

## GENERAL ACADEMIC AND EXAMINATION REGULATIONS

### PART I. INTRODUCTORY PROVISIONS

**Article 1.** – For the implementation of the following regulations, and in accordance with the Decree of the French Community of Belgium of 31 March 2004 defining higher education, the following terms and expressions have the meanings assigned to them below:

1° **Academic year:** a period of one year starting on the date programmes begin and ending the day before the following year's programmes begin. The start and end dates are set annually by the University's academic authorities. The academic year is divided into 3 terms.

2° **Year of study:** a year of study is equal to 60 ECTS credits that may be followed over the course of one academic year.

3° **Term:** a period of four consecutive months within the academic year; The start and end dates of each term are set annually by the University's academic authorities. The first two terms each include a minimum of twelve weeks of learning activities. At the end of each term there is an assessment period. The third term includes an assessment period and, if necessary, internships and work-related activities or individual assignments and personal work.

4° **Cycle:** a series of years of study leading to the awarding of an academic degree.

5° **Programme of study:** the whole range of learning activities involved in working towards a given degree; the programme specifies the required sequencing of the years of study and their associated ECTS credits.

6° **Course:** learning activities (lectures, seminars, applied exercises, individual study time, workshops, etc.), which make up a unit of the programme and lead to the awarding of a specified number of ECTS credits and an assessment mark.

7° **Credits:** ECTS units corresponding to the time spent by a student on a course in a given disciplinary field within a given programme of study. The ECTS credits of a given course are awarded by decision of the Examination Board when it judges a student's result for a course, a year of study or a cycle to be "sufficient". In this case, the examination board permanently exempts the student from the course. The credits are awarded definitively, regardless of the mark achieved and of the institution of higher education of the French Community of Belgium in which the student subsequently enrolls to follow the same programme of study.

8° **Full exams:** the entire set of examinations for all the courses in a year of study.

9° **Exam session:** period at the end of each term, during which one or more individual examinations or a full set of exams are held.

10° **Final exam:** assessment of a course that covers the course's entire content; the result obtained counts towards a student's overall result for the full exams of which the assessment is part.

11° **Course-exempting examination:** an examination format assessment taking place at the end of the first term of the first year of study, which relates to all or part of a course and for which successful completion exempts the student from the whole course or a part of it. If the exam relates to the entire course, successful completion may be considered as final and permanent. If the examination relates to a part of the course, the Faculty concerned determines the extent to which the Examination Board should take the results obtained into account when assessing the

final results for the course. Conversely, a fail in a course-exempting examination, whether it relates to all or part of a course, is not taken into account.

12° **Administration Office:** the Administration Office is the '*secrétariat administratif*' of the Faculty concerned or of the School of Philosophy & Religion.

13° **Mark:** a numerical assessment between 0 and 20, awarded for an assessment or examination by a member of the teaching staff, or by a part-time lecturer.

14° **Examination Board meeting:** at the end of the academic year the Examination Board jointly examines all the marks obtained by a student and determines his/her overall result.

15° **Successful completion:** result obtained by a student who has satisfied the requirements of a course, of a year of study or of a cycle of study.

16° **Level of distinction:** for every year of study, as well as at the end of a cycle of study, the Examination Board determines the level of distinction, if any, on the basis of all the results obtained for the courses followed. As an exception to this rule, the academic degree of Doctor is conferred without specification of a level of distinction. The possible levels of distinction are: « with satisfaction », « with distinction », « with high distinction » and « with the highest distinction ».

17° **Referral:** a decision by which the Examination Board finds that a student has failed his/her full exams.

18° **Exemption:** on successful completion of a course-exempting examination, a student may be exempted from following either all or part of that course during a future exam session. However, if the exam relates only to a part of the course, the exemption will not cover the fundamental knowledge the student needs to understand the subsequent course material. By extension, the exemption is awarded on the decision by which a student is no longer required to follow a given course nor sit the corresponding exam

- if he/she was awarded a carried over mark or credits during a previous academic year or in another institution of higher education,
- if, in the case of a language course, he/she was awarded a sufficient mark in a placement test covering his/her language knowledge,
- if he/she has received prior-learning accreditation for acquired personal or professional skills or knowledge.

19° **Carried over mark:** a grade that the student may retain within the same academic year or for a subsequent academic year:

- carry over of a mark from the same academic year: a student is no longer required to sit an exam for which he/she achieved a mark equal to or higher than the minimum passing level of 10 out of 20;
- carry over of a mark from one academic year to another: exempts a student from sitting an exam for which, **subject to article 52, al. 3**, he/she achieved a mark equal to or higher than 12 out of 20. This carry over is valid for 5 academic years and applies to a given programme of study in all institutions of higher education of the French Community of Belgium.



20° **Official announcement of the results:** public oral communication of the Examination Board's decisions.

21° **Academic degree:** qualification corresponding to the level attained within a degree programme, recognised by the Decree of 31 March 2004 and certified by a degree certificate.

For the implementation of the following regulations, the reference to the "Dean" can, in some cases, refer to the President of the Institute for European Studies.

## **PART II. ADMISSION TO PROGRAMMES OF STUDY**

**Article 2.** – No student may take part in courses if he/she is not duly enrolled in the University. Any enrolment is related to a given academic year and to a specific programme of study.

**Article 3.** – All admissions applications are submitted to the Admissions and Registration Offices in accordance with the terms provided in appendix to these regulations. Any admissions application submitted after 30 September of an academic year must be approved by the Dean of the Faculty concerned.

**Article 4.** – A student's enrolment will be confirmed as valid after the Admissions and Registration Offices have verified that the enrolment complies with all requirements set forth by the competent authorities.

Applications from students who do not satisfy all the admission requirements for the course of study concerned will be inadmissible.

However, a student may be provisionally enrolled pending completion of specific admission requirements. In such cases, the University's Admissions and Registration Offices will notify him/her of the documents that have to be produced by no later than 30 November of the academic year concerned in order to validate his/her enrolment. Failure to do so will result in the provisional enrolment being cancelled.

**Article 5.** – The Vice-Chancellor may, by reasoned decision, refuse a student's admission:

1° if the applicant has in the five academic years preceding the academic year in question been excluded from an institution of higher education providing a recognised course of study under the Decree of 31 March 2004, on the grounds of serious fraud;

2° if the application for admission is for studies that do not lead to an academic degree;

3° if the applicant is not eligible for funding under section 27.4 or 27.7, with the exception of para. 10, of the Act of 27 July 1971 on the financing and supervision of institutions with university status.

**Article 6.** – If fraudulent enrolment is established, the student will immediately forfeit his status as a duly enrolled student, all rights associated with it, and the entitlements deriving from the successful completion of learning activities in the academic year concerned. The tuition and other fees paid to the University will be irrevocably forfeited to it.

In accordance with section 47.3 of the Decree of 31 March 2004, a student concerned by fraudulent enrolment may no longer gain entrance, in any capacity whatsoever, to any institution of higher education of the French Community of Belgium for the following five academic years.

**Article 7.** – Enrolment is valid only after the tuition and other fees have been paid and all admissions formalities have been completed. Except in cases of special derogation, tuition fees must be paid in full by 30 November of the academic year.

Should this not be the case, the Vice-Chancellor has the right to cancel the enrolment. In such cases, a student may no longer take part in any learning activity nor in any assessment from that date onwards.

Any tuition fees paid prior to that date are non-refundable. Any results achieved prior to that date cannot be taken into consideration by the Examination Board for that academic year and cannot lead to the awarding of carry over marks, the awarding of credits or the issuing of certificates.

**Article 8.** – A student who withdraws from his/her course of study must notify the Admissions Department in writing and include in that letter his/her student card and any certificates issued at the time of enrolment.

If notice of withdrawal is received by letter by no later than 30 November of the academic year concerned, the enrolment will be cancelled. The tuition fees paid will be refunded, apart from matriculation fees, which remain due, and the year of study is not included in the student's curriculum. If notice of withdrawal is given by letter received after 30 November, the tuition and other fees paid will not be refunded, and the study year will be included in the student's curriculum.

**Article 9.** – In accordance with the criteria and terms established by the academic authorities, a student may choose to spread the learning activities of a cycle of studies over a greater number of academic years than the number foreseen in the programme.

This extension in time of the activities and assessments will, at the time of enrolment, be duly noted in an agreement with the academic authorities. This agreement is subject to annual revision. In no case may such a student enrol in fewer than 15 credits in an academic year.

If, at the end of the first year of the extended programme, the Examination Board declares that the student has successfully completed this part of his/her exams, the student obtains the credits for all courses taken, which will be taken into consideration by the Examination Board during the second part of the student's full exams. If a student fails the first part of his/her exams (the student could be awarded credits or carried over marks for certain subjects), he/she will be considered as a repeat student in case of re-enrolment in that year of study.

**Article 10.** – In addition to the extension possibilities outlined in the preceding article, first-generation students may choose to extend their first year of study following the assessment period organised at the end of their first term of study, no later than 15 February of the academic year. They may also choose, during the second term of the first year of study, to take part in a specific remedial programme. The specific remedial programme is determined by the academic authorities, together with the student, following a personalised assessment of the student's situation.

If a first-generation student chooses the extension without a remedial programme, the Examination Board will abide by the rules outlined in the preceding article. The same applies to a first-generation student who chooses the extension with a remedial programme, but, in such cases, the assessment will include all activities that constitute his/her personalised programme, including the remedial activities.

**Article 11.** – A student may enrol in and follow courses in two different programmes in a given academic year.

**Article 12.** – A student duly enrolled in a programme of study can be authorised by the Dean of the Faculty concerned to follow additional courses that are not part of his/her programme.

The Dean of the Faculty concerned must approve the list of additional courses followed by the student.

Enrolment is valid only after the tuition fees have been paid.



The exam results for the additional courses followed by the student can be taken into consideration by the Examination Board for a year of study or a cycle in which the student subsequently enrolls.

**Article 13.** – A student may, in addition to his/her enrolment in a programme, be authorised by the

Dean of the Faculty concerned to enrol as an independent student in up to three courses, representing a maximum total of 15 credits.

The Dean of the Faculty concerned must approve the list of courses followed by an independent student.

Enrolment is valid only after the tuition and other fees have been paid and all admissions formalities have been completed.

The exam results for courses followed as an independent student lead to the issuing of a certificate of the results achieved, but no credits will be awarded.

**Article 14.** – Access to full exams organised by the French Community's university education Examination Board is only granted to those persons who, for objective reasons within the Examination Board's absolute discretion, cannot take courses as a duly enrolled student.

A student authorised to sit full exams in this manner is not classed as being a duly enrolled student.

Persons wishing to work towards an academic degree by sitting exams before the French Community's university education Examination Board may only do so for the 1<sup>st</sup> and 2<sup>nd</sup> initial cycles of studies.

### **PART III. ENROLMENT APPEAL COMMITTEE**

**Article 15.** – An Enrolment Appeal Committee is established within Saint-Louis University, Brussels to consider appeals against refused enrolments in accordance with section 47 of the *Decree of 31 March 2004 defining higher education, promoting its integration into the European Higher Education Area and refinancing universities*.

**Article 16.** – The Committee consists of three full members and three substitute members, appointed by the Management Board from among the emeritus members of the academic staff and the retired members of the administrative staff. The Chair of the Committee is an Emeritus Professor of law.

**Article 17.** – The Secretary of the Committee is a member of the Saint-Louis University, Brussels administrative staff and is appointed by the Management Board.

**Article 18.** – Committee members are appointed for 3 years, and their term of office can be renewed once.

**Article 19.** – A substitute member shall become a full member if the full member dies or resigns and shall complete the latter's term of office. In this situation, the substitute member is in turn replaced for the duration of his/her own term of office as a substitute member. The substitute member shall also replace the full member in the event that the latter is temporarily prevented from carrying out his/her duties.

**Article 20.** – The Committee considers appeals against refused enrolments from any student who has all the required qualifications to register for a specific programme or for a year of study for that programme.

**Article 21.** – Appeals are made in writing and must contain a precise statement of the reasons a student puts forward against the decision to refuse enrolment. They must be addressed to the Chair of



the Committee no later than 8 calendar days following the notification of the enrolment refusal. The appeal must be sent by registered post with proof of reception to the following address:

Saint-Louis University, Brussels  
Secretary of the Enrolment Appeal Committee  
Boulevard du jardin botanique, 43  
B-1000 Brussels

**Article 22.** – Upon receipt of the appeal, the Chair of the Committee informs the department that made the decision to refuse enrolment.

He/she sets the date the Committee will meet and convenes the members within 30 calendar days of the receipt of the appeal.

He/she informs the student by registered post of the date the Committee will meet no later than 8 calendar days prior to the date set (date as per postmark). This letter offers the student the opportunity to appear before the Committee, accompanied by his/her counsel, if he/she so desires.

**Article 23.** – The Committee adopts its decision on the date and at the hour determined on the basis of the elements submitted.

Upon his/her request, the Dean or his/her designated replacement can be heard.

The Committee can only adopt a decision if at least three members are present.

If there is no quorum, the Chair shall reconvene the Committee within no less than 24 hours and no more than eight days. At the meeting thus reconvened, the Committee's decisions shall be valid even if there is no quorum.

**Article 24.** – Only those members having taken part in the discussions may vote. The Secretary acts in an advisory capacity.

**Article 25.** – The decision is adopted by simple majority.

**Article 26.** – The student is notified of the reasoned decision by registered post. It is not subject to any appeal within the institution. The Committee Chair signs the decision.

If the Committee rules in favour of the appeal, it will cancel the refusal of enrolment. The candidate may then enrol in accordance with the administrative rules currently in force within the institution.

If the Committee rejects the appeal, the refusal of enrolment is confirmed.

In all cases, a copy of the decision adopted shall be sent to the relevant department as well as to the academic authorities that reported the enrolment refusal.

## **PART IV. EXAMINATION REGULATIONS**

### **Chapter 1. The Examination Boards**

**Article 27.** – An Examination Board is established for each study year and consists of at least five members. All members of the academic staff, including teaching assistants and part-time lecturers, who awarded marks or any part of a mark to students during the assessment of a course in the programme of a year of study is part of the Examination Board.

In the event of a vote, one vote is cast per Examination Board member. If several members have awarded part of the mark in a given course, they cast only one vote with regard to that course.

Teaching assistants or part-time lecturers who were in charge of applied exercise classes or remedial classes that did not result in their awarding a mark, as well as the persons responsible for learning support activities, may take part in the meetings of the Examination Boards but do not have voting rights.

Examination Board members of the first cycle's third year of study constitute at the same time the Examination Board for the cycle of study.

**Article 28.** – Examination Board appoints a Chair and a Secretary from among its members for each academic year. This appointment takes place at the end of the preceding academic year's last exam session.

Within a given Faculty, the Examination Boards may appoint a joint Chair who, notwithstanding Article 28, subparagraph 1, need not necessarily be a member of all the Examination Boards for which he/she has been jointly appointed Chair.

**Article 29.** – The quorum for the Examination Board shall be the presence of more than half the lecturers who are responsible for a mandatory course in the annual programme of the study year.

The Examination Board decisions are adopted by simple majority. In the event of a split vote, the outcome that the Examination Board deems most favourable to the student shall prevail.

Examination Board decisions are taken collectively and cannot be appealed.

Examination Board meetings are held in private session. All members of the Examination Board are bound by duty to respect the confidentiality of the proceedings and any votes taken.

**Article 30.** – A member of the Examination Board may not be present at an Examination Board meeting concerning the results of his spouse or of a relation by blood or marriage up to and including the fourth degree. If this member is the Chair, the Secretary replaces him/her.

Any other reasons for incompatibility may be brought to the Examination Board President's attention.

**Article 31.** – The Examination Boards' tasks are as follows:

- certifying the successful completion of the study year in which the student is enrolled, by taking into account the entire body of assessments for the courses followed;
- awarding the (ECTS) credits for the courses for which it deems them merited by the performance outcomes and determining which courses may possibly be transferred to the following academic year;
- acknowledging, in appropriate cases, carried over marks;
- at the end of a cycle of study, conferring the corresponding academic degree;
- for each study year, as well as at the end of a cycle of study, determining the type of distinction to be awarded on the basis of a student's overall results;
- ruling on possible instances of fraud during exams as well as on any complaints made by students with regard to procedural irregularities during examinations;
- determining, where appropriate the equivalence of foreign academic degrees;
- admitting students to the corresponding study programmes and, in this context, awarding accreditation for prior learning.

**Article 32.** – For its tasks related to admissions, equivalence or accrediting prior learning, the Board may set up subcommittees of at least three of its members. Such subcommittees will be composed of the Chair and the Secretary, in addition to a representative of the academic authorities.



**Article 33.** – Examination Board decisions are made by public announcement and are subsequently posted for fifteen days on the notice boards. After the public announcement, each student receives full details of the assessment results on which the decision was based.

**Article 34.** – In cases in which the University organises a programme of study jointly with one or more other universities, the academic authorities of the partner universities constitute a joint Examination Board to determine the general academic regulations and the Examination Board procedural rules to implement the programme.

## **Chapter 2. Provisions to be implemented for all exam sessions**

### **A. Registration Criteria**

**Article 35.** – To be allowed to register for an exam session, a student must prove that he/she is duly enrolled for the corresponding study year and, barring exceptions, that he/she regularly attended the programme's courses. No student may sit the examinations for a course or be awarded the corresponding credits unless he/she is duly enrolled for that course for the current academic year.

This article does not apply to the exams sat before the French Community's university education Examination Board.

**Article 36.** – No student is allowed to register for a final exam or for full exams more than twice during the same academic year. Nonetheless, for exceptional, duly founded causes, the academic authorities, after examining the causes, may authorise a student to sit the same exams more than twice during the same academic year.

### **B. Registration Procedures**

**Article 37.** – A student wishing to take part in an exam session must register at the Administrative Office on the dates and at the times and according to the procedures made known to him/her.

Registration for an exam session is only valid once the payment of the exam fees has been made in accordance with the procedures set by the academic authorities and made known to the student.

A student who has not fulfilled all the administrative requirements may be ineligible to register for an exam session. A student has the right to appeal an enrolment refusal and must do so in writing. His/her appeal must include a precise statement of the reasons a student wishes to put forward. The appeal must be addressed to the Vice-Chancellor by registered post or lodged with the Administrative Office with acknowledgment of receipt, no later than 15 days prior to the beginning of the exam session.

Registration closes at least 10 days before the beginning of the exam session. Except in cases of force majeure, no registration will be accepted beyond the closing date.

**Article 38.** – Withdrawals must be notified in writing to the Administrative Office according to the criteria and the deadlines set by the Councils of the Faculties or the Management Board of the School of Philosophy and Religion.

If a student withdraws within the deadlines set for an exam that he/she is not required to sit, the enrolment for that exam during that session is cancelled. In all other cases, the mark of 0/20 is awarded, accompanied by the grade "D".



### C. Exam Schedules

**Article 39.** – The Administrative office makes the exam schedules. They are posted on the notice boards at least eight days before the end of courses of the corresponding term.

**Article 40.** – As far as possible, the schedules are made such that exams are spread equitably for each student over a given exam session.

**Article 41.** – Two students may jointly request to swap dates and times for an oral exam. Such requests must be made in writing to the Administrative Office no later than the last working day prior to the exam session.

**Article 42.** – All exams take place during the exam session. By way of derogation from this principle, the Councils of the Faculties and the Management Board of the School of Philosophy and Religion may authorise the organisation of one or more exams outside of the exam session.

**Article 43.** – A student absent without a case of force majeure for one or more exams will be awarded the mark of 0/20 for that or those exam(s). The grade of “A” accompanies the mark in this case. In the event of a justified absence, the grade of “M” accompanies the mark of 0/20.

A student must notify the Administrative Office in writing of any justification of an absence and include, where appropriate, the supporting documents. This notification must take place at the latest 48 hours after the first day of absence. The Administrative Office immediately informs the Chair of the Examination Board and the lecturer(s) concerned.

When notifying an absence, a student may ask the Administrative Office for permission to sit an exam or exams with the corresponding lecturer(s) at a later date during the exam session if scheduling makes this possible. In this case, if the lecturer is unable to conduct an oral exam, the student may have to sit a written exam.

A student who requests an attendance mark is awarded the mark of 1/20.

A student who sits an exam during a period covered by a medical certificate will be awarded the mark earned, which will be taken into account in his/her overall average.

### D. Examination Procedures

**Article 44.** – Exams are oral or written. Within the guidelines set by the Council of the Faculty, each examiner determines the exam format for all students concerned. For exceptional reasons, a student may request to replace an oral exam by a written exam or a written exam by an oral exam. In such cases, a student must address his/her request, duly reasoned, to the Chair of the Examination Board who, after consulting the examiner concerned, shall determine the pertinence of the request's grounds.

**Article 45.** – No examiner may conduct an exam for his spouse or a relation by blood or marriage up to and including the fourth degree. The Chair of the Examination Board will appoint a replacement examiner. If the examiner needing replacement is the Chair of the Examination Board, the Secretary appoints the replacement examiner.

**Article 46.** – Examinations are public in nature. The public nature of written examinations means that marked papers may be inspected by the student within 60 days of publication of the examination results, and in physical conditions that allow proper inspection. Inspection shall take place in the presence of the teacher or his/her appointed representative, on a date determined by him/her and announced at least one week in advance. It is not permitted to make copies of examination papers for students.



**Article 47.** – Oral exams will include at least two questions. With respect to the policies defined by the Councils of Faculties, one or more questions may be replaced by an individual assignment, mandatory or optional, consisting of the thorough covering of a topic covered during the course or related to the course.

**Article 48.** – Students are given time to prepare at least one question prior to an oral exam.

**Article 49.** – The Councils of the Faculties and the Management Board of the School of Philosophy and Religion determine all other exam procedures.

#### **E. Passing Grades, Carried Over Marks and Credits**

**Article 50.** – The minimum required to successfully complete a year of study or a cycle of study is an average of 12/20.

The Examination Board must declare a year is successfully completed when the following criteria are met:

- a student earns an average of 12/20 for all courses of the year of study;
- a student earns at least a mark of 10/20 for each course assessed;

In all other cases, the Examination Board has absolute authority. The Councils of the Faculties as well as the Management Board of the School of Philosophy and Religion may establish other specific criteria to determine a student's successful completion of a programme or year of study that they organise.

**Article 51.** – In accordance with the criteria set by the Council of the Faculty and subject to Article 55, an Examination Board may declare a student has successfully completed a year of study once the student has earned more than 48 ECTS credits, on the condition that the student has at least once sat all exams in the programme for that year of study or has justified his/her absence according to the terms of Article 43.1 of these regulations. In this event, the student does not receive a distinction, and the remaining credits must all be earned during the following academic year according to the provisions set by the Examination Board.

When such "partial" successful completion concerns the third year of a first cycle, the student thus allowed to pursue his/her studies applies for a main enrolment in the first year of a second cycle and a secondary enrolment to complete the outstanding credits. This secondary enrolment must be made at the University, whose competent Examination Board grants, in such cases, the outstanding credits. In this case, it declares the successful completion of the first cycle and awards the corresponding academic degree.

**Article 52.** – Over the course of a given academic year, a student is no longer required to sit a course exam for which he/she has earned a mark of at least 10/20.

Within a programme of study, a student is not required to sit a course exam for which he/she earned a mark of at least 12/20. This carried over mark is valid for a given programme for the five academic years following the awarding of the mark, regardless of the educational institution of the French Community of Belgium in which the student subsequently enrolls.

By way of derogation, the carried over mark mentioned in the preceding paragraph is awarded for a mark of less than 12/20 when this mark is awarded for an exam that is governed by legislation other than that of the French Community of Belgium and that said legislation provides, in such cases, for the awarding of an equivalent carried over mark. In such cases, the implementing provisions of these regulations adopted by each of the three Faculties apply this derogation and specify the grounds and procedures for its having been awarded.

A student may refuse to accept the carried over marks mentioned in the preceding paragraphs. In these circumstances, the new exam may result in the awarding of a mark lower than that earned in the past.

**Article 53.** – By its decision to declare the successful completion of a year of study or of a cycle of study, the Examination Board awards the ECTS credits corresponding to all subjects included in the full exams, regardless of the mark actually earned. The credits are definitively valid regardless of the educational institution of the French Community of Belgium in which the student subsequently enrolls to follow the same programme of study.

If a student does not successfully complete his/her full exams, the Examination Board definitively awards credits for any course for which a student earned a mark of at least 14/20.

When successful completion is declared on the basis of Article 51 of these regulations, the credits awarded concern only the courses or the part of the programme successfully completed by the student.

**Article 54.** – A student having failed in his/her full exams and who subsequently re-enrolls in the same year of study may take courses from following year(s) of the same programme and sit the corresponding exams in accordance with the criteria set by the Council of the Faculty.

## **F. Fraud and Irregularities**

**Article 55.** – A student found guilty of fraud, of being an accomplice to fraud or of attempted fraud during an exam or any other type of assessment relative to any part of his/her studies and whose result constitutes an element of the overall mark for the exam concerned loses the marks that he/she would have been awarded for the exam concerned, his/her mark is lowered to 0/20, and he/she loses all rights to benefit from the provisions of Article 51.

The lecturer concerned immediately informs the student and the Chair of the Examination Board. Upon request, a student may be heard by the Chair of the Examination Board (or the Dean if the Chair of the Examination Board is concerned). Furthermore, during its discussions, the Examination Board can decide to annul the marks of all exams sat during the session concerned and declare a referral to a future exam session of the same academic year or of the following academic year.

In certain cases, the Chair of the Examination Board transmits the dossier to the Vice-Chancellor who decides whether it is necessary to impose a disciplinary measure in accordance with the *Regulations Relative to Students and Establishing Disciplinary Measures and Guarantees*.

**Article 56.** – A student complaint regarding irregularities in exam procedures or during Examination Board discussions must be made to the Chair of the Examination Board (or to the Dean if the Chair of the Examination Board is concerned). This complaint can be submitted no later than three working days following the public announcement of results.

Neither the mark awarded by a lecturer nor the decision made by the Examination Board during its discussions constitute in themselves an irregularity that warrants a complaint. After having gathered all pertinent information and heard the parties concerned, the Chair of the Examination Board (or the Dean) convenes the Examination Board and reports to it. The Examination Board then decides with absolute authority, and the decision cannot be appealed.

For the implementation of the preceding paragraphs, the Dean replaces the Chair of the Examination Board when the latter is concerned by the complaint or is otherwise impeded from fulfilling his/her role as outlined.

Any unquestionable errors after following Examination Boards are corrected. If necessary, the Examination Board is reconvened, and new deliberations take place. Errors can no longer be corrected if the public announcement of results has been in effect for more than 60 days.

### **Chapter 3. Provisions Applicable to the January–February Exam Session**

**Article 57.** – At the end of the first term of each academic year, there is an exam session involving individual examinations. For the first year of the first cycle of studies, they are course–exempting examinations.

The beginning and ending dates of the session are determined by the Management Board and take into account the specific requirements of each year of study.

**Article 58.** – The marks earned by students for these individual examinations will be applied to the exam session during which a student sits full exams. When necessary, the marks will count as carried over marks. The students are notified of these marks.

**Article 59.** – In the first year of the first cycle of studies, the January–February session’s purpose is to enable students to sit course–exempting exams; the Councils of the Faculties determine the number and list of these exams. These assessments cover all or part of a course; successful completion results in a student’s being exempted from the course or from part of the course; failure to receive a satisfactory mark is not taken into account during future full exam sessions such that a student retains the possibility to sit the exam for that course twice.

**Article 60.** – If a course–exempting examination covers only part of a course, the Faculty concerned determines the extent to which the marks earned for that exam (except for failing marks) are taken into account during the Examination Board discussions for the full exam session of which the corresponding course is part.

**Article 61.** – The exemption authorises the student to no longer be assessed, during future exam sessions, on all or part of the course material covered by the course–exempting exam.

However, if the exam covers only part of the course, the exemption does cover the basic knowledge required to understand the subsequent course material.

**Article 62.** – Articles 57 through 61 do not apply to students enrolled to sit exams before the French Community’s university education Examination Board.

### **Chapter 4. Provisions Applicable to the June and the August–September Exam Sessions**

**Article 63.** – At the end of the second and third terms, an exam session takes place for individual exams or full exams. The beginning and ending dates of the session are determined by the Management Board and take into account the specific requirements of each year of study.

**Article 64.** – If a student registers for full exams, the enrolment covers the entire group of courses in his/her programme’s year of study.

**Article 65.** – At the end of each full exam session, the Examination Board determines the overall result for the year of study and the possible distinction. In this case, the Board’s discussions will concern the results of final exams sat for the first or second time by a student in addition to any carried over notes from a previous exam session.

At the end of the final year of a cycle of study, the Examination Board also acts as the degree–conferring body and, in the case of successful completion of the three years of study, confers the corresponding academic degree. It also falls within its powers to determine the level of distinction to



be awarded for the entire cycle of study, taking into account the student's level of academic achievement over the course of the three years of study.

**Article 66.** – A diploma is awarded to students who have successfully completed all requirements for a given academic degree. The diploma is presented to the student within the three-month period following the public announcement of results during which his/her academic degree was conferred.

#### **PART V. FINAL PROVISIONS**

**Article 67.** – The Councils of the Faculties and the Management Board of the School of Philosophy and Religion adopt the implementing provisions of these regulations.

**Article 68.** – The Councils of the Faculties and the Management Board of the School of Philosophy and Religion have the right to propose, for each Faculty and for the School, amendments to these regulations. The Management Board has the power to adopt or reject these proposals.

**Article 69.** – These regulations enter into force on 15 September 2011 and replace the regulations of 9 November 2004.



## APPENDIX

### I. 2013–2014 Timetable for Admissions and Registration

#### Timetable for Admissions

Admissions applications can be submitted starting 1 January 2013.

Foreign students requiring a visa to study in Belgium must submit their application starting 1 January 2013 and no later than 30 April 2013.

EU residents applying for admission must submit their application by 30 September 2013.

#### Timetable for Registration

Registration begins on 23 March 2013 (pre-registration until June 2013) and closes on 30 September 2013.

Registration/pre-registration requests made after 30 September 2013 will be subject to the approval of the academic authorities.

Registration is accomplished either by sending the request form by post, along with all documents required, or by making the request in person at the Admissions and Registration Offices during their opening hours:

- from Monday through Friday from 10 a.m. until 12:30 p.m. (including July and August),
- extended opening hours in September (from 2 through 30 September 2013): from 10 a.m. until 12:00 and from 1 p.m. until 4 p.m.,
- “evening registration hours for evening programmes”: on Thursdays, 5, 12, 19 and 26 September 2013 from 5 p.m. until 7:30 p.m.

#### Specific Cases

##### *Doctoral programmes and doctorates (3<sup>rd</sup> cycle)*

To apply for admission to a doctoral programme and/or to a doctorate, students are referred to the Doctoral Regulations of the “Louvain” University Academy. These admission requests can be made throughout the academic year.

##### *The French Community of Belgium’s university education Examination Board*

Admissions applications for this Examination Board are to be submitted to the Admissions and Registration Offices according to the following timetable:

- for the June 2014 session: from 1 January through 31 January 2014;
- for the September 2014 session: from 1 June through 30 June 2014;
- for re-enrolment in the September 2014 session in case of unsuccessful completion of the June 2014 session: exclusively from 7 through 11 July 2014.

##### *Registration subject to authorisation*

Students whose registration is subject to Article 5 of the General Academic and Examination Regulations must address their request for registration authorisation to the Dean and submit it to the Admissions and Registration Offices between 9 and 20 September 2013.



### **Extension of Period of Study**

In accordance with Article 9 of the General Academic and Examination Regulations, students who wish to spread a year's courses over a greater number of years must introduce their request to their Faculty's Administrative Office no later than 15 October 2013.

In accordance with Article 10 of the General Academic and Examination Regulations, first-generation students wishing to spread a year's courses over a greater number of years must introduce their request to their Faculty's Administrative Office no later than 15 February 2014.

## **II. 2013–2014 Tuition and Other Fees**

### **Main Enrolment**

#### **Normal Fees**

- matriculation fee, taxes and insurance: 32 Euros
- enrolment in courses: 769 Euros
- enrolment in an exam session: 34 Euros

Total: 835 Euros

### **Reductions in Fees**

Bursary candidates of the Ministry of the French Community of Belgium's Service for Grants and Study Loans, upon submission of the file number of their request for a grant and upon acceptance of their request by the University's Student and Social Affairs Service, do not have to pay any fees whatsoever. In case their request to the Ministry's Service is refused, the balance of the fees due must be paid spontaneously upon notification of the refusal.

Students whose personal revenue or that of their parents does not exceed the ceiling of 3,386 Euros set for the awarding of a grant are required to pay the following fees if their request is approved by the University's Student and Social Affairs Service:

- matriculation fee, taxes and insurance: 0 Euros
- enrolment in courses: 350 Euros
- enrolment in an exam session: 24 Euros

Total: 374 Euros

### **Supplementary Fees**

Non-EU students who do not benefit from the status granted to European students<sup>1</sup> are required to pay supplementary annual fees that are added to the normal fees and are set as follows:

	Developing Countries <sup>2</sup> :	Industrialised Countries:
1 <sup>st</sup> Cycle:	1,923 Euros	3,845 Euros
2 <sup>nd</sup> Cycle (Advanced Masters):	0 Euros <sup>3</sup>	3,845 Euros
3 <sup>rd</sup> Cycle (Doctoral Programmes and Doctorates):	0 Euros <sup>3</sup>	0 Euros <sup>3</sup>



The following are exempted from paying the supplementary fees:

- students who are eligible for the CIUF–CUD financing as bursary candidates “training fees” (bursary candidates for CTB, DGCD, CUD, APEFE, VVOB, VLIR, recognised NGOs) as well as CUD bursary candidates for “international courses”,
- students receiving a grant from the SAE (Service for Study Grants of the French Community of Belgium), WBI or AUF,
- students who have been awarded a Belgian CESS (higher secondary school leaving certificate), on the condition that they successfully completed the last three years of their secondary education in Belgium,
- students who successfully completed the preceding year of study in the same programme.

### **Secondary Enrolment**

#### Normal Fees

- enrolment in courses: 213 Euros
- enrolment in an exam session: 34 Euros

Total: 247 Euros

#### Reductions in Fees

Bursary candidates of the Ministry of the French Community of Belgium’s Service for Grants and Study Loans, upon submission of the file number of their request for a grant and upon acceptance of their request by the University’s Student and Social Affairs Service, do not have to pay any fees whatsoever. In case their request to the Ministry’s Service is refused, the balance of the fees due must be paid spontaneously upon notification of the refusal.

Students whose personal revenue or that of their parents does not exceed the ceiling of 3,386 Euros set for the awarding of a grant are required to pay the following fees if their request is approved by the University’s Student and Social Affairs Service:

- enrolment in courses: 213 Euros
- enrolment in an exam session: 24 Euros

Total: 237 Euros

### **Enrolment in Supplementary Courses**

50 Euros per supplementary course. The total due for supplementary courses may not exceed the fees due for a secondary enrolment.

This amount includes enrolment in the courses and enrolment in the two exam sessions.

### **Enrolment as a Independent Student for Individual Courses (3 courses maximum)**

<sup>1</sup> The criteria for determining whether or not to grant European student status to non-EU students can be found in Article 27.3.1bis a) through h) of the Act of 27 July 1971 on the financing and supervision of institutions with university status.

<sup>2</sup> The list of countries concerned is <http://www.oecd.org/dac/stats/daclistofodarecipients.htm>



<sup>3</sup> Students from developing countries who are not granted EU student status and who have previously earned an Advanced Masters degree or a Doctorate from the French Community of Belgium are required to pay the supplementary fees (1,923 Euros).

- 1 course 100 Euros
- 2 courses 180 Euros
- 3 courses 260 Euros

This amount includes enrolment in the courses and enrolment in the exam sessions (two exam sessions).

#### **The French Community of Belgium's university education Examination Board**

- Enrolment in one exam<sup>4</sup> session 384 Euros

**Deadline for the Payment of Tuition and Other Fees:** 30 November 2013 (unless an exceptional extension to this deadline has been granted).

<sup>4</sup> Enrolment in a full session of exams is payable at the time of enrolment for this Examination Board. In the event of re-enrolment for a second session, the same amount is again due for that second session.