

TEACHING AND EXAMINATION REGULATIONS 2012-2013

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Chapter I - Scope

Article 1 (Scope)

These teaching and examination regulations apply to all bachelor courses, master courses (master-after-bachelor and master-after-master courses), preparatory programmes, bridging programmes, post-graduate courses and the specific teacher training course organised at Vrije Universiteit Brussel.

For PhD courses and the attainment of the degree of PhD, specific regulations, approved by the Board of Governors, apply.

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

Chapter II - Definitions

Article 2 (Definitions)

For the application of these Teaching Regulations, the following definitions shall apply:

Start of lectures: start of week 2 of the academic calendar;

Supplementary faculty exam regulations: a set of regulations drawn up by the faculty in question specifying additions to the central examination regulations. For the teacher training course the "IDLO" supplementary exam regulations apply; for courses organised by the IES these are the supplementary IES exam regulations;

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

Refresher programme: a programme which may be required for students who wish to further their studies in higher education on the basis of a credit certificate, "EVC" (Previously Acquired Competencies) or a certificate of aptitude acquired more than 5 calendar years previously;

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

Certificate of Aptitude: proof or registration showing that a student has acquired particular competencies as part of "EVC" (Previously Acquired Competencies) or "EVK" (Previously Acquired Qualifications);

Pre-exam study week: period, preceding the examination period, free of lectures and exams or other methods of assessment. This period is reserved in order for students to prepare for exams;

BRUFACE masters: Brussels Faculty of Engineering-masters English language masters courses jointly organised by Vrije Universiteit Brussel (Free University Brussels) and Université Libre de Bruxelles (Free University Brussels) and Dutch language variations of these masters courses organised by Vrije Universiteit Brussel:

Master of Science in Architectural Engineering

Master of Science in Engineering Sciences: architecture

Master of Science in Civil Engineering

Master of Science in Engineering Sciences: architecture

Master of Science in Electromechanical Engineering

Master of Science in Engineering Sciences: mechanical/electrical engineering

Master of Science in Chemical and Materials Engineering

Master of Science in Engineering Sciences: chemistry and materials

Cali: Campus Lifecycle, the new student information system.

Credit: acquired credit;

Credit certificate: formal recognition of the fact that a student has shown, by passing an exam, that he has acquired the competencies associated with a particular course unit. This recognition is laid down in a document or a registration and expressed in the number of acquired credits;

Credit contract: contract by the student with the university by means of which the student enrolls with a view to acquiring a credit certificate for one or more course units;

Diploma contract: contract by the student with the university by means of which the student enrolls with a view to acquiring a diploma or course certificate or who enrolls for a preparation or transition programme;

First examination period: this consists of a first block of exams (weeks 17 to 19) and a second block of exams (weeks 38 to 41) during which the student uses his first and in some cases only exam opportunity. The first session is concluded with an examiner's meeting and announcement of the results;

"EVC": ("Eerder Verworven Competenties") previously acquired competencies, i.e. the total sum of knowledge, insight, skills and attitudes acquired through learning processes not attested by a study certificate (document showing that a formal learning path, whether or not by means of formal education, was completed successfully);

"EVK": ("Eerder Verworven Kwalificaties") previously acquired qualifications, i.e. any study certificate from a domestic or foreign institution indicating that a formal learning path, in an educational framework or otherwise, has been successfully completed, excluding credit certificates acquired at the institution and as part of the course where the attested qualification is to be used;

Exam: any assessment of the degree in which a student has acquired, as a result of his studies, the competencies associated with a particular course unit;

Exam contract: a contract entered into by the student with the university by means of which the student has enrolled for examinations (under the conditions determined by the governing body) with a view to acquiring:

- a) a degree or a course certificate, or
- b) a credit certificate for one or more course units;

Exam period: the period in which exams and/or tests are taken;

Exam schedule: document in which the time and place of examination is determined for every student;

“Flexibiliseringsdecreet”: Higher Education Act on the flexible organisation of education in Flanders of 30 April 2004;

Degree: Designation as Bachelor, Master or Doctor, granted at the end of a course or after graduation, with the presentation of a diploma;

Individualised learning path: a study programme for individual students governed by specific conditions regarding study load, assessment at examiners’ meetings and study progress monitoring;

Year-spanning course unit: a course unit spanning two semesters. Exams in year-spanning course units (with the exception of tests or interim exams) are held in the exam period following the second semester;

Candidate-student: anyone who wishes to enrol at Vrije Universiteit Brussel. Throughout this text, the male pronoun is used to cover references to both male and female for the sake of brevity and convenience. No gender preference is intended.

Qualification: a certificate or diploma issued upon successful completion of a formal training or learning path;

Qualification of a degree: addition referring to the course completed or, in the case of a doctorate, a specialisation;

Learning account: the total number of credits that a student may use during his studies, either towards enrolment under a diploma contract in an initial bachelor’s or master’s course or towards enrolment for a course unit under credit contract. A student’s learning account changes continually reflecting the number of credits enrolled for and obtained;

Learning outcomes: learning outcomes determine what a learning person is expected to know, understand, and do upon completion of a learning path and the way in which this can be demonstrated;

Lecture-free week: a period in which no exams, lectures or other educational activities may take place;

Master’s thesis: final paper completing a Master’s course which forms proof of the student’s capacity for analytical and synthetic work, independent problem solving at an academic level, or artistic creation. This document reflects the student’s general capacity for critical reflection or research;

Standard learning path: a study programme for the average student governed by general conditions regarding study load, assessment at examiners’ meetings and study progress monitoring;

Course: a structural unit of the education provided. Upon successful completion of a course, a diploma is awarded;

Course content description: a description of a course, in which the formal and substantial details of the course are determined, before commencement of the academic year, in accordance with article 13 of these regulations;

Course Unit (CU): a clearly defined unit of teaching, learning and assessment activities for the purpose of acquiring precisely described competencies in terms of knowledge, insight, skills and attitudes;

Course unit content description: the description of a course unit detailing form and content as described in article 3 of the teaching regulations and laid down before the start of the academic year. Course unit content descriptions are subject to approval by the competent faculty body;

Transition programme: a programme that can be made compulsory for a student who wishes to enrol in a master course on the basis of a bachelor diploma from higher vocational education. The programme aims to provide the general scientific competencies and basic knowledge of scientific discipline, referred to in article 58 §2, 2° of the Decree of 4th April on the restructuring of Higher Education in Flanders;

Semester-spanning course unit: a course unit spanning one semester. Exams in semester-spanning course units are held in the exam period following the semester in which the course unit was taught;

Specification of a degree: the addition of the words ‘of science’, ‘of arts’, ‘of laws’, ‘of medicine’, ‘of veterinary science’, ‘of veterinary medicine’ and ‘of philosophy’ to a degree;

“Structuurdecreet”: (Restructuring Decree) Higher Education Act on the restructuring of higher education in Flanders of 4 April 2003;

Study contract: contract between the governing body of the institution and a particular student in which a particular objective (degree, credit or exam contract) and a particular learning path (standard or individualised path) are agreed upon;

Tuition fee: the fee payable by the student for participation in education activities and/or exams;

Study credit volume: the number of study credits allocated to a course unit or a course;

Study credit (SC): An international unit, recognised within the Flemish Community, which corresponds to no less than 25 and no more than 30 hours of regulatory teaching, learning and assessment activities and which indicates the study volume of every course and course unit;

Learning path: the way in which the student can participate in the course;

Test: written examination of part of the subject matter of a year-spanning course unit in the first year of a Bachelor's programme taken in the first block of exams of the examination period;

Admission Agreement: agreement between the university and the student, whereby the latter declares that he or she accepts the general conditions;

Resit examination period: this consists of one block of exams (weeks 49 to 52) during which the student uses his second exam opportunity, if it exists. The resit examination period is concluded by an examiners' meeting and announcement of the results;

Sequentiality: the rules drawn up by the authorities of the institute, stating that a student must have attended or successfully completed a course unit or a course, before being allowed to take an exam in another course unit or course;

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

Exemption: removal of the obligation to sit an exam in a course unit or a part thereof.

Chapter III - General provisions

Article 3 (Expiry terms and directory time limits)

The following rule applies to the application of these regulations with respect to time limits: the periods in which students shall complete a specific action shall be clearly defined by an expiry date, unless otherwise declared.

Article 4 (Recording of classes)

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

TITLE II – Teaching regulations

Chapter I - Breakdown of the academic year

Article 5 (Breakdown of the academic year)

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

Week 1: Lecture-free week

Week 2 – 14: lecture weeks

Week 15 – 16: winter break

Week 17: pre-exam study week

Week 18 – 20: first examination period: first block of exams

Week 21: lecture-free week

Week 22 – 36: lecture weeks including 2 weeks spring break

Week 37 – 38: two pre-exam study weeks

Week 39 – 42: *first examination period: second block of exams plus period in which examiners' meetings take place*

(a minimum of 3 weeks is reserved for exams)

end of the examination period for all faculties and IDLO (Interfaculty Department for Teacher Training)

Week 43 - 48: summer holidays

Week 49 – 52: resit examination period and resit examiners' meetings

(a minimum of 3 weeks is reserved for exams)

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

§3. Deviations from the academic calendar can be granted by the Board of Governors at the reasoned request of the faculty and after advice from the Education Board.

Chapter II - Rules concerning the makeup of programmes

Section 1: Structure of the courses

Article 6 (VUB courses)

§1. The Vrije Universiteit Brussel offers the following courses:

- academic bachelor courses;
- initial master courses;
- master-after-master courses;
- bridging and preparatory programmes;
- the specific teacher training course;
- post-graduate courses;
- continuing education;
- PhD courses;
- PhD.

§2. Apart from the post-graduate courses and continuing education, the course programme is determined and announced before the start of the enrolment period.

Article 7 (Bachelor course)

A bachelor course has a study credit volume of no less than 180 SCs. The study volume is always a multiple of 60 SCs.

Article 8 (Master course and master-after-master course)

A master course and a master-after-master course have a study credit volume of no less than 60 SCs. The study volume is always a multiple of 30 SCs.

Article 9 (Post-graduate courses and continuing education)

A post-graduate course has a study volume of at least 20 SCs. If the student successfully completes the post-graduate course, he receives a post-graduate certificate.

No minimal study volume is determined for continuing education. Consequently, there is no need to express the study volume of continuing education in SCs. Depending on the nature of the continuing education, this course leads to a certificate or an attestation of participation.

Article 10 (Bridging programme)

Holders of a professional bachelor's degree can go on to a master course if they enrol for a bridging programme first. This programme aims to teach general scientific competencies and basic scientific-disciplinary knowledge. The list of bridging programmes that will be organised is determined annually by the Board of Governors.

A bridging programme has a study volume of minimum 45 SCs and maximum 90 SCs. Depending on the student's prior training, the study volume can be reduced.

Article 11 (Preparatory programme)

Holders of an academic bachelor's degree who have no direct access to a given master course can still be admitted provided they take and pass a preparatory programme. The list of preparatory programmes that will be organised is determined annually by the Board of Governors.

Article 12 (Specific teacher training course)

The specific teacher training course leads to a teacher's degree. The course contains both a theoretical and a practice-oriented component of 30 SCs each. In a master course of 120 SCs, 30 SCs of the teacher training course can be taken up. In a bachelor course preceding a master course of 120 SCs, 15 SCs of the teacher training course can be taken up.

Section 2: Course and course unit

Article 13 (Course content description)

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

1. Degree, qualification and specialisation of the course;
2. Study credit volume expressed in SCs;
3. Possible graduation options, profiles and minors;
4. Language of instruction of the course;
5. Content and objectives of the course, course programme, subdivision into course units (CUs);
6. Sequential order of the CUs and descriptions concerning study progress;
7. Entrance competencies and learning outcomes;
8. Organisation of the standard learning path and/or individual learning path;
9. If applicable, organisation of a specific learning path for working students;
10. Associated and follow-up courses.

§2. The course content description shall be translated into English.

§3. For the courses leading to the professions of physician, general practitioner, pharmacist, and architect, the determination of the course programme shall be done in accordance with European Directive 2005/36/EC. Compliance with the European Directive is specified in the teaching regulations.

Article 14 (Course unit content description)

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

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

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

§2. The course unit content description shall be translated into English. If the course unit concerns the study of a foreign language, the provisions of the course unit form shall always be formulated in Dutch.

Article 15 (Study credit volume and study duration of the course unit)

The study credit volume of each course unit is expressed in full study credits (SCs). The study credit volume of a course unit is at least 3 SCs. One study credit corresponds to 25 to 30 hours of teaching and studying activities.

Article 16 (Directives curriculum makeup)

Course programmes are elaborated in accordance with the directives for curriculum makeup, as approved by the Board of Governors on 24 May 2011, including any later amendments.

Section 3: Code of conduct concerning use of language

Article 17 (Principle of language of administration and language of instruction)

The language of administration and the language of instruction at the Vrije Universiteit Brussel is Dutch. The principle that the language of instruction is always Dutch may be deviated from in accordance with articles 18 – 21.

Article 18 (Course units in another language without a motivated request)

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

In the bachelor and initial master courses of which Dutch is the language of instruction, a different language may be used for the following course units:

1. course units of which the subject is a foreign language
2. course units taught by guest lecturers and professors of different mother tongue
3. course units which are attended at another higher education institute, with the approval of the university authorities.

Exams are taken in the language of instruction.

Article 19 (Course units in another language with a motivated request)

The faculty can request the Education Board to organise course units other than those set out in article 18 in a language of instruction other than Dutch, if it demonstrates that this represents an added value for the student and enhances the functionality of the course. For bachelor courses, this is limited to 10% of the SCs. For the calculation of this percentage, course units having the study of foreign languages as their object and course units taken by the student at another institution, may be ignored. For master courses, the organisation of course units in other languages is limited to 50% of the course study volume. The master thesis is ignored in this calculation. Students have the right to take their exams in Dutch.

Article 20 (Courses that are completely organised in another language of instruction)

In order to attain a degree of internationalisation, bachelor and initial master courses may be completely organised in a language other than Dutch, provided an equivalent course is organised in Dutch, possibly in co-operation with another institute within the province. If a course has the International Course Programme or Erasmus Mundus statute, there is no obligation to organise an equivalent in Dutch. Exams are taken in the language of instruction.

Article 21 (Master-after-master courses, post-graduate courses and permanent education)

For master-after-master courses, post-graduate courses, and continuing education, the language of instruction may be determined freely. If the language of instruction is not Dutch, there is no obligation to organise an equivalent in Dutch. Exams are taken in the language of instruction of the course or in the language of instruction of the course unit if the latter differs from the language of instruction of the course.

Chapter III - Entry requirements

Section 1: General

Article 22 (Conditions for enrolment in study programmes and course units)

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

§2. A prospective student who wishes to enrol by means of a diploma contract for a bachelor course and who enrolls for the first time at the VUB, does so using the registration application.

§3. A prospective student who wishes to enrol by means of a credit contract for course units for which he does not meet the entry requirements, should submit a reasoned request to the dean, who will decide whether the prospective student possesses the relevant competencies.

§4. A prospective student who wishes to enrol by means of an exam contract with a view to obtaining credits, should submit a reasoned request to the Student Administration Centre (SAC).

§5. All other prospective students who wish to enrol by means of a diploma contract or a credit contract, should direct themselves to the SAC.

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

Article 23 (Time frame for decision on entry requirements)

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

Section 2: Bachelor programme

Article 24 (Admission to a Bachelor programme)

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

- a certificate of secondary education;
- a diploma of profession-oriented bachelor studies (tertiary education) (hoger onderwijs van het korte type met volledig leerplan);

- a diploma of continuing education, with the exception of a Teaching Certificate for Teaching in Secondary and Higher Education (Getuigschrift Pedagogische Bekwaamheid);
- a diploma “gegradueerde” or a certificate of higher vocational education (hoger beroepsonderwijs).

§2. A prospective student will also be admitted to a Bachelor programme if he/she has obtained a diploma or proof of study outside Flanders:

- where the diploma or proof of study is recognised as equivalent to one of the diplomas mentioned under §1 above in accordance with legal provisions, European guidelines or international agreement;
- where the diploma or proof of study is recognised as equivalent by the National Academic Recognition Information Centre – Flanders, NARIC Flanders (Agentschap van de Vlaamse Gemeenschap voor Kwaliteitszorg in Onderwijs en Vorming).

§3. If the prospective student cannot produce a diploma, enrolment is possible only in accordance with the exceptional admissions procedure provided for in article 7.

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

Article 25 (Exceptional admissions procedure for those who cannot produce a diploma)

§1. The prospective student who cannot produce any of the diplomas mentioned in the previous article can be allowed to sit a specific test, organised by the government selection office (SELOR). For this, the student must submit a reasoned request to the Vice-Rector for Student Affairs. In this request he will cite either humanitarian, medical, psychological or social reasons, or his general level of qualifications, merit or competencies. He will submit a file containing the information described below.

§2. For enrolment for the first semester the final date for the submission of the file is the last working day before 1 September. For enrolment for the second semester the final date for the submission of the file is the last working day before 1 December.

§3. For each prospective student who intends to invoke this article there must be a minimum of three years between ending secondary education and the request for admission. The candidate-student must have attained the age of 21 years at the time of enrolment, or attain that age during the calendar year in which he submits his request for admission.

§4 Candidate-students who participated in a specific test ‘examen d’admission aux études universitaires de premier cycle’ at a university in the French Community and are able to present the associated certificate can be exempted from the specific test organised by the government selection office (SELOR).

Article 26 (File to be submitted and further investigation)

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

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

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

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

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

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

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

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

Article 27 (Admission after the SELOR test)

§1. The Vice-Rector for Student Affairs will decide if the prospective student may enrol for the degree course, programme or course units for which he wishes to register, after receipt of the decision of SELOR. If SELOR decides, after comparison with the standard group of high school graduates, that the prospective student has not reached the required level, he will not be allowed to enrol.

§2. The Vice-Rector for Student Affairs will inform the prospective student of the decision within one month from receipt of the decision by SELOR.

Article 28 (Admission to medicine)

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

Those who wish to enrol for a Bachelor programme in Medicine or for course units within this Bachelor programme, are required to have passed an entrance exam as provided for by the legislation.

Section 3: Master Programme

Article 29 (Admission to a Master Programme: general rule)

§1. To enrol in a Master Programme (initial Master, not a Master-after-Master/advanced Master programme) the prospective student must hold an academic Bachelor degree.

§2. For each Master programme, at least one academic Bachelor programme is referred to as the general entry requirement for that Master programme. Admission to a Master programme can be limited to an academic Bachelor programme with specific course characteristics. A university and one or more college(s) can, as an association, offer joint master courses for which possession of a Bachelor degree in higher professional education applies as the general admission requirement.

Upon completion of the master course(s), the university and college(s) award a joint master degree.

§3. For someone with a different academic Bachelor degree, admission is possible if he successfully completes the preparatory programme specified for that purpose.

§4. For someone with a vocational/professional Bachelor degree, admission is possible if he successfully completes the bridging programme specified for that purpose.

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

Article 30 (Admission to the Master in Medicine for overseas doctors)

A doctor whose degree was obtained outside the European Union, and who has only obtained partial equivalence for this degree, can enrol for the programme in Medicine in accordance with the exam result of the inter-university exam organised by the Flemish Inter-University Council.

Article 31 (Exceptional admissions procedure for those who cannot produce a diploma)

§1. The prospective student who cannot produce a bachelor degree can be allowed to sit a specific test that assesses the prerequisites of the student and that is based on the basic competencies of the Master programme concerned. This test is prepared by the Education Board of the master course for which the candidate-student wishes to enrol. For this, the student must submit a reasoned request to the Vice-Rector for Student Affairs. In this request he will cite either humanitarian, medical, psychological or social reasons. He will submit a file containing the information described below.

§2. The final date for the submission of the file is the last working day before 1 September.

Article 32 (File to be submitted and further investigation)

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

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

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

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

§3. University services such as the Study Advisory Service, medical services, the Department of Education etc, may, at the request of the Vice-Rector for Student Affairs, invite the student to meet them so that he can subsequently complete his file.

§4. The Vice-Rector for Student Affairs will inform the prospective student within one month from receipt of the request about the decision taken. If the decision is positive, the candidate-student is immediately notified that he can participate in the test.

Article 33 (Taking the specific test)

§1. The specific test will be drafted and administered by the course board of the Master programme for which the student wants to register.

§2. The course board can decide to exempt the prospective student from the specific test on the basis of his file.

§3. The course board will immediately inform the Vice-Rector for Student Affairs on the decision of exemption or whether or not the student passed the specific test.

Article 34 (Decision on admission or rejection)

The Vice-Rector for Student Affairs will inform the prospective student about the decision taken within one month from receipt of the appraisal by the course board.

Article 35 (Admission to a Master after Master programme)

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

To enrol in a master-after-master course, the student must have obtained a Master's degree. Furthermore, permission to enrol may be made dependent on a suitability test. Where appropriate, a preparatory programme can be imposed.

Section 4: Admission to Teacher Training

Article 36 (Admission to Teacher Training)

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

§2. Enrolment in the specific teacher training programme is also possible when the prospective student enrolls in a Master programme in combination with an academic Bachelor programme or a bridging programme.

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

§4. A degree for the specific teacher training course can only be awarded if the degree for the relevant master course has been obtained.

Section 5: Combination of enrolments

Article 37 (Combination of enrolments in Bachelor and Master programmes)

§1. Any student who was enrolled in a Bachelor programme and has not yet obtained the Bachelor degree required for entry into the subsequent Master programme, can simultaneously enrol for the Master programme under the conditions set out below. Restrictions as outlined in article 55 shall nonetheless apply. Spreading of the enrolment is possible under the same conditions.

The above rule also applies to inter-university, combined enrolments.

§2. The student needs fewer than 20 study credits to complete his Bachelor degree and presents a confirmation certificate signed by or on behalf of the dean. He can enrol in the subsequent Master programme or course units, without prior approval, in accordance with the rules that apply to the order of enrolment.

§3. The student needs 20 study credits or more to complete his Bachelor degree. He can enrol in the subsequent Master programme or course units, in accordance with the relevant rules on order of enrolment, providing he is granted permission to do so. For this, the student or prospective student must submit a reasoned request to the dean.

§4. When deciding upon the student's request, the dean will consider, e.g., the required knowledge base for the course units in the Master programme, the Master thesis and possible traineeship.

§5. The Master degree can only be awarded once the relevant Bachelor degree has been obtained.

Article 38 (Other combinations)

§1. The same rules as outlined in the previous article apply equally to a student enrolled in a bridging or preparatory programme, who has not yet obtained the accompanying study credits. He can already enrol in the subsequent Master programme, under the conditions set out in the previous article.

§2. The same rules also apply to a student who has not yet obtained a Master degree, which is required for admission to a Master after Master programme.

Section 6: Language proficiency

Subsection 1: Requirements in relation to language proficiency

Article 39 (Language of instruction)

§1. The language of instruction for each programme of study is determined annually. It is indicated on the course unit information sheet.

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

Subjection 2: Proof of language proficiency

Article 40 (Proof of language proficiency for EEA students)

Students who are nationals of a Member State of the European Economic Area need not provide proof of their knowledge of the language of instruction at enrolment.

Article 41 (Proof of language proficiency for non-EEA students)

Students who are not nationals of a Member State of the European Economic Area need to provide proof of their knowledge of the language of instruction at enrolment.

Article 42 (Proof of knowledge of Dutch for non-EEA students)

§1. Prospective students who are not nationals of a Member State of the EEA can provide proof of sufficient knowledge of Dutch as the language of instruction by meeting one of the following criteria:

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

1. have a diploma of primary, secondary or higher education where Dutch was the language of instruction;
2. have successfully completed at least one school year of secondary education where Dutch was the language of instruction;
3. have successfully completed course units in higher education with a minimum total of 15 study credits where Dutch was the language of instruction;
4. have passed the entrance exam for doctors or dentists organised by the Ministry of the Flemish government;
5. have passed the inter-university exam for partial equivalence of qualification as a medical doctor organised by VLIR;
6. have obtained a certificate of continuing education where Dutch was the language of instruction;
7. have passed the 'Nederlands Staatsexamen NT2, Richtgraad 2, Threshold 4A+B';
8. have passed a test composed in accordance with the European directives level B2 such as, for example, the Certificaat Nederlands als Vreemde Taal (CNaVT), the Profiel taalvaardigheid higher education (PTHO), Nederlands Staatsexamen NT2.

§2. Each Faculty can require a higher level of language proficiency for a specific study programme. This will be mentioned in the study programme information sheet.

§3. The Interfaculty Department of Teacher Training can apply specific language requirements to courses that fall within its responsibility.

Article 43 (Proof of knowledge of English for non-EEA students)

§1. Prospective students who are not nationals of a Member State of the EEA can provide proof of sufficient knowledge of English as the language of instruction by meeting one of the following criteria:

1. have a diploma of primary, secondary or higher education where English was the language of instruction;
2. have successfully completed at least one school year of secondary education where English was the language of instruction;
3. have successfully completed course units in higher education with a minimum total of 15 study credits where English was the language of instruction;
4. have successfully completed ASO secondary education in Belgium;

5. have successfully completed one of the following language tests:
 - a. TOEFL: minimum level 550 paper-based, 213 computer-based, 80 internet-based;
 - b. IELTS: minimum level academic module 6.5;
 - c. Cambridge Certificate of Advanced English (CAE), grade B;
 - d. Cambridge Certificate of Proficiency in English (CPE), grade C;
 - e. TOEIC: minimum level: 860.

§2. Each Faculty can require a higher level of language proficiency for a specific course programme. This will be indicated in the course information sheet.

§3. Exceptions to language requirements may be granted by the person responsible for the study course either on the basis of an overall assessment or on the basis of a positive advice by the Interfaculty Department for Language Education (ITO).

Article 44 (Language test)

§1. The Interfaculty Department for Language Education (ITO) can examine a prospective student who was unable to take such language test, if the student enrolls in time.

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

Article 45 (Course units in a different language)

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

Proof of knowledge of the language of the course unit as outlined in articles 42-44 must be submitted to the dean, who will provide a certificate confirming knowledge of the language; the prospective student will produce this certificate when enrolling.

Chapter IV – Study contracts and other enrolment arrangements

Section 1: Enrolments and study contracts

Subsection 1: Enrolments

Article 46 (General provisions)

§1. The prospective student enrolls for:

- A degree course;
- Multiple programmes of study simultaneously;
- A course unit;
- Multiple course units, which are part of one or more programmes of study;
- A bridging programme;
- A preparatory programme;

§2. The student who is enrolled will subsequently need to register his annual course list.

§3. The prospective student who wishes to enrol through means of a credit or exam contract with a view to obtaining credits should submit a reasoned request to the dean, who will decide whether the prospective student possesses the relevant competences. The dean can furthermore deviate from the general or specific entry requirements that apply to these course units.

After approval by the dean, the student should direct himself to the SAC.

Subsection 2: Study contracts

Article 47 (Types of study contract)

The prospective student becomes party to an agreement with the University. Upon enrolment the student may choose one of the following contracts:

- Diploma contract, with a view to obtaining a degree;
- Diploma contract, if the student registers for a bridging programme or preparatory programme;
- Credit contract, with a view to obtaining credits for one or more course units;
- Exam contract, with a view to obtaining a degree;
- Exam contract, with a view to obtaining credits for one or more course units.

Due to technical reasons it is not possible to conclude several contracts for one programme of study. The combination of a diploma contract and an exam contract for one programme of study is therefore not allowed.

Article 48 (Approval)

When signing the enrolment agreement, the student grants permission by agreeing, in his registration application, to his enrolment and the associated general conditions, or by signing the study contract.

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

Article 49 (Exam contract: characteristics and restrictions)

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

§2. Whether enrolment under an exam contract is permitted will be stated in the course unit information sheet. It is possible that enrolment under an exam contract for a course unit will be allowed provided that the student undertakes substitute activities. In that case the course unit information sheet will state which substitute activities are required.

Subsection 3: Amendments to study contract

Article 50 (Amendments to the type of study contract chosen)

§1. Amendments to the chosen study contract are possible only after the semester has ended.

§2. This rule does not apply when the amendment is the result of a material error.

Article 51 (Change of chosen programme of study)

§1. By choosing to change their programme of study students will unregister for the entire programme of study for which they had enrolled and will immediately enrol in a different programme of study. During the first semester students can terminate their studies in the chosen programme of study and subsequently enrol in a different programme of study.

§2. A change in a programme of study can only take place under a diploma contract.

§3. The change will affect the study credit of the student as provided for in the legislation.

§4. In the event of a change, additional tuition fees will be forthcoming if they are owed. The rules for this claim will be stipulated in the following articles. No tuition fees will be refunded.

Article 52 (Procedures)

Procedures relating to amendments to the study contract will be announced to the students prior to the start of the enrolment period, on the VUB website.

Subsection 4: Model path versus individual learning path

Article 53 (Model path)

§1. A model path is determined for all courses that can be taken with a diploma contract. The model path is divided up into course years.

§2. The student follows a standard model path if he follows the model path approved by the Education Board and takes up more than 54 and less than 66 SCs each year.

Article 54 (Individual learning path)

The student follows an individual learning path if he:

- does not take up a package of course units between 54 and 66 SCs each year, or
- deviates from the course unit sequence as determined in the model path, or
- deviates from the total study volume of the course.

Subsection 5: Framework of the enrolment

Article 55 (Framework of the enrolment)

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

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

Section 2: Enrolment arrangements

Subsection 1: General provisions

Article 56 (Enrolment period)

§1. The period for enrolling in a programme of study starts on the first working day after 22 June and ends on the last working day before the start of the academic year.

§2. After the start of the academic year, it is still possible to enrol in a programme of study with a diploma contract or an exam contract with the aim of obtaining a diploma, subject to the following restrictions concerning the course units for which the student will enrol:

- For first semester course units and year-spanning course units, enrolment is only possible until the last working day before the start of the first exam session, and after 15 October permission from the dean is required. The dean can refuse the requested admission if teaching in the course unit is already too far advanced.
- For second semester course units, enrolment is only possible until the last working day before 1 March.

§3. These deadlines also apply to an enrolment on a credit contract or exam contract with a view to obtaining credits. For first semester course units the request must be submitted to the dean at the latest on the last working day before 15 October. For second semester course units the final date is the last working day before 15 February.

§4. For post-graduate students, a different enrolment period is possible if the organisation of the post-graduate course differs from the academic calendar approved by the Board of Governors.

Article 57 (Enrolment documents)

§1. For a first enrolment at the University the prospective student must appear in person. He will be required to present the following documents:

1. identity card or passport;
2. for Belgian students, a piece of evidence on which the identification number of the National Register of natural persons (National Number) is stated (ID card or SIS card if the ID card does not state the National Number or is not presented);
3. for students who need a visa: a passport with a temporary residence permit for study – Authorisation for Provisional Sojourn (visa type D); for doctorandi who need a visa and are enrolling on a joint-PhD a C type visa will suffice;
4. the diploma that allows for admission to the study programme; a copy of the diploma will not be accepted; those who obtained a diploma of secondary education from the Flemish Community after 31 December 2004 will not be required to produce it;
5. for prospective Medical students:
 - the certificate of successful completion of the entrance exam, or,
 - the certificate of partial equivalence of qualification as a Doctor of Medicine issued by the Flemish Inter-University Council (VLIR)
6. for refugees and asylum seekers for whom an appeal or residence rights procedure is ongoing, the certificate issued by the Commissioner General for Refugees and Stateless Persons, unless they are in possession of a diploma of secondary education obtained in Belgium;
7. for VLIR and BTC scholarship students, the certificate of scholarship status;
8. for students who cannot enrol directly without prior approval the letter of admission signed by the Vice-Rector for Student Affairs;
9. any certificate required to prove that the entry requirements are met;
10. for overseas students, proof of medical insurance. Prospective students who have no such medical insurance, can apply for one via the International Relations and Mobility Office (IRMO) of the University.

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

Article 58 (Proof of enrolment)

§1. The student card and the certificates of enrolment are issued immediately if payment is made at the time of enrolment. If payment is made by bank transfer they are sent by post.

§2. The enrolment details are sent directly in electronic format, through the Higher Education Database, to the Department of Student Funding of the Flemish Community and the National Office for Child Allowances (Rijksdienst voor Kinderbijslag). This means that the documents are not sent directly to the student.

§3. Additional certificates of enrolment can be obtained from the SAC.

Subsection 2: Specific regulations for the enrolment on the grounds of a foreign diploma

Article 59 (Admission on the grounds of a foreign diploma)

§1. Enrolment on the grounds of a foreign diploma which does not entitle the holder to automatic entry is only possible if approval is granted by the Vice-Rector for Student Affairs.

§2. This rule also applies to the diploma that is awarded by the French or German speaking community and which does not grant direct access according to the stipulations of these regulations.

§3. The application for admission should be submitted to the Enrolment office. Non-EEA students need to do so before March 1st, EEA students before June 1st. Non-EEA applicants who are authorised to stay in Belgium, and therefore do not need to apply for a visa, will be considered equal to EEA applicants for the purposes of this section.

§4. The Vice-Rector for Student Affairs will only allow the prospective student admission if he has obtained a diploma of a corresponding level to the diploma that is required by the University as a condition of entry to the programme of study. In examining the equivalence of foreign degrees, the provisions and principles of the Treaty of the Council of Europe and UNESCO on the recognition of diplomas of higher education in the European Region are applied, insofar as the country of origin has also ratified the Treaty. Prospective students can already submit their application in the year during which they expect to be awarded their diploma. If the file is considered favourably and there are no conditions other than the obtaining of the diploma that need to be met, the student can be given a conditional letter of admission.

§5. A Chinese prospective student with a Chinese diploma must also produce an APS certificate (Akademische Prüfstelle). A Chinese student who has been awarded a diploma

outside China must produce evidence of authenticity of his diploma issued by the embassy of the country where the diploma was awarded.

§6. After consideration of the file by the Enrolment Office and the Faculty, the prospective student will receive a letter of admission or rejection signed by the Vice-Rector for Student Affairs.

§7. An application fee of EUR 50 per application is payable by prospective students as a file handling charge for applications for the 2013-2014 academic year. If a prospective student then enrolls with the VUB following receipt of an acceptance letter, the application fee for the successful application is deducted from the tuition fees.

Article 60 (Admissions file)

The prospective student submits, with a view to obtaining the desired letter of admission, a completed application form and a file, which must at least include the following documents:

- For admission to a Bachelor programme:
 - diploma (and transcript of records in the case of a request for admission to an abridged Bachelor programme);
 - copy of identity card or passport;
 - passport photo;
 - letter of motivation;
 - any document required to attest that the entry requirements are met.
- For admission to a Master programme:
 - copy of identity card or passport;
 - passport photo;
 - letter of motivation;
 - letters of recommendation;
 - any document required to attest that the entry requirements are met.

Subsection 3: Adjustment of study credit

Article 61 (Adjustment of study credit)

§1. If the administrative legal act which leads to the settlement, increase or reduction of the study credit is affected by a material error the student should request in writing the material error to be corrected within 10 calendar days of being made aware of the administrative procedure. To this end, the student will address himself to the dean, who will take a decision within 15 calendar days of receiving the request. The student will then be informed of the decision.

§2. If the administrative legal act which leads to the settlement, increase or reduction of the learning account is based on an inaccuracy the student should request in writing the inaccuracy to be corrected within 10 calendar days of being made aware of the administrative procedure. To this end, the student will address himself to the dean, who

will take a decision within 15 calendar days of receiving the request. The decision will be reasoned and will be sent by registered mail.

Section 3: Deregistration without new enrolment

Article 62 (Deregistration)

§1. The student who does not wish to pursue his programme of study at the University will deregister himself at the Studentenadministratiecentrum.

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

§3. Deregistration before 1 December or 15 March respectively affects the student's study credit (refund) in accordance with legislation.

§4. Deregistration is not possible between the beginning of the winter holiday and 15 February. Deregistration is also not possible from May 1 until the end of the academic year.

Section 4: Tuition fees

Article 63 (Calculation of tuition fees)

§1. Tuition fees for enrolment under a diploma contract, a credit or an exam contract consist of:

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

§2. The fixed amount is only due once per academic year. For the calculation of the tuition fees the enrolments of a student for one or several programmes of study and for one or several course units under a diploma contract and credit contract will be treated as a single registration. All credits will therefore be added.

§3. Tuition fees of non-EER-students with more than one enrolment for a course will be calculated separately for each enrolment and then added together.

§4. Scholarship students taking an additional enrolment, pay a flat rate that at the most equals 55 Euro for this additional enrolment.

§5. As a deviation from the general rule enrolments in the following programmes of study will be treated as individual enrolments (and not as additional enrolments):

- enrolment for an advanced Master;
- enrolment for a doctorate;
- enrolment for a postgraduate;

- enrolment under the form of an exam contract with a view to obtaining credits;
- enrolment under the form of an exam contract with a view to obtaining a degree.

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

§6. Students pay the (indexed) tuition fee as applicable during the first year of his enrolment in the study programme, until this study programme is completed.

These stipulations do not apply to students resuming their studies after an interruption.

§7. Scholarship students from DGOS, BTC and from VLIR development cooperation programmes pay the same rate as EEA scholarship students.

§8. Further rules for calculating the tuition fees will be included in a spreadsheet and the accompanying note, which is yearly fixed by the Board of Directors of the University. These rules form an integral part of these Enrolment Regulations.

Article 64 (Time frame for payment)

§1. Tuition fees become payable upon signing the study contract.

§2. When the study contract is signed the due amount is claimed as mentioned below. For any additional amount owed, the student will receive a claim notice. He will pay at once.

§3. Non-payment is sanctioned with a suspension of enrolment as stipulated in article 105§3 of these regulations.

Article 65 (Methods of payment)

§1 The tuition fees are paid directly after enrolment by means of

- an electronic payment card of credit card (Bancontact, Maestro, Mastercard of VISA);
- educational training vouchers (opleidingscheques);
- bank transfer including the mention of the structured communication provided at registration;

Payment in cash will not be accepted.

§2. Paid tuition fees can be reimbursed in exchange for educational training vouchers (opleidingscheques).

§3. When a scholarship issuing body deposits the tuition fees of non EEA scholarship holders (who are not entitled to a reduced tuition fee) in an account reserved for this scholarship project, the holder of this account can issue a voucher. Upon enrolment the students use this voucher as a means of payment for their tuition fee.

Article 66 (Amount to be paid for all programmes)

§1. A student who enrolls, pays a fixed amount of tuition fees upon enrolment, as well as an amount of tuition fees proportionate to the number of SCs taken up.

§2. A student who, upon first enrolment at the University, proves that he received the previous school or academic year a grant from the Flemish Community and states that he has applied for a grant or that he intends to do so, pays the fee for students in receipt of a grant.

If his request or renewal is not approved, or if no decision relating to his grant application has been taken before 1 May, he must pay the remaining difference in tuition fees. If his grant is nonetheless awarded at a later stage, the surplus fee amounts will be reimbursed by the University.

Article 67 (Payment of tuition fees after changing the chosen programme of study)

§1. Changing the chosen programme of study is possible as stipulated in article 51 and leads to the obligation to pay the tuition fees as follows.

§2. If the enrolment is changed at the latest on the last working day before 1 December the student is not required to pay any additional tuition fees, as long as the total number of credits for which he enrolled does not exceed the amount of credits he initially enrolled for.

§3. The same rule applies to the second semester if the enrolment is changed at the latest on the last working day before 1 March.

§4. If the change is not requested on time the student will need to pay the full amount that is required for the new enrolment, without balancing this with the tuition fee that was due for the previous enrolment.

Article 68 (Payment of tuition fees after changing chosen course units)

§1. Changing chosen course units is possible, as provided for in article 73, and this will incur tuition fees to be paid as follows.

§ 2. If the student enrolls for first semester course units or for the year-spanning course units by the last working day before 1 December no additional tuition fees are owed provided the total number of study credits for which the student is enrolled does not exceed the number for which he was originally enrolled.

§3. If the student enrolls for second semester course units by the last working day before 1 March no additional tuition fees are owed provided the total number of study credits for which the student is enrolled does not exceed the number for which he was originally enrolled.

§4. If, after amendment, the total number of study credits for which the student is enrolled rises above the number for which he was originally enrolled, then the tuition fees will be recalculated.

§5. The student may have to pay additional tuition fees. He is not entitled to refunding.

§6. For amendments after 1 December (for amendments for first semester course units) or after 1 March (for amendments for second semester course units) the student will pay tuition fees for the study credits for all the additional course units for which he enrolls.

Article 69 (Reimbursement of tuition fees after deregistration)

§1. Deregistration does not release the student from his financial obligations towards the University.

§2. If deregistration occurs at the latest on the last working day before the start of the lectures, the student will be reimbursed the tuition fees he has paid, minus 80 Euros to cover administrative costs. Scholarship students who are not enrolled for a complete course programme and have paid only 55 euros, shall pay an administrative charge of 55 euros.

§3. If deregistration occurs between the beginning of the lectures up till and including the last working day of the month of November, the student will be reimbursed part of the tuition fees paid. The University is owed half the amount owed for registration and 80 Euros to cover administrative costs.

§4. If deregistration occurs after and starting 1 December the entire amount of the tuition fees is owed to the University.

Section 5: Nullification of enrolment

Article 70 (Incorrect enrolment)

Incorrect enrolments will be rectified. This rectification will lead to annulment in the DHO data base higher education (Databank Hoger Onderwijs).

Article 71 (Incorrect or false information)

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

Chapter V - Determination of the individual year programme of the student

Section 1: Registration of the course unit contents

Article 72 (Determination of the year programme)

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

§2. Diploma contract students can enrol online using Cali through Students Self Service.

Diploma contract students not using Cali to enrol for an individualised learning path or for elective course units within the standard learning path must obtain the relevant form from the faculty secretariat. In all other cases, students are expected to follow the standard learning path.

Enrolment for an exam contract or credit contract is registered by the learning path supervisor.

§3. For compiling his individual year programme the student can call in the assistance of the learning path counsellor.

§4. The student shall determine his individual year programme for first-semester course units and all-year course units before 15 October. Second-semester course units must be determined before 1 March. Should the student fail to determine an individual year programme within the allotted time frame, the relevant faculty will take the initiative to determine a year programme.

Article 73 (Changing the year programme)

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

§2. The student can submit an application, without restriction, until 15 October.

§3. From 15 October until the last working day before the start of the first examination period, the student requires a favourable advice from the dean for changes to first-semester course units and all-year course units. The dean may decline this request if the instruction in the relevant course unit has already advanced too far.

§4. For changes to second-semester course units, the student can submit an application for until 1 March.

§5. Changes before 1 December, respectively before 15 March, will affect the student's study credits in accordance with the provisions in the decrees.

§6. In case of a change to the choice of course units, additional tuition fees will be claimed, if they are due. The regulations for this payment are set out below. Tuition fees will not be refunded.

Article 74 (Procedure for deviation from sequentiality)

If the student wishes to deviate from the sequentiality in the course programme, he must receive the dean's permission.

Section 2: Exemptions on the basis of EVK/EVC

Article 75 (General provisions)

§1. If the student thinks he qualifies for an exemption on the basis of an EVK or an EVC, he must file an application in accordance with the known procedures.

§2. A person who has not yet enrolled can also apply for an exemption.

Article 76 (No transfer of exam results)

If an exemption is granted, the exam results obtained will not be transferred.

Article 77 (Grounds on which an exemption can be applied for)

An exemption can be granted on the basis of the following grounds:

- a credit certificate or diploma issued by this or another institute of higher education;
- a certificate of aptitude issued by a validating body;
- an EVK, other than a credit certificate or diploma, which meets the definition of the "flexibiliseringsdecreet".

Article 78 (Evaluation criteria)

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

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

Article 79 (Extent of the exemption)

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

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

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

Article 80 (Period of validity and updating programme)

§1. A credit certificate, a certificate of aptitude, or other EVKs are valid for an indefinite period.

§2. The faculty can impose an updating programme if the certificate on the basis of which the exemption is requested, is older than five calendar years. This period of five calendar years is calculated from the first day of October that follows the month during which the credit certificate was obtained.

Article 81 (Procedure)

§1. The decision for an exemption is taken by the dean, possibly upon advice of the lecturer and/or Education Board. The detailed procedure for requesting and granting of exemptions shall be posted on the VUB website.

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

§3. When a decision is taken concerning the granting of exemptions on the basis of a foreign diploma or a period of study abroad, the provisions and principles from the Convention of the European Council and UNESCO on the recognition of Higher Education degrees in the European Region shall apply, in so far as the country of origin has also ratified the Convention.

Article 82 (Retention of decision on exemption)

Decisions concerning the granting or denying of an exemption shall be retained. The written documents from the file shall be retained at the faculty for at least 1 academic year.

Section 3: Study progress monitoring and refusal on the basis of insufficient learning credit

Article 83 (Imposition of a study progress monitoring measure)

§1. A binding condition is imposed upon students who are enrolled under a diploma contract and have failed to obtain credits for at least half of the SCs taken up. These students must obtain credits for at least half of the SCs taken up when they re-enrol for the same course under a diploma contract. Should a student fail to comply with this binding condition, enrolment for the same course with a diploma contract will be refused.

§2. A binding condition is imposed upon students who are enrolled under a diploma contract and have failed to obtain a credit certificate for a particular course unit for which they were already enrolled twice. These students must obtain credits for at least half of the SCs taken up when they re-enrol for the same course with a diploma contract, including the relevant course unit. Should a student fail to comply with this binding condition, enrolment for the same course with a diploma contract will be refused.

§3. Re-enrolment for the same course with a diploma contract will be refused if a student enrolled under a diploma contract has failed to obtain any credit for the SCs taken up.

§4. Enrolment will be refused, regardless of previously imposed conditions – whether or not complied with – if the student has failed to obtain credits for less than one third of the SCs taken up, after a period of three years of enrolment under a diploma contract.

§5. Students enrolled under a credit or exam contract for the purpose of obtaining credits will be refused as soon as they have enrolled twice for a particular course unit without having obtained a credit certificate for that course unit.

§6. A decision to refuse enrolment for a course organised on an interuniversity level that is subject to the “Examination regulations for interuniversity master courses for which enrolment is possible at more than one university”, taken by a partner institute, is recognised by this institute.

§7. The decision to impose a binding condition or to refuse enrolment will be communicated personally at the VUB email address of the student involved.

§8. Study progress decisions are taken subject to article 84.

Article 84 (Refusal on the basis of insufficient learning credit)

A student or candidate-student whose learning credit is equal to or less than zero, will not be allowed to enrol or re-enrol for a course or course unit with a credit contract.

Article 85 (Deviation from refusal on the basis of insufficient learning credit)

§1. By derogation from article 84, students who have attained an academic bachelor degree, and who do not have sufficient learning credit to start the master course will nevertheless be admitted to the master course.

§2. Without prejudice to article 83, the Vice-Rector for Student Policy can, in derogation of article 84, decide to allow a student whose learning credit is less than or equal to zero, to (re-)enrol for a particular course at the reasoned request of the student.

Section 4: Taking course units at another institute

Article 86 (Taking an elective course unit at another Flemish university)

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

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

Article 87 (Taking course units at another institute for higher education)

For the purpose of internationalisation/student mobility, faculties can make arrangements concerning the exchange and lending/borrowing of course units.

Article 88 (Individual request of the student)

If a student requests to take (a) course unit(s) at another institute that is not covered by articles 86 and 87 of these regulations, he can submit a reasoned request to the faculty. The faculty shall incorporate a procedure for this purpose in its faculty regulations.

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

Section 5: Equal opportunities

Article 89 (Inclusive education)

§1. All teaching activities must be open to everyone. Every student must be given equal opportunities. This may call for invoking reasonable flexibility (in compliance with the criteria of feasibility, acceptability and justifiability), whereby derogations are granted to individual students, in specific circumstances. A reasonably flexible deviation renders education more feasible for the student, remains acceptable to the lecturer and can be justified to fellow students and the education institute. The student asks for advice from the Office for Study advice – Diversity, or the Office for high level sports and study, which in turn sends a duly motivated request to the lecturer, under the responsibility of the dean.

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

Chapter VI - Teaching evaluation

Article 90

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

Article 91

The teaching evaluation is a standard survey for each course unit and each lecturer within that course unit, concerning satisfaction with the following aspects: the content of lectures and the teaching abilities of the lecturer, the quality of the course material, the organisation and the content of "WPO" (working lectures, practical work & exercises), the examination method and the experience of the time spent in study. In addition to this course unit-specific survey, questionnaires shall be supplied in the second semester to gauge general satisfaction levels with regard to the course as a whole and course facilities.

Article 92

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

§2. The periods in which education evaluation is organised are mentioned each year in the academic calendar.

Article 93

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

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

Article 94

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

Article 95

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

§2. Students' individual evaluation results as per course unit are reported to the lecturers involved (who may consult these results using their personal password), to the dean of the faculty concerned and to the Vice Rector for Education. The results of courses linked to the Institute for European Studies are submitted to the Academic Director. The overall results are accessible to all members of the VUB community including students.

§3. Individual results are reported as soon as minimum three students have actively taken part in the evaluation of a course unit.

Article 96

§1. The overall results include bar charts representing the average level of satisfaction for each course which is being assessed, taking into account all the evaluation aspects mentioned in article 27 as well as participation figures, perceived study time load and the results from the additional questionnaires dealing with the course as a whole and course facilities (if applicable).

§2. The individual results per course unit or a part thereof include at least an average value and a signalling value, both expressed in categories (Very Poor – Poor – Average – Good – Very Good), and can be joined by accompanying written comments from students. The signalling value is within the lowest 34th percentile on the (very poor to very good) scale. If the signalling value is poor or very poor, it is seen as a problem signal, which needs further monitoring.

Article 97

§1. Follow-up action in the case of negative overall signalling values becomes mandatory as soon as at least three students have actively taken part in the evaluation of a course unit.

§2. Each negative overall signalling value (i.e. a problem signal) is subject to the following formal monitoring procedure:

- first problem signal for a particular course unit: the lecturer takes the initiative by drawing up a reflective report;
- second problem signal for the same course unit: the initiative to monitor is taken by the dean;
- third problem signal for the same course unit: the initiative to monitor is taken by the Vice Rector for Education.

TITLE III – Examination regulations

Chapter I - Organisation of exams

Article 98 (Tests)

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

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

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

Article 99 (Number of exam opportunities)

§1. Students are entitled to two exam opportunities for each course unit for which they are enrolled, in so far as they have not obtained any credit certificate after the first exam opportunity. In view of the nature of a course unit the number of exam opportunities (also at the exam unit level, if need be) may be limited to one. This shall be indicated in the course unit content description.

§2. Under no circumstances may students present themselves more than twice for the same exams or exam units in the course of one academic year.

Article 100 (Partial or permanent assessment)

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

Students shall be informed about the following aspects:

- A description of the various learning activities;
- The proportion in which the various learning activities are reflected in the final exam score;
- Forms of assessment and when assessment takes place, i.e. assessment outside exam periods;
- The possibility that individual assessment results may be announced to students;
- The possibility that individual assessment results may also be included in the resit exam score.

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

Article 101 (Resitting exams)

Exams taken in the first block of exams of the examination period may not be resat until the resit examination period.

Article 102 (Scheduling of exams)

§1. Exams may not be scheduled on Sundays or on public or academic holidays.

§2. No exams or tests may be held outside the periods specified in article 5§1.

§3. For students participating in international exchange programmes as well as for students enrolled in study programmes of an interuniversity character any decision to make an exception is taken by the competent faculty authorities and recorded in the supplementary faculty examination regulations.

§4. In such exceptional circumstances as described in § 3 teaching shall not be suspended.

Article 103 (Exam schedule)

§1. The exam schedule for both the first and second blocks of exams of the examination period must be posted a minimum of four weeks before the exams on the official notice boards and/or communicated by email at students' VUB email addresses. For the resit examination period this term is reduced to a minimum of two weeks.

§2. For determining the exam schedule, the specified model path is taken as basis. Students who have 2 exams at the same time, in the event of an individual learning path, combined enrolment or elective course units, can notify the Chairman of the examination board thereof in writing within 5 calendar days from announcement of the exam schedule, in the way described in the additional faculty regulations. The student will then take the exam that comes first in the standard model path or the exam for the mandatory course unit (versus the elective course unit). For the exam for the other course unit, the student must inform the lecturer in order to verify whether a new exam time can be arranged within the relevant exam period. In determining the exam schedule based on the model path, allowance is made for the spreading of the students' efforts. It is recommended that faculties spread exams in such a way that exams are not held on consecutive days, unless they are several assessments which are associated with one and the same course unit.

§3. The timetable and order in which students must present themselves for an exam are drawn up by the faculty Administrative Secretary or by an administrative staff member appointed by the dean. At his request or following a complaint, the faculty ombudsperson shall be consulted in the drafting of the definitive exam schedule.

§4. Any change to the exam schedule caused by the institution after it was made public shall be communicated personally and without delay to the students affected at their VUB email addresses. Changes may not lead to exams taking place earlier than previously announced.

§5. The implementation of this article falls within the responsibility of the Faculty dean.

Chapter II - Equal opportunities

Article 104 (Inclusion)

§1. All exam-related activities must be inclusive. Every student must receive equal opportunities. In order to achieve this it may be necessary to exercise reasonable flexibility (in terms of feasibility, acceptability and justifiability) so as to agree deviations from standard policy for individual students and specific situations.

Students should turn to the Diversity Advisory Committee or the Top-Class Sport and the Academy Department, which shall address any requests to the lecturer concerned, stating the student's grounds for the request (this procedure comes under the authority of the dean).

§2. Every attempt is made to achieve a workable arrangement through dialogue. Should the dialogue be hampered by problems the faculty ombudsperson may be asked to intervene.

Chapter III - Taking exams

Article 105 (Taking exams)

§1. Students shall only be permitted to take exams if they are properly enrolled for the academic year concerned and if their names appear on the examination list of the relevant course unit. The examination list includes all students who are registered for the relevant course unit.

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

§3. If a student has failed to settle the tuition and/or examination fees or has not produced all the necessary certificates enrolment will be suspended. As long as the suspension is not revoked, participation in exams (including exams already sat) shall be considered legally invalid. Any examination marks already awarded shall be considered null and void and no credit certificates shall be supplied.

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

Article 106 (Taking exams - faculty criteria)

§1. Without prejudice to the provisions of article 105 the faculties shall determine the conditions under which students are granted admission or refusal to participate in exams. These rules must be announced to students from the beginning of the academic year and shall be included in the supplementary faculty regulations.

§2. Students who are refused admission shall be informed in writing of the dean's decision stating the reasons for the refusal, at the latest two weeks before the start of the exam period or alternatively, two weeks before the end of the normal lecture period. A copy of the decision shall be sent to the faculty ombudsperson. Students may appeal against the decision with the examination board as described in article 150 provided they do so within five calendar days upon receipt of the decision.

Chapter IV - Exam proceedings

Article 107 (Force majeure)

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

Original documentation to substantiate force majeure shall be submitted to the faculty secretariat within three calendar days of the exam date and, where applicable, at the latest on the day of the exam in the new exam regulations.

§2. The examiner shall decide whether a re-scheduled exam is organisationally possible and in the event of a positive decision shall set a new exam schedule. If possible, the exam will be organised within the same exam session/period.

§3. In cases of force majeure during the first block of exams of the examination period where it is not possible to reschedule an exam during the same exam period, the dean may decide in extraordinary circumstances and on the basis of the evidence submitted, to extend the period of the first block of exams or to grant permission to sit exams in the course units concerned during the second block of exams of the examination period.

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

§4. Examiners shall observe strictly the timetable and location set for an examination. In cases of examiner absence and where examiners fail to send notice of their absence the exam schedule is cancelled upon completion of a one-hour waiting period. Students shall report these circumstances without delay to the dean who, without prejudice to the provisions of article 103§4 and following consultation with the students concerned, shall draw up a new exam schedule.

Article 108 (Medical certificates)

In the event that the substantiation document as outlined in article 107 is a medical certificate it must be noted that the following medical certificates shall not be accepted:

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

Article 109 (Examiner replacement)

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

§2. In the event of circumstances beyond his control or legitimate cause for his absence, an examiner may address a request to the dean, stating full reasons, to be wholly or partially relieved of his assignment as an examiner. In the event of force majeure and if thoroughly justified, the decision to appoint a replacement examiner may be coupled to an adjustment of the examination method. The examination method adjustment must be approved by the Vice-Rector for Education.

In consultation with the Chairman of the examination board the dean shall submit a proposal to the Rector nominating a replacement examiner, a senior academic staff member (“ZAP”) or a doctoral assistant.

§3. In the event of a blood relationship or affinity to the fourth degree between a student and an examiner, the dean shall, in consultation with the Chairman of the examination board, appoint an alternative examiner. The dean must receive such a request for an alternative examiner to be appointed from the examiner concerned before the start of the exam periods.

§4. Every student may request the presence of an observer. Such a request shall be submitted in writing, stating full reasons, to the Chairman of the examination board, two weeks before the date of the exam at the latest (expiry date). The role of observer may not be filled by a student who is due to be examined by the examiner involved in the same academic year, nor by a relative up to the fourth degree of kin or any person with whom the student in question has a personal relationship.

Article 110 (Public character of exams)

§1. All tests and examinations are open and accessible to the public. They are held by the lecturers responsible for the course units examined in the lecture rooms of the university. In exceptional circumstances and upon approval by the dean a different exam location may be agreed.

§2. The public nature of written tests/exams is guaranteed by granting interested parties inspection of exam papers. In accordance with articles 142-144 of the present regulations, these exam papers are accessible to the public for a period of five days following the announcement of results and may be inspected in the examiner’s office or at another location of which adequate notice has been given. The examiner shall retain the written copies for 1 year.

Article 111 (Exam format)

§1. Exams are either oral or written.

§2. Students shall be given educationally adequate feedback upon their request. Students are entitled to feedback on their test and written exam results from the end of the exam period to five days after the formal announcement of results at the most (expiry date).

§3. Optional oral continuation shall only be possible for course sections that are part of the first year full-time set programme of a bachelor course.

Article 112 (Deviation from the standard exam format)

§1. Three weeks before the start of the exam period at the latest (expiry date), a student may request of the Chairman of the examination board that he deviate from the proposed format of an examination prescribed for one or more course units, provided there are weighty reasons for doing so.

In exceptional circumstances it may be decided to deviate from the period and/or type of grounds prescribed.

§2. The Chairman of the examination board shall inform the dean and the lecturer(s) responsible for the course units concerned of the deviation granted.

Article 113 (Failure to report or termination of participation)

If a student fails to report for an examination period or ceases participation he shall inform the Faculty Administrative Secretary in writing and without delay who shall subsequently inform the Chairman and members of the examination board.

Article 114 (Irregularities)

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

§2. An irregularity is defined as any behaviour by a student in an examination setting which renders partially or wholly impossible a proper assessment of their own knowledge, understanding and/or skills or those of other students (or attempts to do so). Plagiarism is also an irregularity in the context of this article. Plagiarism is understood to mean the use of other people's phrasing, adapted or otherwise, without careful acknowledgement of sources as well as any form of fraud that is a violation of scientific integrity. The VUB reserves the right to check for plagiarism using any means it deems appropriate for this purpose.

§3. If the suspicion is substantiated the dean shall decide, possibly after consultation with the Chairman of the examination board, on whether disciplinary action is to be imposed against the student. This decision shall be communicated to the student by registered letter. The student may continue to take exams pending the dean's decision.

§4. The student involved has a right to be heard prior to any decision being taken. The faculty ombudsperson shall be invited to be present. The student has inspection of the files and is allowed counsel during the interrogation.

§5. The following disciplinary sanctions may be taken by the dean:

- awarding zero marks for the exam or paper of the given course unit or part thereof;
- exclusion from examination period: awarding no marks for any exams in the given examination period;
- rejection: the student can no longer participate in exams during the current academic year. He may not re-enrol until the following academic year at the earliest and loses all marks already obtained in the examination period in dispute;
- exclusion from the institute: termination of the student's enrolment for the current academic year with immediate effect and being prohibited from enrolling for the following academic year.

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

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

§7. Within five calendar days (the expiry period which starts from the day following the day on which a student has received notification of the decision) students may lodge an appeal with the Chairman of the body of appeal concerned. The internal appeal procedure leads to one of the following outcomes:

- dismissal of the appeal, stating full reasons, by the Chairman of the body of appeal concerned based on its inadmissibility;
- a decision by the body of appeal reached in extraordinary session which either confirms or revises the original decision, stating full reasons.

The student has the right to be heard.

§8. In the event of an appeal the dean's decision as stipulated in § 5 of this article shall be deferred until the body of appeal has reached its decision regarding the established irregularity.

§9. The decision under §7 shall be communicated to the student involved within a period of fifteen calendar days from the day after the day on which the appeal was lodged. The decision shall be communicated to the Rector and the central Ombudsperson.

§10. Appeals against a decision under §7 may be lodged with the Arbitration Board regarding study progress decisions, as described in article 153.

Chapter V - Master's thesis

Article 115 (Subject, supervisor, assessors)

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

- the subject of their Master's thesis;
- the signature of their Master's thesis supervisor as approval of the subject;
- an outline of their objective and method as appropriate.

§2. A full list of Master's theses stating subjects and supervisors shall be submitted for approval before the start of the winter break. In the supplementary faculty teaching and examination regulations the qualified body will be designated. Not later than by 1 May the faculty shall appoint two assessors in addition to each supervisor.

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

Article 116 (Changes)

§1. Subject changes, a change of supervisor at the student's initiative or dereliction of duty on the part of the supervisor shall be reported to the dean in writing stating full reasons.

§2. In accordance with the provisions of article 115, with the exception of the deadlines specified as appropriate, a new subject shall be chosen and/or another supervisor appointed.

Article 117 (Supervisor)

A supervisor undertakes to supervise the student on a regular basis, while the student undertakes to keep his supervisor informed of the research progress made. In the event of non-observance a student or a supervisor may report this circumstance to the dean in writing. The dean shall subsequently come to a decision which may lead to a change of supervisor or annulment of a supervisor's duties toward a student and shall report this circumstance to the Faculty Council.

Article 118 (Submission date)

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

Article 119 (Submission format)

§1. The Master's thesis must be submitted both in writing and in electronic form. In the supplementary faculty regulations, it is determined if along with their Master's thesis students shall submit a publishable summary as well as an abstract to be included in the common listings of theses as published in Belgian journals.

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

Article 120 (Assessment)

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

§2. In the event that the regulations do not call for a public oral thesis defence, students are allowed access, if desired, to their supervisor's and assessors' full report and awarded marks. On the basis of the report students may decide to request an oral public defence of their thesis with the supervisor and assessors involved. The marks awarded shall be communicated to the student concerned.

§3. On the basis of a report stating full reasons a public oral thesis defence may be imposed on the student concerned.

§4. In the event that the regulations call for a public oral thesis defence, the supplementary faculty regulations shall stipulate whether the student is to receive a qualitative assessment prior to the defence.

§5. The supplementary faculty regulations can provide for a procedure to depart from the public nature of the oral defence. The decision to abolish the public nature of the defence must at all times be justified by extraordinary circumstances.

§6. The supplementary faculty regulations can provide for a procedure to replace a promoter or assessor when he cannot attend the oral defence due to circumstances beyond his control.

Article 121 (Reports)

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

Article 122 (Supervision by several institutions)

In the event of a Master's thesis supervised jointly by two or more institutions the procedures governing the joint supervision shall be specified in their co-operation agreement.

Chapter VI - Examination boards

Article 123 (Examination board types)

§1. For all Bachelor's and Master's courses, the specific teacher training course and postgraduate programmes an examination board shall be set up for the course in its entirety (examination board for the course in its entirety).

§2. For all Bachelor's courses an examination board shall be set up for students enrolled under a diploma contract or an exam contract with a view to obtaining a degree or course certificate for the first year of a full-time standard learning path in a Bachelor's programme (examination board for the first year of a full-time standard learning path in a Bachelor's programme).

§3. Additionally, a Progress Committee shall be set up for all Bachelor's and Master's courses.

§4. For all transition and preparation programmes an examination board shall be set up.

Article 124 (Composition)

§1. Prior to the start of the academic year, the Faculty Council shall determine the composition of the various examination boards and progress committees ad nominatim. It also determines the appointment of deputies.

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

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

Article 125 (Chairman and secretary)

§1. Prior to the start of the academic year, the Faculty Council shall appoint a chairman and a secretary for each examination board/progress committee as well as deputies for both positions. The dean shall announce their names to the faculty ombudsperson.

§2. The name of the chairman of the examination board/progress committee is posted on the official notice boards throughout the academic year.

Article 126 (Participation with advisory vote)

The following persons may participate in the meetings of an examination board with an advisory vote:

- the dean, who may attend and chair all examination board meetings in his faculty;
- a Master's thesis supervisor;
- the faculty ombudsperson;
- the faculty administrative secretary or administrative staff member(s) appointed by the dean in charge of making preparations for examiners' meetings, as well as learning path supervisors.

Chapter VII - Proceedings at examiners' meetings and study progress based on exams

Section 1: Proceedings at examiners' meetings

Article 127 (Examiners' meetings)

Each examination board meets at least twice during the academic year. The first meeting discusses the exam results from the first and the second blocks of exams. The second meeting discusses the resit results. Only for students in their final year an examiners' meeting may be held at the end of the first block of exams in the examination period, in accordance with the procedures laid down in the supplementary faculty teaching and examination regulations.

Article 128 (Proceedings at examiners' meetings)

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

Article 129 (Attendance)

Their presence at the examiners' meeting and the signing of the examination sheet is obligatory for all voting members of the examination board. Legitimate absence shall be reported in advance to the Chairman of the examination board or the dean. In the event of exceptional circumstances an examiners' meeting may be held by electronic means.

Article 130 (Voting)

The examination board is a sovereign entity and operates as a collegial body. A decision regarding a given student is reached by majority vote. In the event of a tied vote the decision shall be to the advantage of the student. Each member has one vote only irrespective of the number of course units examined under his responsibility. Members of the examination board abstain from participating in an examiners' meeting when relatives up to the fourth degree of kin are under discussion. Every examination board member entitled to vote may request for a secret vote to be held.

Article 131 (Confidentiality)

The members of the examination board and all those present at an examiners' meeting by virtue of their office are bound to guarantee the confidentiality of the discussions.

Section 2: Study progress based on exams

Article 132 (Exam result)

Teaching and examination regulations, as approved by the Board of Directors' meeting of 3 July 2012.

§1. For each course unit one exam result is awarded. An exam result has the form of a whole number between 0 and 20. An exam result is calculated in accordance with the method set out in the course unit content description.

§2 An exam result calculated according to §1 shall be rounded down for decimals < (less than) 0.5 and rounded up decimals \geq (more than or equal to) 0.5.

Article 133 (Passing a course unit)

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

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

§3. A refresher programme may only be imposed if a minimum of five calendar years has expired since acquiring a particular credit certificate. The five-year period is calculated from the first day of the month of October following the month in which the credit certificate was acquired.

Article 134 (Course unit percentage)

§1. In order to determine the percentage for the course in its entirety all exam results obtained for a given course unit under a diploma contract or exam contract shall be taken into account.

§2. Weighting of course units shall be carried out with regard to the number of credits that may be obtained for a given course unit, unless the faculty involved has specified a different weighting system prior to the start of the academic year.

§3. A percentage calculated according to §1 and §2 shall be rounded down for decimals < (less than) 0.5 and rounded up decimals \geq (more than or equal to) 0.5.

Article 135 (Powers of examination board for course in its entirety, Ba, Ma, teacher trainer, postgraduate courses)

§1. The powers of an examination board for a course in its entirety are the following:

1. Declaring whether or not a student has passed a course in its entirety;
2. Determining any honours that may be awarded to a degree.
3. Imposing a study progress monitoring measure in accordance with article 83.

§2. A student shall be awarded a degree if he has been declared to have passed the entire course (programme of study). A student shall have passed officially if all exams which form

part of a course have been taken and all exams have resulted in credit certificates, without prejudice to article 139.

§3. Individual deviations from these rules may be considered in exceptional circumstances provided that full reasons are stated.

§4. The examination board does not hold the power to adjust exam results at examiners' meetings, unless there has been a material mistake, a gross irregularity or an apparent injustice.

§5. In the event that a student is not declared to have passed he shall repeat all course units where unsatisfactory marks were obtained.

Article 136 (Honours)

§1. The following honours shall be applied with regard to Bachelor's, Master's and teacher's degrees:

- a student has passed with merit if the average final result is less than 68%;
- a student has passed with distinction if the average final result is 68% or higher;
- a student has passed with great distinction if the average final result is 77% or higher;
- a student has passed with maximum distinction if the average final result is 85% or higher.

§2. Honours may only be awarded if a required minimum of credits has been obtained as part of the course and within the VUB. The minimum number of credits for a Bachelor's course in this respect is 60 and for a Master's course it is at least half of the total study load.

Article 137 (Committee powers in transition and preparation programmes)

§1. A student shall have passed a transition or preparation programme when all exams have resulted in credit certificates.

§2. Individual deviations from these rules may be considered in exceptional circumstances provided that full reasons are stated.

§3. The examination board does not hold the power to adjust exam results at examiners' meetings, unless there has been a material mistake, a gross irregularity or an apparent injustice.

§4. The examination board is authorised to impose a study progress monitoring measure in accordance with article 83.

Article 138 (Progress Committee powers)

§1. The powers of the Progress Committee are as follows:

1. formulating a non-binding study recommendation following its assessment of a student's study progress based on the student's exam results;
2. adjusting exam results in the event of a material mistake, gross irregularity or an apparent injustice;
3. taking study progress monitoring measures as under article 83;

§2. The Progress Committee which is competent with regard to Master's courses in medicine has the additional power to decide whether a student who has completed the first year of a full-time standard learning path shall be admitted to a clinical internship.

Article 139 (Powers of examination board for 1st year full-time standard learning path in Bachelor's programme)

§1. The powers of an examination board for the first year of a full-time standard learning path in a Bachelor's programme are as follows:

1. determining which course units must be repeated;
2. declaring whether or not a student has passed all the course units required;
3. Imposing a study progress monitoring measure in accordance with article 83.

§2. A student shall have passed officially if all exams which form part of a course have been taken and provided that:

1. all exams have resulted in credit certificates, or
2. an average result of 55% is obtained with a maximum of 3 points lower than 10/20 spread over a maximum of 2 course units and no marks under 8/20.

Students may only be declared to have passed or failed provided that exams have been taken in all those course units which constitute the first year of the full-time standard learning path in a Bachelor's programme.

§3. Individual deviations from these rules may be considered in exceptional circumstances provided that full reasons are stated.

§4. The examination board does not hold the power to adjust exam results at examiners' meetings, unless there has been a material mistake, a gross irregularity or an apparent injustice.

§5. In the event that a student is not declared to have passed he shall repeat all course units where unsatisfactory marks were obtained.

§6. Within the same academic year, a student can avail himself of a second exam opportunity if he is allowed to resit the exam. To this end, the student submits a written request to the faculty secretariat within a period of 5 calendar days from the day after the announcement of the results. If the student registers for the second exam opportunity, the original result irrevocably becomes null and void and the new result obtained will be final. The previous deliberation result will be adjusted.

Article 140 (Transferring several parts of the exam)

In the event that several forms of tuition are indicated in the formal part of the course unit content description which are to be assessed separately or in the event that the course unit content description states that the exam comprises several parts, the description sheet shall include information as to whether it is possible to retain the results of such separate assessments/parts in a subsequent exam period and under which conditions this may be the case.

Article 141 (Conversion of exam marks)

In the event that a student, in accordance with articles 86-88 of these regulations, attends course units at another institution the exams in these course units shall be taken at the time and location specified by the hosting institution. Exam marks received from the other institution may be subject to conversion.

Chapter VIII - Announcement of results

Article 142

The exam and test results for the first block of exams of the examination period shall be announced to students during the 22nd week of the academic year.

Article 143

Following the examiners' meeting, the Chairman of the examination board, the dean or a member of the examination board appointed by them, shall publicly announce the examination board decision for the course in its entirety. Announcement of exam results or decisions taken by another examination board or by the progress committee is governed by the procedures set down in the supplementary faculty regulations.

Article 144

Every student shall receive personally at his VUB email address his individual credits sheet stating exam scores for all course units as discussed by the examination board.

TITLE IV – Ombudspersons and appeal options

Chapter I - Ombudspersons

Article 145 (Appointment and task description)

§1. Prior to the start of the academic year and following consultation with the Education Board, the Vice-Rector for Education shall appoint a senior academic member of staff (“ZAP”) for each faculty and IDLO as ombudsperson in charge of complaints concerning examination matters. Each faculty has the option to use the same procedure to appoint a faculty replacement, who is only entitled to replace the faculty ombudsperson during deliberation sessions in which they act as a member with entitlement to vote in accordance with article 124. Simultaneously and by the same procedure a central ombudsperson shall be appointed as well as a deputy. The names of the faculty ombudspersons, the central ombudsperson and his deputy shall at least be posted on the VUB website throughout the academic year, along with their contact details and office hours.

§2. The powers of a faculty ombudsperson extend to receiving students’ complaints and comments concerning the following matters: exam schedule, exam proceedings, assessment of Master’s theses, outcome of examiners’ meetings, announcement of results, monitoring of study progress based on exams and obtaining credit certificates.

§3. The powers of the central ombudsperson extend to:

- taking action in the event of an appeal as under articles 151 and 152 of the present regulations;
- Receiving and dealing with students’ complaints and comments concerning: exam schedule, exam proceedings, assessment of Master’s theses, outcome of examiners’ meetings, announcement of results, monitoring of study progress based on exams and obtaining credit certificates, in the event that a faculty ombudsperson is a party involved thus compromising independence and impartiality, or in the event of absence of the faculty ombudsperson.

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

Article 146 (Reporting)

Annually, before 15 November of the subsequent academic year, both the central and faculty ombudspersons shall report to the Vice-Rector for Education with details of their activities.

Chapter II - Appeal options

Article 147 (Material mistakes)

In the event that a material mistake is established following a study progress control measure, this circumstance shall be reported formally to the dean, within ten calendar days.

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

In the event that the decision taken is disadvantageous to the student the mistake must be rectified by the body that took the original decision. If necessary, the latter will be convened by the dean as soon as possible.

Article 148 (Decisions that can be appealed)

Internal and external appeals can be made against the following study progress decisions pursuant to articles 151-152:

- a) examination decision, i.e. any decision, whether or not resulting from an examiners' meeting, entailing a final qualifying assessment for a course unit, several course units or a course/programme of study as a whole, in accordance with articles 135-139 of these regulations;
- b) disciplinary exam-related decision, i.e. a sanction imposed following an exam incident, as provided for in article 114 of these regulations;
- c) granting of an exemption, i.e. relieving a student of the obligation to take an exam in a particular course unit or part thereof, in accordance with article 81 of these regulations;
- d) decision imposing a bridging and/or preparatory programme and at the same time laying down the study load of such a programme, in accordance with article 81 of these regulations;
- e) imposing a study progress monitoring measure, in accordance with article 83 of these regulations;
- f) refusing to include in the diploma contract a particular course unit for which the student in an individual learning path has not previously enrolled, in accordance with articles 72-74 of these regulations;
- g) decision made by the board of an institution with regard to the equivalence of a foreign diploma, in accordance with article 59 of these regulations;
- h) decision whereby, for organisational reasons, no suitably adapted exam regulations are possible in the event of force majeure, in accordance with article 106 of these regulations.

Article 149 (Composition internal appeal committee)

Per faculty or per course, an appeal body is established which is authorised to take cognisance of all internal appeals lodged against the study progress decisions set forth in article 148 within the relevant faculty or course. The appeal body is, however, not authorised to take cognisance of appeals against a decision as set forth in article 148, h).

The appeal body includes at least 3 senior academic staff (ZAP) members. A chairman is appointed from among the members of the appeal body. It also includes the administrative secretary who acts as the committee's secretary and has an advisory vote. The following persons, with advisory vote, are also invited: the central ombudsperson, the learning path counsellor, and a representative of the Rector who has expert knowledge of teaching regulations.

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

Article 150 (Internal appeal procedure with the exception of the decision on the new examination regulations)

§1. In the event that a student or the person to whom the decision pertains is of the opinion that his rights have been infringed by a particular decision he may lodge an appeal with the Chairman of the body of appeal concerned. The appeal must be submitted within a period of five calendar days starting from the day following the official announcement of results, or in the absence of an official announcement of results, following the day of perusal of the results. The appeal shall be submitted to the faculty administrative secretariat.

§2. The appeal shall result in:

- a rejection of the appeal, stating full reasons, by the Chairman of the examination board on the basis of its inadmissibility;
- a decision by the body of appeal which either confirms or revises the original decision, stating full reasons.

The student or the person to whom the decision pertains has a right to be heard by the body of appeal.

§3. An appeal against the decision taken in accordance with §2 can be lodged with the Council for disputes pertaining to study progress decisions as described in article 152.

Article 151 (Internal appeal procedure new exam regulations)

§1. The student is entitled to lodge an internal appeal with the dean against a decision pertaining to a new exam regulation as a result of Force Majeure taken in accordance with article 107, which the student considers a breach of rights. The appeal must be submitted within 5 calendar days of the day following the date on which the student was informed of the decision. Both the central ombudsperson and the administrative secretary can be present.

§2. The internal appeal procedure will result in:

- a substantiated rejection of the appeal on the basis of its inadmissibility;
- a decision made by the dean, which confirms or reviews the original decision with substantiation. The student has the right to be heard.

§3. The student will be informed of the decision in accordance with §2 within 15 (fifteen) calendar days of the day following the date on which the appeal was lodged. The decision will be reported to the central ombudsperson.

§4. An appeal against the decision taken in accordance with §2 can be lodged with the Council for disputes pertaining to study progress decisions as described in article 152.

Article 152 (External appeal procedure)

§1. Within five calendar days of being informed of the decision under articles 114, 150 and 151, a student may lodge an appeal with the Council for disputes pertaining to study progress decisions (Address: Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Raad voor Betwistingen van Studievoortgangsbepalingen, Hendrik Consciencegebouw, Koning Albert II-laan 15, 1210 Brussels), established by the ministry of the Flemish Community. In the event that the fifth day is a Saturday, Sunday or national holiday the period shall be extended to the first working day on which postal services are resumed.

Appeals against decisions pertaining to the partial equivalence of foreign diplomas shall be submitted to the Council within a period of 30 days commencing on the day following perusal of the appeal body's final decision and at the latest on the thirty first day following the notification of the decision in question.

In the absence of a timely decision within the period defined in articles 114, 150 and 151, the appeal must be lodged with the Council within five calendar days of the expiry of this period, unless the internal appeal body notifies the student of a later date on which it will make a decision, before expiry of the period in which the appeal body must decide.

Persons not yet registered can lodge an appeal against a decision pertaining to the partial equivalence of diplomas or a request to obtain an exemption on the basis of EVKs or a certificate of aptitude to the Council only once, if they have submitted a request of a similar nature to several institutions with a 4 year period. A second appeal of this nature shall be inadmissible.

§2. Appeals shall be lodged in the form of a petition presenting at least a factual description of the objections invoked.

The request shall be dated and, on pain of being declared inadmissible, it shall be signed by the petitioner or his advisor.

§3. A formal request shall include:

- 1° the petitioner's name and address. In the event that the address given is that of the petitioner's advisor this fact shall be stated in the petition;
- 2° the name and seat of the governing body;

3° the subject of the appeal.

§4. The petition shall be sent by registered post to the Council for decisions regarding study progress. At the same time, a copy of the petition shall be sent by registered post to the governing body (the Rector or his representative). The postmark date shall count as the date of appeal.

§5. The petitioner may include in his petition any pieces of evidence he considers necessary. Subsequently, the petitioner may only add supplementary pieces of evidence to the dossier insofar as these were unknown to the petitioner at the time of drafting the petition. In such a case the petitioner shall provide the governing body with the supplementary pieces of evidence without delay. The pieces of evidence shall be bundled together by the petitioner and inventoried.

§6. A petition which has been declared inadmissible may be replaced by a new petition during the term of appeal provided that this states explicitly that the previous petition has been withdrawn.

§7. The decision taken by the Council for decisions regarding study progress shall be announced within 15 calendar days following the day on which the appeal was entered in the register of incoming appeals. For appeals against a decision pertaining to the equivalence of diplomas, the decision shall be rendered within a directory time limit of thirty calendar days.

TITLE V – Transitional and concluding provisions

Article 153 (Additions to central regulations)

Each faculty council may supplement the present teaching and examination regulations with the special stipulations and conditions determined in the present regulations. Faculty supplementary regulations are subject to approval by the Education Board.

Article 154 (Deviations from central regulations)

§1. Following consultation with the Education Board, each faculty – at the proposal of its faculty council – may request the Board of Governors for permission to apply deviations from the rules in articles 5 and 115 §2 and §3 of the general regulations. Following consultation with the Education Board, the Board of Governors shall determine the duration of any deviations admitted. For postgraduate programmes it may be decided to deviate from the provisions of the present regulations, in view of their inherent specific character,

§2. The IR faculty can request a deviation from articles 124, 135§2 and 136§1 of the central teaching and examination regulations for the BRUFACE masters via the procedure described in §1.

Article 155 (Changes)

Any alterations to the present regulations shall be made solely by decision of the Board of Governors following consultation with the faculty councils, the Student Council and the Education Board.

Article 156 (IDLO powers)

With respect to the teacher training course, the powers which under the present regulations are assigned to the dean fall to the Chairman of the IDLO Departmental Council. With respect to the teacher training course, the powers which under the present regulations are assigned to the Faculty Council shall fall to the Departmental Council. Faculty, as far as the teacher training course is concerned, shall be replaced by IDLO. The powers assigned to the faculty ombudsperson in these regulations shall, as far as the teacher training course is concerned, be exercised by the IDLO ombudsperson.

Article 157 (Transitional measure)

These regulations shall come into force as from the 2012-2013 academic year.