestée de modification des aménagements raisonnables délivrée par les autorités académiques de l'institution accompagnée de toutes les pièces justifiant la décision prise ;
- Le cas échéant, une copie de ma demande de modification des aménagements raisonnables, accompagnée d'une copie de l'ensemble des pièces du dossier ;
- Toute autre pièce que j'estime nécessaire à l'appui de mon recours.

Date et signature

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<sup>16</sup> Le développement de ces motifs peut figurer dans un document annexé au présent formulaire

**Annexe 9 - Modèle de requête introductory d'un recours auprès de la CESI**  
 (Commission de l'Enseignement supérieur inclusif - article 55/2 du présent RGEE)

**ANNEXE IV à l'arrêté du gouvernement de la communauté française fixant les modalités d'introduction et d'évaluation du recours visant à contester la décision définitive de l'établissement relative à la fin anticipée et unilatérale du plan d'accompagnement individualisé, telle que visée à l'article 17 du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.**

Requête introductory d'un recours visant à contester la décision définitive de l'établissement relative à la fin anticipée et unilatérale du plan d'accompagnement individualisé, telle que visée à l'article 17 du décret du 30 janvier 2014 relatif à l'enseignement supérieur inclusif pour les étudiants en situation de handicap.

**Renseignements administratifs**

Nom : .....

Prénom : .....

Adresse postale complète : .....

Adresse email<sup>17</sup> : .....

Numéro de téléphone fixe : .....

Numéro de téléphone portable : .....

**Introduction du recours**

Je suis inscrit(e) au programme de bachelier/master/docteurat<sup>18</sup> de<sup>19</sup> :

.....  
 J'introduis un recours à l'encontre de la décision de :

Dénomination de l'institution :

Site/campus/implantation :

Adresse :

<sup>17</sup> À défaut d'adresse électronique, mentionner IMPÉRATIVEMENT l'adresse postale.

<sup>18</sup> Biffer les mentions inutiles

<sup>19</sup> Exemple : bachelier en sciences biomédicales.

Numéro de téléphone :

Nom de la personne de contact :

Date de la réponse de l'institution concernant la fin anticipée et unilatérale du plan d'accompagnement individualisé :

Décision institutionnelle contestée :

Motifs du recours<sup>20</sup> :

Je joins au présent recours les documents suivants :

- Une copie de la décision délivrée par les autorités académiques de mettre fin unilatéralement au plan d'accompagnement individualisé de l'institution accompagnée de toutes les pièces justifiant la décision prise ;
- Toute autre pièce que j'estime nécessaire à l'appui de mon recours.

Date et signature

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<sup>20</sup> Le développement de ces motifs peut figurer dans un document annexé au présent formulaire