

“Lifelong learning” Regulations

2020-2021 Academic year

Chapter I:

Section 1: General principles

Article 1

§1 Pursuant to the Decree of 7 November 2013 defining the “landscape” of higher education and the academic organisation of studies, and particularly Article 15, §1, 34° of this Decree, the University organises continuing education,¹ the full list of which is consultable on the [University website](#).

§2 These courses have one or more of the following objectives:

1. to update knowledge, especially according to the particular professional profile of the participants;
2. perfect or specialise in the knowledge and skills pertaining to a particular subject associated, or not, with the participants' profile. This category includes professional reintegration courses, among others;
3. complete and perfect the participants' training, in direct connection with their current or future professional activity;
4. expand and enrich training personal training, as an active and critical citizen.

§3 The university organises lifelong learning studies in the areas in which it is authorised to organise first or second cycle studies. ARES² can grant exceptions to this requirement if they are duly substantiated.

Article 2

§1 A lifelong learning course is not validated by an academic qualification. It does not fall within the remit of full-time education and, consequently, those attending the course do not have the status of a regularly enrolled student.

§ 2 Lifelong learning studies can be spread over the three four-month periods.

¹ Besides the lifelong learning courses to which these regulations refer, the institute organises a significant number of specialised master's degrees. These master's degrees are accessible after an initial second cycle according to the conditions laid down by the academic authorities.

² Académie de Recherche et d'Enseignement Supérieur.

Article 3

§1 Depending on its content and its status, a university certificate, an inter-university certificate, a certificate of achievement or an attendance certificate, can be issued for a lifelong learning course.

§2 Credits can only be granted in the case of university certificates and inter-university certificates (see Chapter I - Section 4 - Article 11).

If a participant chooses to follow an academic curriculum, the credits may go towards it, according to the conditions stipulated by the establishment of higher education to which the participant would like to apply.

Section 2: Admission requirements and enrolment

Article 4

§1 According to the conditions laid down by the competent academic authorities³, holders of a degree and those with a similar qualification⁴ have access to lifelong learning courses.

§2 Persons with relevant knowledge and skills acquired through professional or personal experience also have access to the lifelong learning courses. This personal or professional experience must correspond to at least five years of activity. Only a maximum of two years of higher education can be taken into account.

Article 5

§1 All applications for a lifelong learning course must be submitted according to the established terms and procedures pertaining to the course concerned. These procedures (documents to be provided, admissions conditions, etc.) are available on the institute's website in the lifelong learning catalogue.

§2 The enrolment fees are specific to each course. (See the lifelong learning catalogue). They cover participation in the learning units and assessments. They must be paid when enrolling for the course⁵.

§3 In principle and unless otherwise specified, enrolment closes on the last working day preceding the start of the course.

Article 6

According to the conditions laid down by the academic authorities, the lifelong learning programme may be staggered over two years or more. The enrolment fees generally cover the two years, providing that the student is officially permitted to continue after the first-year assessments.

³ Check [this page](#) to find out more about the specific conditions for every course.

⁴ 1st and 2nd cycle of university and non-university higher education.

⁵ These fees cannot be reimbursed, unless otherwise decided by the course supervisor.

Section 3: Evaluations

Article 7

§1 Evaluations are oral and/or written. They may also consist of other work or a placement completed by the participant for this purpose. The evaluation method for each course and the other related arrangements will be specified in a timely and efficient manner by the supervisor of the certificate or their representative. For the May–June 2020 session, examinations will be organised remotely according to the terms defined by the University.

§2 With the exception of particular arrangements established for the course in question, participants can sit evaluations for the course on which they are registered on two occasions.

§3 Participants must register for the assessments according to the terms specified in a timely and efficient manner, by the supervisor of the certificate or their representative.

Article 8

The course supervisor 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 9

§1 The assessment scale for each teaching unit corresponds to a number between 0 and 20, with a minimum of 10/20 to pass.

§2 The participant will be awarded the certificate if they have obtained a mark of 10/20 or more for every learning unit. If this is not the case, the jury for the course is sovereign.

§3 If the participant is awarded the certificate, the jury grants the credits associated with the learning units.

§4 The assessment grade is expressed either as a whole number or as a decimal.

Article 10

If cheating or plagiarism occurs, the participant will receive a mark of 0/20 for the learning unit concerned. Upon the participant's request, they may be heard by the course supervisor or their representative.

If necessary, the participant may also receive one of the academic sanctions provided for in Chapter XI of [the institute's general regulations for studies and examinations](#).

Section 4: Qualifications awarded

Article 11

§1 All **university certificates** have a minimum of 10 credits and entail passing an individual assessment (project, integration work, exams, etc.).

Every certificate is endorsed by the board of directors which approves the course programme, appoints the teachers and, on a broader level, ensures the provisions of the decree of 7 November 2013 are respected. All the certificates must be approved by ARES.

The term **inter-university certificate** is applicable to lifelong learning courses jointly organised with one or more university-level Belgian(s) and/or foreign establishments. If this is the case, only teachers under the authority of the institute can be appointed by the board of directors. Furthermore, a cooperation agreement must be established with a view to setting all the terms (programme, funding, etc.) relating to the functioning of the course.

§2 Any other lifelong learning course must be approved by the board of directors and can result in a certificate of achievement or participation.

Article 12

The supervisor of a university certificate or an inter-university certificate may exceptionally, and on the basis of a reasoned request, accept the attendance of a person not enrolled in the certificate, in all or part of the course. The participant may receive a certificate of participation according to the conditions set by this supervisor. However, this certificate can only be issued if attendance during all or part of the course is proven, i.e. through the signature of an attendance list.

Unless otherwise decided by the supervisor, the participant must pay the enrolment fees for the regular enrolment in the certificate.

The participant will be given the status of visiting student so that they can have access to the course notes or other practical aspects.

Chapter II

Section 1: Participation in lifelong learning

Article 13

Only the person who is officially enrolled in a lifelong learning course and who has paid the corresponding enrolment fees, has the right to participate in the course and in the associated assessments.

If a participant announces their withdrawal from the lifelong learning course, they cannot recuperate their enrolment fees, unless otherwise exceptionally decided by the course supervisor.

Article 14

When a participant enrolls in a lifelong learning course, 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 (see Chapter XI of the institute's general regulations for studies and examinations).

Article 15

§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 challenge the truthfulness of the facts before the vice-rector, who also has teaching responsibilities, within eight days of receiving this notification.

§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 16

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

Article 17

Every enrolled participant has a ULiège email address, which they can activate via [MyULiège](#). Official messages from the University are sent to this email address.

Article 18

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 19

The sanctions that can be imposed on participants of a lifelong learning course 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 course supervisor 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: Appeals open to participants in a lifelong learning course

Article 20

Any participants who so wish may appeal to the vice-rector, who also has teaching responsibilities, with a view to contesting any irregularities affecting an admission or enrolment decision, a sanction imposed by the course supervisor in accordance with articles 14 and 15 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. The appeal is lodged with the General Director for Education and Training⁶.

If an irregularity is found, the vice-rector, who also has teaching responsibilities, could, if necessary, request the re-examination of the admissions file or organise a new assessment.

Article 21

These regulations enter into force for the 2020–2021 academic year.

⁶ The appeal is lodged with Ms. D. Duchâteau, Place du 20-Août - 4000 Liège - Belgium