

1. Implementing Provisions of the General Academic and Examination Regulations for the Faculty of Law

Article 1. – Object

§ 1. The following provisions supplement and implement, for the Faculty of Law, the *General Academic and Examination Regulations* applicable within Saint-Louis University, Brussels.

§ 2. These provisions are themselves supplemented, on the relevant points regarding academic and examination regulations, by:

- the Regulations referring to applied skills classes and to seminars, adopted in accordance with Article 67 of the *General Academic and Examination Regulations* and with Article 31 of the Regulation on Faculty structures;
- the Regulation on the testing of students' language knowledge and on the teaching of languages in the Faculty of Law, adopted in accordance with Article 67 of the *General Academic and Examination Regulations* and with Article 31 of the Regulation on Faculty structures;
- the Regulation on the Internship in the Legal Practice;
- the provisions relevant to the convention regarding the organisation of the bilingual French-Dutch Bachelor programme, concluded by Saint-Louis University, Brussels with HUB-KULeuven.

I. – General Provisions Relative to Exam Sessions

Article 2. – § 1. Except in cases of duly documented force majeure, students enrolled in the daytime programme of the first year of the Bachelor of Law are required to sit exams for all first-term courses during the January-February exam session.

§ 2. These are course-exempting exams, as defined under Article 1.11 of the *General Academic and Examination Regulations*. When these exams involve unfinished courses, the student will no longer be examined during the June session, and in the event of a September session, on the part of the course that was successfully completed in the January-February exam session. However, the exemption will not cover the fundamental knowledge the student needs to understand the subsequent course material. To benefit from such exemptions, students must satisfy the conditions stated in the first paragraph of this article.

§ 3. Successful completion of a course-exempting exam is achieved when the mark earned is equal to or higher than 10/20.

When successful completion concerns an exam on unfinished courses, the mark equal to or higher than 10/20 earned in January-February counts for half of the mark awarded in June and, in that event, in September, for a final exam. However, this rule does not apply, during the June session or, in that event, during the September session, if a student withdraws from the final exam concerned or is absent on the day of the exam.

Unsuccessful completion of a course-exempting exam has no consequences on the assessment of the final exam.

§ 4. At the end of the January–February exam session, the Examination Board notes the marks earned by students. It assesses the eligibility of any justified absences based on instances of force majeure. It draws up the list of first-generation students eligible to extend their programme of study in accordance with Article 10 of the *General Academic and Examination Regulations*.

Article 3. – Students enrolled in the first-year of the Bachelor of Law evening programme choose whether or not to sit one or more exams organised during the January–February session.

This optional session includes a maximum of four course-exempting exams as defined under Article 1.11 of the *General Academic and Examination Regulations*. Two of them concern courses completed during the first term: the courses of *Sources and Principles of Law* and *History of Institutions and Law I*.

The other two concern unfinished courses: *Philosophy* and *Sociology*. The student will no longer be examined during the June session, and in the event of a September session, on the parts of the latter two courses that were successfully completed in the January–February exam session. However, the exemption will not cover the fundamental knowledge the student needs to understand the subsequent course material.

Successful completion of a course-exempting exam is achieved when the mark earned is equal to or higher than 10/20. Unsuccessful completion of a course-exempting exam has no consequences on the assessment of the final exam. The mark equal to or higher than 10/20 earned in January–February for *Sources and Principles of Law* or for *History of Institutions and Law I* is carried over to the June session and, in that event, the September session. The mark equal to or higher than 10/20 earned in January–February for *Psychology* or for *Sociology* counts for at least half of the mark awarded in June or, in that event, in September, in the assessment of the final exam. At the end of the January–February session, the Chair of the Examination Board, his/her Secretary and the Administrative Office note the marks earned by students. The other Examination Board members are invited to attend the meeting, which is not an official meeting of the Examination Board.

Article 4. – Students following courses in the second and third years of the daytime or evening Bachelor programme choose to register for final and individual exams organised during the January–February session.

Unless an exception has been granted by the Dean following a reasoned request, the students following the daytime programme may not, during that session, register to sit more than six exams. At the end of the January–February session, the Chair of the Examination Board, his/her Secretary and the Administrative Office note the marks earned by students. The other Examination Board members are invited to attend the meeting, which is not an official meeting of the Examination Board.

Article 5. – Following the June session, the Examination Board takes into account the entire group of courses constituting the programme of the year of study.

Article 6. – In implementation of Article 38 of the *General Academic and Examination Regulations*, withdrawals must be notified in writing to the Administrative Office concerned no later than the day prior to the beginning of the session. Beyond this deadline, the student will be awarded the mark of 0/20 and the grade of “A” (Article 43).

Article 7. – In implementation of Article 51 of the *General Academic and Examination Regulations*, the Examination Board can declare the successful completion of a year of study if the student has earned more than 48 ECTS credits, provided that he/she has sat all the exams included in the programme of that year at least once and that he/she has earned an average of at least 57.50%, calculated on the total number of exams taken.

Determination of the Examination Board competent to assess the successful completion of the remaining 12 credits:

- to assess the successful completion of the first and second years of study, the competent Examination Board is that of the following year ($x + 1$);
- in contrast, to assess the successful completion of the third year of study, the Examination Board competent is that of the third year.

Article 8. – In implementation of Article 65 of the *General Academic and Examination Regulations*, the Examination Board awards, at the end of the first cycle of study, the academic degree according to the following provisions:

§ 1. The Examination Board responsible for awarding the academic degree corresponding to the first cycle of study is composed of: the Dean and the Academic Secretary of the Faculty of Law, the Chair and the Secretary of the Examination Board of each year of study in the cycle and the Examination Board members of the third year of study.

§ 2. The Examination Board can only award the degree if a student has obtained all 180 ECTS credits required for the cycle of study. In particular, any balance of credits remaining at the end of the successful completion of the 3rd year of study must be obtained in full.

§ 3. The Examination Board confers the corresponding academic degree only if all three years of the cycle have been successfully completed.

§ 4. To award any level of distinction, the Examination Board takes into consideration all of a student's marks over the years of study that constitute a cycle.

§ 4. The level of distinction at the end of the first cycle is determined on the basis of the weighted average of each study year's average. The coefficients are set at $[2/8]$ for the 1st year, $[3/8]$ for the 2nd year and $[3/8]$ for the 3rd year of the cycle of study.

II. – Specific Provisions concerning Courses taken at another Institution in the Context of a Bilingual Programme¹

Article 9. – When they correspond to a completed course, the exams sat during the January–February session and which concern courses taken at HUB–KUBrussel by first-year students, are to be considered as final marks, within the meaning of Article 1.10 of the *General Academic and Examination Regulations*, and not as course-exempting exams, as defined under Article 1.11 of the said Regulations and under Article 2 of these Regulations.

Article 10. – When, in implementation of the legislation and regulations applicable at HUB–KUBrussel, the mark awarded for an exam related to a course taken at this institution gives rise to the right to a carried-over mark equivalent to that defined under Article 1.19 of the *General Academic and Examination Regulations*, the latter is awarded to the student without, however, any change made to the mark, in particular when calculating the student's average.

III. Special Provisions applicable to Repeat Students and to Extended Periods of Study

Article 11. – In implementation of Article 54 of the *General Academic and Examination Regulations*, and provided the following conditions are met, the student repeating a year of study may enrol in one or more courses of the following year and sit the corresponding exams:

- a) the student (1st or 2nd year of the Bachelor programme) who repeats his/her year may take 2 of the following years' optional courses and sit the corresponding exams.

b) the student (1st or 2nd year of the Bachelor programme) who repeats his/her year and who earned at least 5 carried-over marks or credits may be allowed, with the approval of the Dean or of the Academic Secretary, to take a maximum of 3 courses (mandatory or optional, including the applied skills classes related to the courses in that event) of the following year and sit the corresponding exams.

c) the student (1st or 2nd year of the Bachelor programme) who repeats his/her year and who earned at least 6 carried-over marks or credits may be allowed, with the approval of the Dean or of the Academic Secretary, to take a maximum of 4 courses (mandatory or optional, including the applied skills classes related to the courses in that event) of the following year and sit the corresponding exams.

d) the 2nd-year Bachelor student (not a repeat student) who, having benefitted from this system in the 1st year, has successfully completed at least 2 courses from the 2nd year, may enrol in one or two courses of the third-year programme, with a maximum of 60 hours. These third-year courses must be chosen from among the optional courses.

In all cases, the marks equal to or higher than 10/20 earned on these exams are set aside. They are included in the results of the full exams of the year of study concerned, unless the student decides to re-sit one or more of these exams during a subsequent exam session in an attempt to improve his/her marks.

Article 12. – In implementation of Article 10 of the *General Academic and Examination Regulations*, a first-generation Bachelor student may choose, before 15 February, to extend the period of study for his/her first year programme.

The level required for successful completion of the first part of full exams sat at the end of the first year of an extended period of study is 55%; that of the final successful completion of the extended period of study is 60%, in accordance with Article 50 of the *General Academic and Examination Regulations*.

Extended periods of study with remedial classes are not organised for the evening programme.

1 Under the terms of Article 12 of the Exchange Convention in the context of Bachelor of Law programmes organised jointly by Saint-Louis University, Brussels on the one hand, and HUB-KU Brussel and Katholieke Universiteit Leuven on the other hand, "The exchange students remain subject to the Regulations of their home institution, yet it is understood that the number of opportunities to sit an exam per academic year is determined by the Regulations of the institution at which the exam is sat. Leaving exchange students are subject to the same rules as entering students in the host institution". Under the terms of the said Convention, "The Saint-Louis University, Brussels student who has not successfully completed his/her year of the Bachelor programme at Saint-Louis University, Brussels and who has not earned a mark of 12/20 on an exam sat at HUB in a course that is part of the exchange programme, for which he/she must repeat that subject during the following year at HUB, does not have to re-sit the exam provided that he/she earned a mark of 10/20 or 11/20 for that subject. The Saint-Louis University, Brussels student may request, through the Secretary of the Faculty of Law, that his/her mark of 10/20 or 11/20 be maintained".

IV. Special Provisions concerning the Examination Board's Admissions Procedures and the Awarding of Credits

Article 13. – In implementation of Article 32 of the *General Academic and Examination Regulations*, the committee responsible for admissions, equivalence and the accreditation of prior learning is composed of, in addition to the Chair and Secretary of the Examination Board, the Dean and the Academic Secretary.

Article 14. – In implementation of Articles 1.18, 1.19, 52 and 53 of the *General Academic and Examination Regulations*, the carried over marks earned previously are included in the assessment charts used during Examination Board meetings, whereas the marks for courses for which ECTS credits have been definitively awarded are not included.

The ECTS credits awarded previously are, however, taken into consideration to reach the total of 180 ECTS credits required for a Bachelor programme.

Article 15. – A mark corresponding to credits awarded for a course by an Examination Board in the context of unsuccessfully completed full exams will be taken into consideration during Examination Board meetings of the subsequent years for a student who chooses to enrol in the same programme of study at Saint-Louis University, Brussels.

V. Special Provisions concerning Supplementary Courses Taken

Article 16. – In implementation of Article 12 of the *General Academic and Examination Regulations*, a student may be allowed to enrol in a maximum of 6 supplementary courses per academic year and sit the corresponding exams.

2. Regulations concerning Applied Skills Classes with Casus, and Seminars

Article 1. – The applied skills classes with casus, the seminar on legal methodology and the seminars organised over the course of the first cycle will all lead to the awarding of marks according to the criteria outlined below.

Article 2. – Attendance at all sessions and at all other activities they involve are mandatory. Except in cases of force majeure, absences from those sessions must be justified and notified in writing beforehand. In such an event, the student addresses the justification directly to the lecturer concerned.

Article 3. – Unjustified absence from more than two sessions or failure, without due justification, to submit any written assignment (overview, summary, issues analysis, completed assignment, etc.) will be sanctioned by a final mark of 0/20.

Article 4. – The number and the relative importance of the written assignments and all other tasks and activities vary according to the organisation of the different assignments, exercises and seminars. They are determined by the lecturers who adopt common criteria for identical subjects. The written assignments must be carried out in accordance with the guidelines laid down by the lecturers.

Article 5. – Copying and plagiarism are prohibited. The written assignments must be submitted according to the criteria and deadlines set by the lecturers. Should this not be the case, Article 55 of the *General Academic and Examination Regulations* will be implemented.

Article 6. – A mark is awarded on the basis of a student's participation in the work session as well as his/her written assignments. The relative importance of these two criteria varies according to the subject and the organisation of the different assignments, exercises and seminars. It is determined by the lecturers who adopt common criteria for identical subjects.

Article 7. – On a student's request or on a lecturer's own initiative, the written assignments will be the subject of, in addition to a mark, critical and personalised remarks.

Article 8. – Marks are awarded by the lecturer who has the effective leading role in the sessions and other tasks and activities.

Article 9. – In the event of implementation of Article 3, a student is notified at the latest one week prior to the Examination Board meeting. He/she has the right to appeal to a Committee composed of the Chair and the Secretary of the Examination Board as well as the Dean, which rules after hearing the cases put forward the lecturer and the student concerned.

Article 10. – If the assignment that concludes the mandatory seminar or the assignment for legal methodology in the Bachelor programme's first year of study is tainted by a severe deficiency in the use of the French language, the lecturer duly indicates on the assignment that the student is required to submit the assignment to a French language lecturer at the beginning of his/her second year of study or of the first year of study if he/she has to repeat that year of study. The lecturer who has corrected the assignment and met with the student marks his/her endorsement. This endorsement

serves as a condition to the admissibility of the first applied skills assignment of the second year or of the seminar assignments of the first year.

3. Regulations concerning the Testing of Students' Language Skills and the Teaching of Languages in the Faculty of Law

I. Provisions Applicable to the First Year

Article 1. – The Faculty of Law tests the students' language skills by organising aptitude tests in English, Dutch and, in certain cases (*See Article 16 infra*), German, during the first week of the academic year.

Article 2. – Any student enrolled in the first year of the Bachelor of Law programme is required to sit at least one of these tests.

Article 3. – A daytime programme student, who, for reasons of force majeure, was unable to sit an aptitude test during the first week of the academic year, will be required to sit the test when it is organised for the second time during the month of October. In the meantime, he/she must contact the course lecturer of the course he/she wishes to follow. The evening programme student, who, for reasons of force majeure, was unable to sit an aptitude test at the beginning of the academic year, must contact the course lecturer as soon as possible to arrange a date and time to sit the test.

Article 4. – Aptitude tests determine a student's general language skills and mainly consist of a translation exercise on a general subject related to the social and legal organisation of society. They also include a summary of a short conference and a question testing the student's ability to express his/her thoughts.

Article 5. – During the week following the tests, students will be notified of their results, of the procedures to enrol for the course or courses chosen, the division into groups for the students having chosen to enrol in one of the courses organised by the Faculty and the date of the first class.

Article 6. – A student having earned a mark less than 12/20 on the aptitude test is required to improve his language skills during the first year. To accomplish this, he/she must enrol in one of the following courses: Everyday English, Everyday Dutch or, in cases where an exception has been granted, German. With the approval of the course lecturer of the language chosen, a student may enrol in the corresponding advanced everyday language course. Students wishing to do so may enrol in more than one course.

A student is required to follow the course chosen (or at least one of the courses chosen) and sit the course's exam. Only the exam mark is taken into consideration during the Examination Board meeting.

For the daytime programme, the first session exam consists of four written tests spread over the year and an oral exam that takes place during the first week that follows the end of the second term's classes. For the evening programme as well as for a second-session exam for the daytime programme, the exam consists of a written part and an oral part.

Article 7. – A student having earned a mark equal to or higher than 12/20 and lower than 16/20 on the aptitude test is required to maintain and develop his/her language skills during the first year. To accomplish this, he/she must enrol in one of the following courses: Advanced Everyday English, Advanced Everyday Dutch or, in cases where an exception has been granted, German. Students wishing to do so may enrol in more than one course.

Article 8. – A student having earned a mark equal to or higher than 16/20 on the aptitude test has satisfied the language requirement for the first year and may elect to not follow a language course. The

mark earned on the aptitude test will be considered as an exam mark for the June session. However, if he/she wishes to maintain and develop his language skills, he/she may enrol in an advanced everyday language course. In that event, during the June Examination Board meeting, the mark earned for the course will replace that of the aptitude test as long as exam mark is higher.

Article 9. – Students enrolled for the French Community’s university education Examination Board are required to sit, during the June or September exam session of the first year, an everyday language exam consisting of a written part and an oral part.

Article 10. – Students enrolled in a Bachelor programme of the Faculty of Economics, Social and Political Sciences and Communication and who, in the context of this programme, are required to follow a course of English during their first year, are allowed to sit the exam for Everyday English without having followed the Faculty of Law’s course.

II. Provisions Applicable to the Second Year

Article 11. – Subject to the exceptions set out under Article 16 and without prejudice to the rules applicable to the bilingual French–Dutch Bachelor programme, any student enrolled in the second year must follow a course of legal English or legal Dutch.

The student will follow the course in the language in which he/she sat the aptitude test or the final everyday language exam. If he/she wishes to be awarded an exception to this rule, he/she must submit a reasoned request to the Dean. If he/she sat a test or an exam in two languages, he/she is free to make his/her choice on that basis.

Article 12. – At the beginning of the academic year, a student will enrol according to the procedures established and posted by the Faculty and thus determine for the rest of his/her programme the language that will be part of his/her second year of full exams. If he/she wishes to follow a second legal language course, he/she must also duly enrol in that course and, in the event of successful completion of the second legal language course, he/she will receive a certificate to that effect.

Article 13. – The main objective of the exam in legal language, which, in principle, takes place in the language of the course, is:

- a) to ascertain whether the student has learned the course material and the legal terminology taught;
- b) more specifically, to verify that the student is capable of reading and analysing a legal document (legislation, doctrine, case law).

Article 14. – In addition to the legal language course, second-year students may follow an advanced everyday language course. At his/her request, the mark earned on the exam will be included among the results taken into consideration during the Examination Board meeting for the second set of full exams.

III. Exceptions

Article 15. – A student may submit a reasoned request to the Dean, who may allow the student to sit exams in everyday German and in legal German. In this event, the student will receive specific instructions and a bibliography for study purposes.

Article 16. – The Dean of the Faculty of Law must receive any request for an exception before 31 October and in writing.

4. Regulations governing an Internship in the Legal Practice

Article 1. – Access to an Internship and the Granting of Internships

§ 1. The Faculty of Law of Saint-Louis University, Brussels offers its students the opportunity to complete an internship during their third year of study under the guidance of an external internship supervisor enrolled on the list of such advisors approved by the Council of the Faculty of Law. Second-year Bachelor of Law students wishing to take part in the internship programme must submit their application by the end of that year's courses. Students enrolled in the bilingual (FR/EN) programme may NOT take part in the internship programme. Unless the Dean of the Faculty of Law grants an exception, a student's application can only be accepted if they have successfully completed all 2nd-year course requirements and examinations by the end of the June examination period.

§ 2. If the number of students applying for an internship exceeds the number of internships offered by the Faculty of Law, a random drawing will be conducted by the Faculty of Law's administrative office.

§ 3. The internship represents a value of 3 third-year undergraduate ECTS credits. Students having successfully completed the internship are exempted from an optional course with the same number of ECTS credits.

§ 4. Neither the external internship supervisor nor any person closely associated with him/her in a professional capacity may be in any manner related, up to the fourth degree, to the internship applicant.

§ 5. The internship is optional and is not remunerated.

Article 2. – Duration

§ 1. Students are required to carry out at least 60 hours of work under their respective external internship supervisor.

§ 2. The organisational details of the hours worked by the intern are agreed upon by the external internship supervisor and the student. Unless otherwise specified, the internship must take place between the months of October and April. Nevertheless, the internship is formally recorded as being part of the second term of the third year of the Bachelor of Law programme.

Article 3. – Where the Internship Takes Place

§ 1. The internship may be conducted in all the places where law is practised. Nevertheless, the internship may be conducted in a place where law is not specifically practised, inasmuch as the external internship supervisor considers that the activity in which the intern will be associated constitutes a genuine interest for the student's undergraduate legal education.

§ 2. The internship must take place in Belgium and can be conducted in one of the national languages as well as in English.

Article 4. – Internship Supervision

§ 1. The External Internship Supervisor.

The external internship supervisor must, in theory, be a lawyer by training with at least 5 years of legal practice in his field of activity. Nevertheless, he/she need not be a lawyer as long as the internship offered constitutes a genuine interest for the student's undergraduate education in law. The external internship supervisor is the person directly in charge of the student in his/her work environment.

§ 2. The Faculty Internship Supervisor

4.2.1. Administrative Supervision

Throughout the entire duration of the internship, students are supervised by a faculty internship supervisor who must be a member of Faculty of Law's teaching staff (lecturer or teaching assistant). It is to this person that students are to turn in case of problems.

The supervisor takes any initiative necessary for the smooth running of the internship. Throughout the entire duration of the internship, the supervisor makes all the contacts he/she deems useful with the external internship supervisors. At the conclusion of the internship, he/she receives the report written by the external internship supervisor according to the guidelines established by the Board of the Faculty of Law.

The supervisor handles the administrative tasks in collaboration with the Faculty of Law's administrative office, and in particular, the following tasks:

- constitution and follow-up of the students' administrative records;
- verification of the internship admissions criteria;
- handling of the various questions pertaining to the internship's proceedings (professional secrecy, the intern's ethics, absence of a remunerated internship, unavailability of the external internship supervisor, assessment criteria, etc.);
- organisation and maintenance of the necessary contacts with both public and private individuals and organisations that are likely to accept interns;
- undertaking the necessary discussions to determine the type of internship offered and informing the external internship supervisors of the details related to the internship.

4.2.2. Pedagogical Support

The faculty internship supervisor organises a collective meeting at the beginning of the first term of the academic year in order to inform students of the practical details of the internship and may deem it necessary to call an additional meeting or to organise an extracurricular pedagogical activity for the group.

Furthermore, the faculty internship supervisor will have at least one in-depth individual discussion with each intern who will submit a report to the supervisor on the former's work during the internship.

Article 5. – Internship Assessment

§ 1. The grade for the internship, which is determined by the faculty internship supervisor, takes the following elements into consideration:

- a. the drafting of a report (approximately twenty pages in length) on the internship, in which the intern provides a detailed description of the activities in which he/she took part as well as of the issues he/she encountered; the report also expands on a legal matter related to the internship completed and concludes with the student's personal critical analysis;
- b. the external internship supervisor's assessment of the intern's degree of motivation and capabilities;
- c. the faculty internship supervisor's assessment of the intern's degree of motivation, personal involvement and quality of work.

§ 2. The fact that a student has completed an internship in the practice of law will be duly noted in the annex to his/her Bachelor of Law diploma.

Article 6. – Student Obligations and Responsibilities

§ 1. Enrolment.

Second-year Bachelor of Law students may enrol in the internship programme organised by the Faculty of Law from the day the internship information meeting takes place up to the end of that year's courses.

To do so, students duly complete and submit the enrolment form to the Faculty of Law's administrative office.

Within the limit of available internships, the administrative office informs students of the internship they have been assigned. If the number of students applying for an internship exceeds the number of internships offered by the Faculty of Law, a random drawing will be conducted by the Faculty of Law's administrative office.

Students have the right to refuse an internship by notifying their refusal in a letter addressed to the Faculty of Law's administrative office. In this case, students forego the opportunity to take part in the internship programme during the third year of their Bachelor of Law course of study.

§ 2. Responsibilities of the Student.

Students may not begin an internship until they have signed a formal internship agreement with their respective external internship supervisor. Such agreements follow the guidelines set out by the Faculty of Law and which are available to students upon request.

Students regularly report to their place of work and respect the schedule agreed with the external internship supervisor, under the supervision of the faculty internship supervisor.

They take part in the meetings organised by the faculty internship supervisor, and attendance at such meetings is mandatory.

At the end of the internship, students submit a report on their internship to their faculty internship supervisor according to the abovementioned requirements.

The faculty internship supervisor may request a student whose grade on the report is insufficient to submit a legal analysis and report on a subject chosen by the faculty internship supervisor and which is related to the internship completed by the student.

Any major problem that occurs during the internship, as well as any development that interrupts the internship (prolonged absence, illness, etc.), must be immediately reported by the student to his faculty internship supervisor.

If the faculty internship supervisor cannot satisfactorily deal with the problem or in the event of a dispute between the faculty internship supervisor and the student, each party may refer to the Dean of the Faculty of Law who will determine whether or not to take further measures through the office of the Faculty of Law.

Article 7. – Respect of Professional Secrecy

Each intern expressly guarantees, in the internship contract he/she signs, his/her unconditional commitment to maintain professional secrecy with regard to the files to which he/she is granted access and, in general, with regard to any information of a personal nature that is consulted or compiled during the internship.