

'Student-at-large / Auditor' regulations Academic year 2019-2020

Chapter I

Section 1: General principles

Article 1

§1 The institute offers anyone who is not enrolled as a regular student within the framework of a study programme leading to an academic grade, the chance to follow learning units that are part of an academic curriculum, as a student-at-large or auditor.

§2 Regularly enrolled students also have the opportunity to follow learning units in their area of study that are not part of the first cycle programme or second cycle programme.

By way of derogation from paragraph 1, students at the end of the second cycle (graduate students) may, with the approval of their jury, enrol as a student-at-large or auditor in a learning unit considered useful for their thesis¹.

Section 2: Student-at-large

Article 2

Enrolment as a student-at-large depends on the approval of the learning unit leader as well as the approval of the dean of the faculty concerned or their representative.

The number of credits associated with these course units cannot exceed 20 per academic year.

Special access conditions are in place for political refugees and asylum seekers (action-refugies@uliege.be).

¹ See Article 3§2

Article 3

§1 The procedure to enrol as a student-at-large can be accessed on the [institution's website](#). The enrolment fees are as follows:

- From 1 to 10 credits: **fixed sum of € 145;**
- As of the 11th credit: **€ 13 per additional credit.**

§2 However, if enrolling in application of Article 1§2, last paragraph, this must be done at the headle's office of the faculty concerned.

Article 4

The assessment methods are described in Article 5. If the student-at-large passes (10/20), they will be given a certificate. This certificate shows the score but no credits are granted.

No attendance certificate will be issued unless the student's presence was regularly verified.

Article 5

§1 The assessments are oral and/or written. They may also consist of other work or a placement completed by the participant for this purpose. The assessment method for each learning unit and the other related modalities are specified in a timely and efficient manner by the learning unit leader.

§2 Unless special terms have been established, the participant has the opportunity to do the assessments twice for the learning unit they are enrolled in.

§3 Participants must register for the assessments according to the terms specified in a timely and efficient manner by the learning unit leader.

Article 6

The learning unit leader may decide a participant is ineligible for assessment:

- If the participant has not completed the activities associated with the learning unit concerned;
- If the participant has not handed in the reports, personal work or compulsory work within the framework of the learning unit concerned, within the deadlines or in the prescribed form;
- If the participant has not attended the learning unit for which their presence is expressly required.

Article 7

The assessment scale for each teaching unit corresponds to a number between 0 and 20, with a minimum of 10/20 to pass. The assessment grade is expressed either as a whole number or as a decimal.

Section 3: Auditors

Article 8

§1 Auditors may attend learning units which the leader has authorised them to do so, although they may not participate in any practical work, laboratory work, etc.², associated with these learning units.

§2 In principle, and only if authorised by the teacher concerned, auditors do not have access to online documents within the framework of the class(es) concerned and are not, in any case, authorised to take the exams for the learning units they have followed. Moreover, they will not receive an attendance certificate.

§3 The enrolment fees as well as the enrolment procedures are available on the [institution's website](#).

Chapter II

Section 1: Participation in learning units

Article 9

Only someone who is officially enrolled in an individual course or as an auditor, who has paid the corresponding enrolment fees, has the right to participate in the course and/or in the learning units and, except for auditors, in the associated assessments.

If a participant announces their withdrawal after the start of the learning unit, they cannot recuperate their enrolment fees, unless otherwise exceptionally decided by the enrolment department³.

Article 10

When someone enrolls in an individual course or as an auditor, they are invited to read all the provisions in Chapter IX "student life: student rights and duties" of the general regulations for studies and examinations are applicable and, should the case arise, could lead to an academic sanction.

Article 11

§1 Enrolment or admissions fraud can lead to the exclusion of the guilty party from all admissions and enrolment processes at the institute for any reason, for the five following academic years. The person in question is notified of the fraud. They may approach the admissions office to challenge the truthfulness of the facts, who also has teaching responsibilities, within eight days of receiving this notification.

² Or any similar activities (clinical, internship, etc.).

³ Withdrawal must be done in writing (a letter sent by post or by email to the admissions and enrolment department [students-at-large and auditors]).

§2 If the participant is already enrolled, they immediately lose their status of participant, as well as all the rights associated with this status and the legal effects associated with passing the tests during the academic year in question. Enrolment fees that have been paid cannot be reimbursed.

Section 2: Computer network and privacy

Article 12

The university offers every participant the opportunity to access its network infrastructure and the intranet, providing [the network usage rules are respected](#).

Article 13

Every enrolled participant has a ULiège email address, which they can activate via [MyULiège](#). The institute's official messages are sent to this email address.

Article 14

The terms of use concerning the personal data provided by the student regarding their admission and enrolment, can be consulted on the university's website. Participants are expressly invited to read them when enrolling for the first time.

Section 3: Disciplinary measures

Article 15

The sanctions that can be imposed on students-at-large and auditors are as follows:

1. a warning,
2. exclusion from the course or participation in the learning units,
3. exclusion from the institute.

The first two sanctions are given by the learning unit leader once the participant has been heard. The decision is motivated.

Exclusion from the institute is pronounced by the board of directors, upon the rector's request according to the procedure provided for in the study and examination regulations for regularly enrolled students.

Section 4: Remedies available to students-at-large and auditors

Article 16

Any participants who so wish may appeal to General Management for Education and Training, who also has teaching responsibilities, with a view to contesting any irregularities affecting an admission or enrolment decision, a sanction imposed by the learning unit leader in accordance with articles 10 and 11 or, more generally, any irregularity that disrupts or has disrupted their training or their participation in a learning unit.

The appeal must be lodged, by recorded delivery, within 15 days of knowledge of the presumed irregularity.⁴

If an irregularity is found, the General Management for Education and Training, who also has teaching responsibilities, could, if necessary, request the re-examination of the admissions file or organise a new assessment.

Article 7

These regulations are in force for the academic year 2019-2020.

⁴ The appeal must be lodged with Mrs. D. Duchâteau, Place du 20-Août, 4000 LIEGE, BELGIUM.