

DISPOSITIONS D'EXECUTION DU REGLEMENT GENERAL DES ETUDES ET DES EXAMENS POUR LE BACHELOR OF SCIENCE IN BUSINESS ENGINEERING

APPROUVE PAR LE CONSEIL DE FACULTÉ DU 04/05/2023

I. Object

Article 1. The Bachelor of Science in Business Engineering is a joint degree co-organized by Université UCLouvain Saint-Louis Bruxelles and KU Leuven (Campus Brussels).

II. Applicable rules

Article 2. § 1er. The Bachelor of Science in Business engineering is governed by a convention which defines the rules applicable to the programme. In particular in his article 2 and 3:

Article 2. Registration

Students are registered at the two universities in accordance with the substantive rules that in each of them governs the right to register and the persistence of this right. Exceptions to this principle are listed in Annex 2.

The registration procedure takes place at KU Leuven. Students have to comply with the registration procedure implemented by this institution. Students pay the tuition fees applicable at Université UCLouvain Saint-Louis Bruxelles to Université UCLouvain Saint-Louis Bruxelles.

The registration office at KU Leuven transfers to the registration office at Université UCLouvain Saint-Louis Bruxelles all relevant data that are necessary to register students at Université UCLouvain Saint-Louis Bruxelles, without any additional actions - except the payment of registration fees - from these students.

The two Universities commit to apply the legislation applicable to them and their own internal rules to ensure the most equal and coherent treatment of all the students registered in the programme.

Each university claims subsidies for all the students registered in the programme, respectively to the French-speaking Community and the Flemish Community, in proportion to the number of credits they contribute in the programme.

Article 3. Applicable Legislation and Internal Rules

With the exception of registration rules, as stated in Article 2, and subject to the exceptions listed in Annex 2, the relevant legislation and internal rules that apply to all students registered in the programme are the Flemish Community legislation and the internal rules of KU Leuven. These legislation and rules apply, in particular, but not exclusively to:

- *the composition of individual annual programmes;*
- *the registration to examinations and the organisation of examinations;*
- *the functioning of Examination Committees;*
- *the success to examinations, the acquisition of credits and the granting of academic grades;*
- *the specific arrangements of studies and examinations to the benefit of special needs students;*
- *the disciplinary procedures which may lead to the temporary or final dismissal from the university.*

Each university provides the students with all relevant information pertaining to the programme, as well as the rules and legislation that apply to them, in compliance with the preceding paragraphs.

§ 2. The exclusive vocation of the present implementing provisions is to recall of some these rules, as stated in the convention. The present provisions refer to above mentioned convention without substituting to it.

III. Admission criteria

Article 3. General admission to bachelor

§ 1er. General requirements for admission to the Bachelor of Business Engineering

1° Belgian qualifications:

- a Flemish degree of secondary education;
- a Flemish degree of short-course higher education;
- a Flemish degree of higher education for social advancement, with the exception of the certificate of pedagogic aptitude, or;
- a degree or certificate, awarded in the context of the Flemish HBO;
- the certificate of higher secondary education (CESS) obtained since 1994 (French-speaking Community);
- the Diploma giving access to higher education ‘Diplôme d’aptitude à accéder à l’enseignement supérieur’ (DAES) awarded by the Board of the French-speaking Community of Belgium.
- a relevant higher education qualification awarded by an institution within the French Community of Belgium;
- proof of successful completion of the university entrance examination (examen d’admission aux études universitaires);
- a qualification similar to the above awarded in the German-speaking Community of Belgium, or by the Belgian Royal Military School.

2° Non-Belgian qualifications:

- the European baccalaureate awarded by the Board of Governors of the European School;
- The International baccalaureate awarded by the International baccalaureate office in Geneva;
- The baccalaureate awarded by the Ecole du Shape in Casteau, Belgium.

§ 2. Assessment of foreign degree

1° A secondary education degree or a university degree awarded by a recognized educational institution is required provided it grants access to an equivalent programme (academic bachelor programme) in that country.

2° Applicants who have been awarded the General Certificate of Education (GCE) can be eligible for admission if they can prove to have passed at least three A-Level subjects. Of these A-Level subjects, at least two have to be relevant (e.g. mathematics is required with an additional physics or chemistry course). The third subject is also relevant (can be Accounting, Biology, Business, Chemistry, Design & Technology, Digital Media & Design, Economics, Geography, Global Perspectives and Research, Information Technology, Law, Marine Science, Further Mathematics, Physics, Psychology or Sociology, others are not accepted). If the GCE A-Level certificates have been obtained in a country that has not ratified the Lisbon Recognition Convention, candidates are required to submit an additional proof of proficiency in mathematics (AP calculus AB, SOWISO OMPT-D). All applicants also need to meet the English language proficiency requirements.

Article 4. Additional requirements

§ 1er. Applicants who obtained a degree or certificate in a country that has not ratified the Lisbon Recognition Convention (incl. GCE), provided it grants access to an equivalent programme (as the BSc in Business Engineering) in that country.

§ 2. In addition these applicants are required: to prove their proficiency in mathematics by submitting one of the following test certificate:

- AP Calculus AB, minimum score of 4

- SOWISO Online Mathematics Placement Test - D, minimum score of 60%

§ 3. Exemptions:

- Applicants who have obtained a secondary education degree from a country which has ratified the Lisbon Recognition Convention
- Applicants who obtained the European Bacculaureate or the International Bacculaureate diploma

Article 5. English language

§ 1er. All applicants must prove their English language proficiency by means of an IELTS or TOEFL test. The minimum score for IELTS is 6.5 (with a minimum sub-score of 5.5 for each of the four skills Listening, Writing, Speaking and Reading). The minimum score for TOEFL internet based test is 90 (with a minimum sub-score of 20 for each of the four skills Listening, Writing, Speaking and Reading). Candidates who obtained the Cambridge English: Proficiency (CPE) or the Cambridge English: Advanced (CAE) meet the minimum requirement of the English language proficiency as well.

§ 2. Exemptions:

- Applicants who have obtained a diploma of secondary education in the Flemish / French-speaking / German-speaking community.
- Applicants who have obtained a secondary education degree or a higher education degree in Australia, English-speaking Canada, Ireland, New Zealand, United Kingdom or the USA (the certified degree and transcripts suffice, provided they confirm that the entire study was completed in English).
- Applicants who have obtained a European Bacculaureate diploma and who can prove at least 16 course hours per week were taught in English (Physical Education not included).
- Applicants who have obtained an International Bacculaureate and who can prove at least half of the course are taught in the English language.

IV. Registration

Article 6. Substantive condition

§ 1er. No student can be registered to the program unless he cumulatively satisfies the substantive conditions applicable to registrations in force at KU Leuven and Université UCLouvain Saint-Louis Bruxelles.

§ 2. Applicable delays for registration, deregistration and the consequences of valid deregistrations (reimbursement of tuitions fees, cancellations of the registrered credits) are exclusively those in force at Université UCLouvain Saint-Louis Bruxelles.

Article 7. Procedure

§ 1er. Students must introduce their demand of registration at KU Leuven. This demand is examined in accordance with the legislation and regulations applicable therein.

§ 2. In case an admission procedure is necessary prior to the registration, this admission procedure is handled at KU Leuven, in accordance with the delays applicable at KU Leuven.

§ 3. KU Leuven transfers without delays to Université UCLouvain Saint-Louis Bruxelles all the relevant data which are necessary to register the students at Université UCLouvain Saint-Louis Bruxelles.

V. Examination rules and common criteria for passing course units and for succeeding Joint Programme

Article 8. The applicable legislation and internal rules are, by default, and exclusively, those of the KU Leuven for any matter other than registration issues. These legislation and internal rules are therefore, a.o.,

those which pertain to examination rules and common criteria for passing course units and for graduating in the Joint Programme. It is nevertheless understood that:

- Members of the two universities are part of the competent examination committees;
- Examinations may take place at Université UCLouvain Saint-Louis Bruxelles for courses offered at this institution;
- Administrative services at the two institutions coordinate themselves to ensure that the examination times schedules are published simultaneously and in conformity with the delays imposed by the regulations of the two institutions;
- The competent authorities at Université UCLouvain Saint-Louis Bruxelles will ensure that an examination for a course taught in the first semester is organized in the second semester whenever KU Leuven authorizes this in accordance with KU Leuven's internal rules;
- In case academic or disciplinary sanctions are pronounced by the competent authority at KU Leuven, in accordance with KU Leuven internal rules, and when these sanctions involve the exclusion of the student, these sanctions have to be confirmed by the competent authorities of Université UCLouvain Saint-Louis Bruxelles in order to produce the specific consequences attached to exclusion in accordance with the French-speaking Community decree of November 7th 2013;
- The « reasonable accommodations » granted by the KU Leuven to students with specific needs are automatically applicable to the courses and examinations organized at Université UCLouvain Saint-Louis Bruxelles.