



Dual-Degree Programmes

Vade mecum 2013-2014

University Saint-Louis, Brussels
Academic Support Service
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1000 Brussels

I. Underlying Principles

Saint-Louis University, Brussels offers its students the opportunity to **obtain a second Bachelor's degree**, as a complement to their main programme of study.

This opportunity is based on personalised admissions and prior learning accreditation procedures as provided for under Articles 60 and 61 of the "Bologna" Decree of 31 March 2004 of the French Community of Belgium.

The underlying principles are: taking into account the additional credits earned over the course of a student's main programme makes it possible to reduce the duration of the second programme of study by as much as 120 credits.

In such a case, the second Bachelor's degree can be awarded if a student earns a minimum of 60 additional credits.

The standard dual-degree programmes are presented on the Saint-Louis University, Brussels Web pages. It should be noted that these programmes may be modified to suit a student's individual path of study.

List of the Programmes Offered:

Second Bachelor's Degree Programme in Philosophy

For the Holder of a Bachelor's Degree in

- French and Romance Languages and Literatures
- History (Literatures, Societies & Civilisations and Contemporary Societies)
- Modern Languages and Literatures: German, Dutch and English
- Law
- Political Sciences
- Information and Communication
- Sociology and Anthropology

Second Bachelor's Degree Programme in History

For the Holder of a Bachelor's Degree in

- Law
- French and Romance Languages and Literatures

Second Bachelor's Degree Programme in French and Romance Languages and Literatures

For the Holder of a Bachelor's Degree in

- Philosophy

Second Bachelor's Degree Programme in Law

For the Holder of a Bachelor's Degree in

- Economics and Management
- Political Sciences
- Business Engineering

Second Bachelor's Degree Programme in Economics and Management

For the Holder of a Bachelor's Degree in

- Information and Communication
- Law

- Philosophy
- Political Sciences
- Sociology and Anthropology

Second Bachelor's Degree Programme in Information and Communication

II. Operating Guidelines

A student who wishes to earn a second Bachelor's degree may follow courses from that programme from the outset of his/her enrolment at Saint-Louis alongside his/her main Bachelor programme.

These courses are taken "on a supplementary basis" and are not taken into consideration in the calculation of the average of the main degree. Article 12 of the *General Academic and Examination Regulations* stipulates that "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". This would be the case for a subsequent enrolment in a second Bachelor's degree.

Example: a student who is enrolled in law as their main programme and who wishes to obtain a second Bachelor's degree in political sciences may, starting in the first year of their BA in Law, follow courses from the BA in Political Sciences. The student may choose one or more such course(s) from among the standard course available within the "Second Degree Programme in Political Sciences for the Holder of a Bachelor's Degree in Law".

Once the student is enrolled in the 3rd year of his/her main degree programme, the effective enrolment in a second Bachelor's programme (with a reduction in the length of study) can be authorised by the Prior Learning Accreditation Committee (CEVA) of the Faculty of the 2nd degree concerned.

The Committee notes, for each individual case, the courses that have been followed "on a supplementary basis" and, without stating an opinion on the marks earned (it does not award credits, carried over marks or distinctions), it defines the courses remaining to be followed in view of the student's enrolment in his/her m

III. In Practice: Chronology

1) in the 1st and 2nd years of the main Bachelor's programme: a preliminary phase of courses for the second degree programme (overseen by the Administrative Office of the main Faculty in which a student is enrolled)

Information on Programme Contents

Information on the standard dual-degree programme is provided by the Administrative Office of the Faculty that awards the degree, i.e., **by the Administrative Office of the dual Bachelor's degree.**

Ex.: a law student who wishes to study for a second degree in political sciences as part of a dual-degree programme should request information on the programme from the ESPO Administrative Office.

It should be noted that the student's definitive programme is determined by the CEVA when he/she is admitted to the 3rd year of the dual-degree programme. The CEVA takes into account the student's academic record to date and also any possible changes in the Bachelors programmes themselves.

Enrolment for Supplementary Courses

The student may enrol in a maximum of 6 supplementary courses per year. To do so, he/she needs to complete the supplementary course enrolment form available at all Faculty Administrative Offices and **submit it to the Faculty Administrative Office of the dual degree concerned**. This makes it possible to verify that the student chooses courses that are part of the standard programme and that he/she follows them at the most appropriate moment in relation to course sequencing.

The deadline for submitting the supplementary course enrolment form is:

- **14 October 2013** for 1st-term courses,
- **15 February 2014** for 2nd-term courses.

The student subsequently receives by post a bank transfer form informing him/her of the tuition fees due for the supplementary courses (see fees below). The student may also pay by debit card at the Admissions and Registration Office. Payment in full makes the enrolment effective.

The payment deadline for supplementary courses is:

- **30 November 2013** for 1st-term courses,
- **31 March 2014** for 2nd-term courses.

Failure to pay the tuition fees by the deadline will result in the cancellation of the enrolment. Please note that the University does not send payment reminders and cannot make refunds.

Please note:

A student's tuition fees account balance is available on the Intranet.

Registration for Exams for Supplementary Courses

The student must register for exams for supplementary courses at the **Administrative Office of his/her main programme**. The registration dates are posted on the electronic notice boards.

A student may sit an exam for a supplementary course a maximum of twice per academic year.

Exam Results for Supplementary Courses

The marks earned for the supplementary courses followed are simply endorsed by the Examination Board of a student's main programme during its meeting. A certificate of results is transmitted to the students concerned.

In the event of unsuccessful completion (or unjustified absence) at the end of the academic year, the student may re-enrol in the same course(s) in the following year, and he/she will have to again pay the corresponding tuition fees. It also ensures that the programme amounts to a minimum of 60 ECTS credits (some of which have been earned).

Ex.: a law student has followed 6 courses of their "second degree Programme in Political Sciences for the Holder of a Bachelor's Degree in Law" upon beginning his/her third year of law. He/she submits his request to the Prior Learning Accreditation Committee of the Faculty of Economics, Social and Political Sciences and Communication (ESPO), which admits him/her to the BA in Political Sciences and

definitively establishes the courses remaining to be followed to obtain a BA in Political Sciences.

2) In the 3rd year of the Bachelor's programme is the completion phase of the dual-degree programme (overseen by the Faculty Administrative Office of the dual degree)

Enrolment in the Second Degree of the Dual-Degree Programme

Upon enrolment in the 3rd year of his/her main Bachelor programme, the student who wishes to complete his/her dual-degree programme submits, at the latest by 4 October, a request requesting the validation of his credits to the Prior Learning Accreditation Committee of the Faculty from which he/she wishes to earn the second degree. The Committee defines the courses remaining to be followed in light of the marks earned for supplementary courses followed to date. Information on the procedure for submitting a request is available on the Web page: <http://www.fusl.ac.be/sl/vae.html>.

A student may, in addition, request to extend this programme over a two-year period.

In the event he/she is accepted for admission, the student must report, at the latest by 14 October, to the Admissions and Registration Office to enrol in the programme concerned and to pay the corresponding tuition fees (see below).

The student who is not ready to complete the dual-degree programme upon entering the 3rd year of his/her main Bachelor programme may postpone his/her enrolment in the second degree to a subsequent year according to the financial conditions listed in Section IV.

In summary, at the beginning of his/her 3rd year of study, a student may choose to do one of the following:

- complete his/her dual-degree programme in one year;
- complete his Bachelor programme in two years (extension). In this event, the student completes and submits the appropriate form;
- continue to follow supplementary courses in a preparatory manner and choose to enrol at a later date in the dual-degree programme.

Please note: tuition fees vary according to the choice made (see Section IV).

Enrolment in Courses and Registration for Exams

Once a student is effectively enrolled in a second Bachelor programme, his/her enrolment in courses and registration for exams is managed by the Faculty Administrative Office of the second degree programme (and no longer by that of his/her main programme). The course enrolment procedures are announced on the electronic notice boards.

V. Transitional Measures for Students Enrolled in a Dual-Degree Bachelor Programme Prior to 2012-2012

A student enrolled in a dual-degree programme prior to 2011-2012, and who has not interrupted that enrolment, remains subject to the rules in effect at the time of his/her enrolment, in particular:

- as tuition fees were paid at the time of his/her initial enrolment, only exam registration fees are due each year (as well as the matriculation fee if it is the student's only enrolment at Saint-Louis) as long as his/her enrolment at Saint-Louis has been uninterrupted;
- the student enrolls in the supplementary courses at the beginning of each term, no later than **15 October 2012** for the 1st term and no later than **15 February 2013** for the 2nd term;
- the student registers for exams according to the dates set by the Faculty Administrative Office;
- in a given academic year, the student may sit an exam for a course in which he/she is enrolled a maximum of twice per academic year;
- the student who wishes to complete his/her second degree of their dual-degree programme during the 2012-2013 academic year must inform the Faculty Administration Office of the dual-degree at the latest by 5 October 2012. His/her definitive programme is determined by the Prior Learning Accreditation Committee. The student's full-session marks will be reviewed during the Examination Board meeting in June or in September. By way of derogation from Article 4 of the implementing provisions of the General Academic and Examination Regulations for the Faculty of Law and from Article 4 of the implementing provisions of the General Academic and Examination Regulations for the Faculty of Economics, Social and Political Sciences, the student may register for individual exams during the June session. In this event, his/her full exams will be reviewed during the Examination Board meeting following the September session;
- the dual-degree programme must be completed at the latest by the end of the academic year that follows that of the awarding of the main Bachelor's degree. In the event of unsuccessful completion, the student may re-enrol as a repeat student and pay full tuition fees.

The student enrolled in a dual-degree programme prior to 2011-2012, who has not been enrolled at Saint-Louis for at least one year and who wishes to re-enrol in 2012-2013 in a dual-degree programme he/she began in the past is subject to the new rules.

VI. Questions?

The Administrative Office of the Faculty of Economics, Social and Political Sciences can provide you with information on the Bachelor programmes organised in Political Sciences, in Information and Communication, in Sociology and Anthropology, in Economics and Management and in Business Engineering:

Mmes Caroline DEWEZ, Maud ALLARD & Cathy WAUTERS & Mr. Pierre FRANCK

Tel.: 02 211 79 07, 02 211 79 86, 02 211 78 79
Fax: 02 211 78 54
E-mail: espo@fusl.ac.be
Office: Marais 109 – 3rd Floor – 313

The Administrative Office of the Faculty of Philosophy, Languages & Literatures and Social Sciences can provide you with information on the dual-degree programmes in Philosophy, in History and in French Romance Languages and Literatures.

Mmes Dominique GRIVEGNEE & Maud ALLARD

Tel.: 02 211 78 69
Fax: 02 211 78 54
E-mail: philo@fusl.ac.be
Office: Marais 109 – 3rd Floor – 315

The Administrative Office of the Faculty of Law can provide you with information on the dual-degree programmes in Law.

Mmes Elzbieta FOLK, Dominique LABAR, Shokooh SADEGHZADEH & Mr. Alain VAN ASSCHE

Tel.: 02 211 78 10, 02 211 79 85 et 02 211 78 39
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