

General Study and Exam Regulations 2019–2020 Academic year

Modifications resulting from COVID-19

Preamble

1. These regulations are adopted in line with the Law of 28 April 1953 on the organisation of higher education by the State, the Decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies, and its implementing decrees.¹

These regulations were approved by the Board of Directors on 3 July 2019.

If legislative changes which require these regulations to be adjusted arise after the regulations have been adopted, these will be brought to students' attention as soon as possible.

2. Specific university regulations cover:
 - a. [student athletes/student artists/students with disabilities/student entrepreneurs](#) (see also Article 37);
 - b. [doctoral studies and training](#) (see also Article 100);
 - c. [continuing education, isolated classes, and auditors](#) (see also Article 101).
3. In the context of the COVID-19 health crisis, the French Community has published a special powers order which adapts the "Landscape" decree to the constraints resulting from this exceptional situation. It consists principally of modifications relating to the organisation of teaching, assessments, and deliberations, which are covered in these regulations and have immediate effect. Given the particular nature of the situation, students are requested to carefully read the charter of trust and comply with it.

The following articles have been modified:

- Art 32: Changes to the SAP during the course of the year;
- Art 39§2: **Possibility of prolonging the third term until 30 January 2021** in light of Article 5 of the special powers decree;
- Art 44: examinations are public, external individuals may only attend as an observer;
- Art 45: - The principle of the **remote organisation of exams** for the May–June 2020 examination session;
- Deadline for submitting evaluation methods: **27 April 2020**;
- Notification process regarding **the lack of adequate material conditions** by the student.
- Art 57: Principle of **remote deliberations**;
- Art 69: **Remote announcement of results**;
- Art 71: **Consultation of corrected papers**;
- Art 72§2: footnote, **precisions on registration methods**.

¹All university legislation, including the Government's implementing decrees, can be consulted on the [Gallilex](#) website of the French Community of Belgium.

4. Unless otherwise provided, the measures taken for the May-June 2020 session will apply to the August-September 2020 session and its exceptional extension until 30 January 2021. If changes are made to course outlines, these will be published no later than one month after the start of the session."

Table of contents

Chapter I: Definitions.....	2
Chapter II: Registration for an academic degree	6
Chapter III: Organisation of the academic year and teaching units.....	16
Chapter IV: Students' Annual Programmes (SAP)	17
Chapter V: Evaluations	20
Chapter VI: Juries (composition - deliberation criteria - quorum and deliberation methods)	26
Chapter VII: Credits	29
Chapter VIII: How results are communicated and consulted – announcements	30
Chapter IX: University life – the rights and responsibilities of students	31
Chapter X: Appeals open to students	33
Chapter XI: Academic sanctions	37
Chapter XII: Studies organised jointly with other higher education establishments	38
Chapter XIII: Degree	38
Chapter XIV: The jury of the French Community	39
Chapter XV: Granting equivalency	39
Chapter XVI: Doctorate and doctoral courses	40
Chapter XVII: Continuing education - Isolated classes - Auditors.....	40
Chapter XVIII: Final provisions - Entry into force	40

Chapter I: Definitions

Article 1

Glossary for the application of this regulation:

Learning Activities

Learning activities include:

- lessons organised by the establishment, in particular, lectures, supervised exercises, practical work, laboratory work, seminars, creative and research activities in workshops, excursions, visits and work placements;
- individual or group activities, especially preparations, work, research, final year thesis work, projects and activities related to professional integration;
- study, self-training, and personal development activities;
- acquisition of business skills as part of work/study sandwich courses.

These may all be assessed and may be expressed in terms of credits.

Remediation activities

Learning support activities which are not part of a study programme and which aim to help overcome any weaknesses students are facing or help them follow or resit a study programme with better chances of success. Remediation activities may be given an estimated credit but are not included in calculations of the minimum credits to be acquired to obtain the cycle diploma.

Electronic university address

Email address allocated to a student when they register.

AESS

Agrégé de l'Enseignement Secondaire Supérieur, the Level 7 specialised academic qualification issued in accordance with the Decree of 8 February 2001 defining the initial training for upper-secondary education specialists or the Decree of 17 May 1999 on higher artistic education.

Reasonable arrangements

Appropriate measures, not imposing a disproportionate load upon the University, taken pursuant to the Decree on inclusive teaching according to need, in a practical situation, to enable individuals with a specific status to access, participate and progress in the field of teaching.²

Academic year

Cycle in the organisation of teaching which begins on 14 September and ends on 13 September the following year; the activities, decisions and acts relating to these missions are attached to an academic year but may extend beyond this period. However, for legislation relating to the status of staff, the academic year ends on 30 September.

ARES

Académie de Recherche et d'Enseignement Supérieur which covers all higher education establishments in the French Community.

Academic authorities

The bodies which, in each establishment, are authorised to perform the tasks connected with the organisation of teaching including appeals.

² Definition set by Article 3 of the Decree of 12 December 2008 on combatting certain forms of discrimination.

Block

Administrative division of a study cycle. Each block includes 60 credits.

Educational co-ordinator

A Faculty staff member with the following missions (in partnership with staff responsible for registrations, the academic authorities and teaching and academic staff):

1. to advise the student in preparing their study programme;
2. to support future students preparing their application for recognition of credits already acquired;
3. to support future students preparing their application for recognition of skills and knowledge acquired through professional or personal experience;
4. to act as a link between the teaching units, particularly in terms of prerequisites and co-requisites.

Co-requisite of a teaching unit

A combination of other teaching units for a programme of studies that should be followed before or at the latest during the same academic year.

Credit

A unit that corresponds to the time devoted by the student, within a programme of studies, to a learning activity. One credit corresponds to a fixed amount of 30 hours of learning.

Dean

A member of the teaching staff who is elected by the Faculty Council and who takes on management of the Faculty. The Director General of the HEC-Management School holds the rank of Dean.

Teaching staff

Any person who has been officially appointed by the Board of Directors to take on teaching responsibilities, a mission, or a replacement role.

Partial Test

Compulsory test organised at the end of the first term which covers teaching units in the first cycle for which the Faculty has obtained, for teaching purposes, the authorisation to retain them as annual tests.

Student in the first year of the first cycle

Any student who has not yet earned or developed at least 45 of the first 60 credits in the first cycle.

Student at the end of the cycle

A student who has included in their annual programme all the credits required to graduate.

Evaluation

Any type of evaluation (oral, written, multiple choice, etc.) relating to a teaching activity and organised with a view to acquiring related credits.

Faculty

By the term “Faculty”, the following is understood:

- the Faculties themselves (Architecture, Law, Political Science and Criminology, Gembloux Agro-Bio Tech, Medicine, Veterinary Medicine, Sciences, Applied Sciences, Social Sciences, Philosophy and Arts, and Psychology, Speech and Language Therapy, and Education);
- HEC-Management School.

Force majeure³

Force majeure is traditionally defined as an unforeseeable, irresistible event which is independent of the will of the parties involved. It has its origins in private law on responsibility and is an external cause for exemption from responsibility.

Case law sets several conditions for the legal recognition of a case of force majeure. The event must be unforeseeable, compelling, and external to the person in question:

- *Unforeseeable*: “the external cause assumes an event independent of human will and which (the student) could not foresee or prevent”;
- *Irresistible*: the student “must be unable to overcome or resist the force majeure event”;
- *Lack of responsibility/fault by the person concerned*: any fault by the student “is excluded from the events which preceded, prepared or accompanied the force majeure”.

‘Force majeure’ refers to any unforeseeable, irresistible event which is external to the person concerned and which has consequences for the organisation of examinations.

Distinction

Appraisal by a jury of the quality of the work of a student when they are granted an academic qualification in the first or second cycle (satisfaction, distinction, honours, highest honours). If a distinction is not mentioned, students are said to have “passed”.

Prerequisite for a teaching unit

All other teaching units in a programme of studies for which the learning outcomes must be certified and the associated credits awarded by the jury before enrolling in this teaching unit unless an exemption is granted by the jury.

³ This refers to the definition given in the [letter from the Minister for Higher Education, Mr Marcourt](#), addressed to higher education establishments on 1 March 2017 relating to the management of strike action or any other event which has an impact upon the organisation of assessment tests.

Student's annual programme (SAP)

All teaching units officially registered for the current academic year, in the student's course programme, in line with the provisions of Chapter IV and upon which the student will be assessed.

Study programme

All learning activities, which are grouped into teaching units, that make up a cycle of studies and lead to an academic degree. All study cycle programmes cycles are presented in chronological segments of annual blocks of 60 credits.

Teaching unit

Learning activity or set of learning activities that are grouped together because they share common objectives and make up a teaching block in terms of expected learning outcomes. Each teaching unit corresponds to one or more credits.

Validation of acquired skills

The process of evaluating and recognising skills acquired from experience or training and the skills of an applicant as part of an application to study.

Chapter II: Registration for an academic degree

Section 1: Registration

Article 2

- §1 Students may only attend teaching units in their annual programme (SAP) if they are regularly enrolled for the academic year in question, in the study cycle leading to this qualification.
- §2 Regular enrolment means that registration must comply with legal conditions and any additional access conditions as defined by the academic authorities. All these conditions are available on the [ULiège website](#) and form an integral part of these regulations. Students must, furthermore, respect the deadlines for the payment of fees as set out in Article 6.
- §3 Registration is valid for one academic year. It covers a set of teaching units in a specific study cycle and constitutes the student's annual programme (SAP). This programme is established in line with the provisions of Chapter IV.
- §4 Courses in medicine, dentistry, physiotherapy, pharmacy, and notarial studies are subject to regulations, access restrictions on certification and the establishment of individual practices. When they first register for these courses, students are asked to take note of the legal provisions in force and the possibility of obtaining detailed information from the Faculties in question.

Article 3: application for registration

§1 Applications for registration may be made from 1 February preceding the academic year for which the registration can be made. Other than exceptions set for certain programmes,⁴ registrations must be duly completed:

- a) No later than **30 September**⁵ for students who are nationals of a member of the European Union and students of 'assimilated' third European Union countries, holding a Belgian degree or decision of equivalence to a Belgian degree issued by the Wallonia-Brussels Federation permitting automatic access to the course in question, on the basis of a legal or regulatory provision;
- b) No later than **31 August**⁶ preceding the academic year for which the registration should be made for students who are nationals of a European Union country and students for 'assimilated' third European Union countries, holding a degree which does not automatically grant them access to the course in question and thus requiring a decision from the academic authorities;
- c) No later than **30 April**⁷ preceding the academic year for which the registration should be made, for students who are nationals of a "non-assimilated" third European Union country, holding a degree which does not automatically grant access to the course in question and which thus requires a decision from the academic authorities;

Applications for courses covered by the "non-residents" decree are subject to [specific procedures and deadlines](#).

§2 No applications for registration will be examined if they do not meet the conditions and procedures defined for the academic year in question: https://www.enseignement.uliege.be/cms/c_9780514/en/enrol.

§3 In their application, students are requested to declare any previous registrations for higher education, in or outside the French Community, and the results obtained over the five previous academic years. Any omission may be considered as registration fraud. This provision does not apply to students who, having registered at the University, continue their studies there without interruption.

Applicants agree to renounce their status as a potentially fundable student if they make a similar approach to another fully functioning higher education establishment in the French Community.

⁴ A date later than the dates specified in this article may be set for certain programmes which are accessible through a selection procedure managed by the Faculty or through an interuniversity procedure. Information is available in course programmes. Example: Masters in medicine with specialisation.

⁵ The deadline of **30 September** enables the Matriculation Department to ask for and obtain, before the final date of 31 October set by Decree, any background document that is missing from the application.

⁶ The deadline of **31 August** is required by the time it takes to process the applications.

⁷ The deadline of **30 April** is required by the time it takes to process the applications and to obtain a residence permit.

Article 4: Registration

§1 Registrations take place from the end of June prior to the academic year in question and up to and including 31 October.

§2 By exception to §1:

- a. the final date for registration is 30 November for students who, during the September session of the previous year, took part in a special examination period under application of Article 39;
- b. exceptionally, the [Government](#) may, upon the University's recommendation, authorise registration beyond these dates when the circumstances so justify;
- c. registration for studies in the third cycle may, with the authorisation of the doctoral college and for justified reasons, continue until the eve of the day when registrations open for the following academic year (see the doctoral regulations).

§3 The University may provisionally register students. Provisional registration must take place no later than 30 November, except when the delay in issuing missing documents or certificates is not attributable to the student.

Article 5: Settlement of debts

All registrations are conditional upon proof of settlement of any debts⁸ which may have been contracted with any higher education establishment in the French Community from academic year 2014-2015 onwards.

Article 6: Registration fees and payment deadlines

§1 Registration fees include enrolment, registration for the academic year and registration for the exams organised during this academic year (first and second sessions).

However, in order to sit an exam in the September session (second session), students must take out an administrative enrolment, respecting the registration deadlines and procedures set by the Faculty.

Students who, no later than 31 October, have a reduced workload approved under application of Article 37⁹ pay a registration fee which is calculated according to the number of credits in their annual reduced programme.¹⁰

§2 Students who have not paid 50 euros by 31 October, will be notified that their registration cannot be processed. From this point, they will be considered as never having been a student.¹¹

Students will be notified through their university email address, and information will be provided on appeal procedures (Chapter X).

⁸ Debts relating to registration. Students must present a certificate testifying that they have paid all debts from any establishments previously attended.

⁹ The reduced programme is only valid for the current academic year. Requests for reduced programmes must be made every year.

¹⁰ Payment on credit is not applicable for students at the end of a study cycle, even if they are following a reduced course load.

¹¹ If they have not paid 50 euros, students will not receive certification for their family allowance or their student card. In contrast, they will have access to the university intranet and the annual study programme (SAP), enabling them to follow learning activities in their study programme.

§3 Other than in cases of force majeure, if students have not paid the entire amount of the registration fees before 1 February,¹² they will be notified that they no longer have access to learning activities nor exams and that they may not be assessed nor benefit from any postponement or assessment of credits.

Students continue to be considered as being registered for a course for the academic year and their year is counted in their academic records as a failed year.¹³ All registration fees remain due.

Students will be notified through their university email address, and information will be provided on appeal procedures (Chapter X).

§4 To be eligible for the scholarship rate, the students must provide the [social services department](#) with the receipt of their application for the student grant department of the Wallonia-Brussels Federation.

Students who have applied for [a student grant from the Wallonia-Brussels Federation](#) and who, for 31 October (§2) or 1 February (§3), have not yet received it, will continue to have access to teaching activities, exams, to be considered and to carry credits over or have them assessed.

As soon as they receive a response from the Wallonia-Brussels Federation student grant department (whether positive or negative), they must inform the University social services department. If the grant is refused, the student has 30 days from the date of the decision from the Wallonia-Brussels Federation student grant department to pay their registration fees.

Article 7: multiple registrations

§1 With the agreement of the Faculty or Faculties in question, and in line with conditions set by them, students may accumulate several registrations for different courses during the same academic year. Registration for more than two programmes depends on permission being granted by the relevant deans.

§2 Multiple registrations in the first and second cycles of the same study programme is forbidden, notwithstanding the provisions of Article 35 on students at the end of the cycle.

Article 8: Refusal of enrolment

§1 By means of a reasoned decision, the academic authorities:

1. refuse registration to any person who, in the three academic years preceding the academic year in question, has been excluded from a higher education establishment for reasons of registration fraud or examination fraud.
2. may refuse registration to any student who has been excluded in the three preceding academic years from a higher education establishment for serious misconduct.

§2 By means of a reasoned decision, the jury of the cycle in question may refuse registration or re-registration of any student who is not fundable under application of the provisions of the “funding” decree.

§3 Refusal to register an application pursuant to paragraphs 1 and 2 is communicated to the student no later than 15 days after reception of their duly submitted application. The notification is communicated by registered delivery or email to the email address mentioned in the application

¹² Or from registration if this takes place at a later date (for example if the student received an exemption to register after 31 October).

¹³ No credit is acquired for the academic year in question.

or, where appropriate, the university email address. The notification explains the appeals process (Chapter X).

§4 The University may also refuse registration under the terms of the “non-residents” decree. Notification of this will specify the appeal procedures (Chapter X).

Article 9 Lack of a decision

When an application for registration has been duly submitted and has received no response from the University by 15 November, an appeal against the decision may be made to the Government Commissioner (Chapter X).

While awaiting the appeal, submission of the appeal is equivalent to a provisional registration.

Article 10: cancelling registration and abandoning

Cancellation: Students may cancel their registration until 30 November of the academic year in question. In this case, only the deposit of 50 euros remain due, and any balance paid by the student will be refunded upon their express request using the [contact form](#).

Reorientation: If during the academic year, the student cancels their registration for the first year of the first cycle and, between 31 October and 15 February, submits a new application for another course or another establishment, this request will be considered as a request for reorientation.

If this request is accepted, the student remains liable, in terms of the establishment in which they have cancelled their registration, to pay all registration fees. If they have applied for a student grant from the Wallonia-Brussels Federation and this is ultimately refused, they are also liable for the registration fees in the initial establishment.

Abandoning: After 30 November, students may no longer cancel their registration. Abandoning the course after this point does not lead to a refund, any unpaid fees remain due and the study year will be included in the student’s university record.¹⁴

Students cannot cancel or abandon their courses by telephone, fax or through a third party. Cancellations may only be made through the [contact form](#) or by going to the registrations department in person.

Article 11: changes to registration

Until 31 October, any student may, in line with the legal conditions relating to access and funding, change course.¹⁵ This change is free of charge.

¹⁴ No credit is acquired for the academic year in question.

¹⁵ A date after 31 October may be set for certain programmes when justified by administrative or academic constraints. For example, when practical work has been completed, internships have begun, or group work has begun.

Students wishing to change establishment must cancel their registration with the University in line with Article 10.¹⁶

Article 12: Re-orientation during the year – Students in the first year of the first cycle

§1 As well as being able to modify their registration before 31 October (Article 11), students in the first year of the first cycle may change course until 15 February in order to continue their academic year within another course.¹⁷ Ideally, however, no change of course will take place between 15 December and the end of the January session. This change is free of charge. Re-orientation must be reasoned and approved by the jury of the study cycle to which the student wishes to change. The re-orientation must take place in line with the legal conditions for access and funding.

§2 Students in the first year of the first cycle who want to change course to another establishment must inform the University. To do so, they must go to the registrations department where their re-orientation will be recorded. The student will be issued with a re-orientation certificate.¹⁸

§3 A jury's decision to refuse re-orientation may be the subject of an internal appeal (Article 83).

Section 2: Conditions of access

Article 13

§ 1 All the legal and regulatory conditions of access are available on the [university website](#) and form an integral part of these regulations.

§2 An application is considered to be inadmissible if the applicant does not meet all the conditions of access for the course in question or does not comply with the provisions of these regulations.

The inadmissibility is notified to the email address mentioned in the application or, where appropriate, the student's university email address, and information will be provided on the appeals procedure (Chapter X).

Article 14

An application from any student who is not eligible for automatic access pursuant to a legal or regulatory provision (Article 13) will be examined and decided upon by the Admissions Committee concerned (Section 3 below).

¹⁶ Note, registration in another establishment is also subject to conditions on access and deadlines. Students are advised to check the feasibility of their re-orientation plans.

¹⁷ Re-orientation is possible within the University but also towards any other establishment in the French Community (University, Haute Ecole or ESA).

¹⁸ This certificate and the report of their January evaluations will be requested by the receiving establishment.

A. - First cycle courses (Bachelors)

Article 15: equivalency

§1 Other than specific conditions set for certain courses mentioned in Articles 17 to 19, anyone holding a qualification ¹⁹issued outside Belgium²⁰ will only be admitted to the first cycle if their qualification has been recognised as being equivalent to the Belgian Certificat d'Etudes Secondaires Supérieures (C.E.S.S.).

Decisions on equivalency may specify the areas of study to which the student has access.

§2 This equivalency must be requested before 15 July from the ['equivalency' department of the Wallonia-Brussels Federation](#).

Article 16: admissions test for courses above the first cycle

Anyone who does not hold a legal Belgian access qualification or to whom the equivalency mentioned in Article 15 does not enable registration for the course for which they wish to register, the University organises an [admissions test](#) which gives access to all first cycle courses, with the exception of courses in the fields of engineering sciences and technology for which a special exam covered in Article 17 must be sat, and medical and dental sciences, for which students must pass the entrance exam mentioned in Article 18.

Article 17: special admission test – engineering sciences and technology

Access to first cycle courses in engineering sciences and technology is subject to passing a [special entrance exam](#).^{21 22}

Article 18: entrance exam and access - medical and dental sciences

§1 With the exception of students who hold an exemption due to their previous academic studies,²³ the only students who have access to the first cycle of medical and dental sciences are those who hold a pass certificated for the [entrance exam](#) organised in medical and dental sciences.

§2 Other than in the event of force majeure recognised by the entrance exam jury, if the applicant fails the entrance exam at the end of the second session, they may resit it once in the following five academic years.

¹⁹ Degree, title or certificate.

²⁰ Notwithstanding the exceptions set out by the legislator (notably students holding a European baccalaureate issued by the Board of Governors of the European Schools or the international baccalaureate issued by the International Baccalaureate Office in Geneva).

²¹ Passing this exam grants, among other things, access to all other study programmes.

²² With the exception of medical and dental science courses for which students must pass an entrance exam mentioned in Article 18.

²³ The list of cases in which the student is exempted from the entrance exam and access is available on the ARES website: <https://www.ares-ac.be/fr/etudes-superieures/en-pratique/conditions-d-acces/exmd/tout-savoir-sur-l-examen-d-entree/parcours#01-vous-%C3%A9tiez-%C3%A9tudiant-au-1er-bloc-en-sciences-m%C3%A9dicales-ou-dentaires-en-2017-2018-ou-en-2018-2019-en-f%C3%A9d%C3%A9ration-wallonie-bruxelles>

Article 19: selection procedure for non-resident students

§1 All “non-residents” in the sense of the “non-residents” Decree are subject to a selection procedure for their first registration for first cycle courses in medicine, dental sciences, veterinary medicine, physical therapy and rehabilitation and psychological and educational sciences and logopaedics.

§2 Related information and provisions are set out on the [University website](#) in line with the Ministerial circular.

§3 The provisions covered in Sections 1 and 2 of this Chapter are only applicable to non-residents in the absence of specific provisions of the Decree of 16 June 2006 and the Ministerial circular mentioned above.

Article 20: compulsory test for health sciences in veterinary science (TOSSVT) and the veterinary science competition)

§1 Notwithstanding the provisions mentioned in Article 19 for non-residents, the certificate of satisfactory participation in the orientation test for the health sciences in veterinary science is indispensable for entry into the [first registration for the first cycle in veterinary sciences](#).

§2 From the 2017-2018 academic year, after the first 45 credits, only students holding an access certificate will be admitted for registration for the teaching units in the rest of the programme. A competition on the teaching units of the second term of Block 1 will be organised with a view to [awarding these certificates](#).

For each university, the Government decrees the number of access certificates which may be issued.

§3 Students may only apply for the veterinary science competitive exam for two consecutive academic years except in cases of force majeure recognised by the academic authorities.

B.- Second cycle courses (Masters and Specialised Masters)

Article 21: additional access conditions

Admission to a Master’s programme may be subject to additional conditions to ensure competency in subjects which are a prerequisite for the course in question.

When these additional access conditions consist of one or more additional classes, these may not represent more than 60 additional credits for the student, given all the credits that may have to be approved at admission. These classes form part of their study programme.

Article 22: Teaching focus

For students holding a degree obtained outside the French Community, registration for a Masters with a teaching focus is subject to [proof of proficiency in the French language](#).

Article 23: medical and dental sciences

Students wishing to register for courses in the second cycle of medical and dental sciences and who have acquired credits or had credits approved on the basis of an academic qualification for which they were not required to sit the entrance exam covered in Article 18 must sit this exam.

C. AESS

Article 24

For students holding a degree obtained outside the French Community, registration for authorisation to teach upper-secondary education is subject to [proof of proficiency in the French language](#).

Article 25

Students who are registered at the end of a Masters cycle of at least 120 credits with an establishment in the French Community may simultaneously register for courses leading to the upper-secondary teaching qualification (AESS) or the teaching focus of the corresponding Masters course. However, students who are admitted on the basis of this provision may not be announced before having obtained the academic qualification of the Masters in question or the Masters resulting from the main registration.

Section 3 – Admissions Committees

Article 26

§1 Each jury for the first and second cycles appoints a Committee consisting of a President and a Secretary of the jury for the cycle, the Dean and the General Director for education and training, representing the academic authorities. If the Dean is the President or Secretary of a cycle jury, the jury communicates to the Matriculation Department the name of his or her replacement no later than the end of November.

§2 These committees, known as “Admissions Committees”, undertake, in the jury’s name, tasks relating to admission for access to courses in the first cycle and for all access to the second cycle.²⁴ They make decisions on admitting and refusing applicants, and making admission conditional upon the obligation to follow a specific programme.

§3 In reaching its decisions, the Committee may take the opinions of bodies which they appoint. Each year, no later than the end of December, the juries communicate Matriculation Department the list and composition of the Admissions Committees and the bodies appointed to provide opinions. When the advisory body includes more than one member, it is known as a “Consultative Admissions Committee”.

§4 Admissions Committees are also competent to recognise [skills and knowledge](#) which students have acquired through personal or professional experience (VAE).

²⁴ Reminder: For entry into the first year of the first cycle, the academic authorities have set minimum conditions for entry that form an integral part of these regulations.

This personal or professional experience must correspond to at least five years of activity and years of higher education may only be considered up to one year per 60 credits earned, without exceeding two years.

§5 All decisions by the Admissions Committees are reasoned, signed by the President of the jury, and notified to the student (for any appeal as to the regularity of the procedure, see Article 81).

Section 4: Sanctions for registration fraud

Article 27

§1 Any false statement or falsification in the application or registration will be considered as a fraudulent registration and will automatically lead to a refusal of registration for a duration of three academic years in any higher education establishment in the French Community.

The establishment which suspects that fraud has taken place notifies the individual concerned. They may appeal against the claim to the General Management for Education and Training within fifteen days of receiving this notification.

In the event of an appeal, the person in question is summoned by a recorded delivery letter and is interviewed by the General Management for Education and Training. They may be accompanied by a person of their choice.

By exception to the previous paragraph, people who live abroad are not summoned to an interview but receive a letter or email explaining the reasons why the University is taking action. This correspondence explains the possibility that the individual has to provide written evidence of their good faith.

At the end of the procedure, the General Management for Education and Training will confirm or cancel the refusal of registration.

The names of fraudulent applicants are sent to the Government Commissioner. After checking that the procedure has been respected and that fraud has taken place, the Commissioner sends the names to ARES which enters them into a database of fraudsters. Names are automatically removed from this list after a period of three academic years.

The institution notifies the individuals concerned of their entry into the database and explains the appeals process.

§ 2. When registration fraud is discovered and the person is already registered as a student, this fraud leads to a disciplinary punishment of exclusion, issued by the competent body within the establishment in question.

The name of the student is then communicated to the Government Commissioner. After checking that the procedure has been respected and that fraud has taken place, the Commissioner sends the names to ARES which enters them into a database of fraudsters.

Exclusion automatically leads to refusal to register for a period of three academic years in any higher education establishment in the French Community. The three-year period starts on the first day of the academic year in which the fraud was recognised.

Communication of the disciplinary decision sets out the appeals procedure.

§3 In the event of registration fraud, the student automatically loses their status as a regularly registered student, as well as all rights relating to this and any legal consequences related to passing exams during the academic year in question. The registration fees paid to the higher education establishment definitively belong to that establishment.

Section 5: IT network

Article 28

§1 All regularly registered students have free access to the University network and, from here, to the internet, as long as they comply with [the rules for using the network](#).

§2 All regularly registered students have a university email account which they must activate.

Official university electronic communications are sent exclusively to this email address, and students must check their account regularly.

Emails act as evidence of their content, the date sent and the identity of their sender unless proven otherwise.

Chapter III: Organisation of the academic year and teaching units

Article 29

§1 The academic year is a period of one year starting on 14 September. It is divided into three terms. Every year, the Board of Directors establishes the [academic calendar](#).²⁵

§2 Under conditions set by the Faculty, internships and their assessments may be organised from 1 July before the beginning of the academic year.²⁶

Article 30

§1 All educational units are awarded a certain number of credits (minimum 1 and maximum 30).

§2 All teaching units²⁷ in the first or second cycle are organised in one of the first two terms of the academic year, with the exception of activities which take place as part of work-study sandwich courses, certain evaluations, internships, projects, or other professional integration activities.

Exceptionally, for duly motivated educational reasons and with the Board's approval, some first cycle educational units may be distributed over the first two terms of the academic year. In this case, a partial test will be held at the end of the first term.

²⁵ The entire University follows the same calendar, other than specific and duly motivated exceptions approved by the Board of Directors, on the proposition of a Faculty.

²⁶ Students then register for the following academic year or register as an auditor if they do not yet meet the conditions for registering as a regular student.

²⁷ If a teaching unit includes more than one learning activity, all the learning activities are organised in the same term.

§3 Teaching units, with the exception of professional integration activities, excursions, visits, and internships, will not take place on Sundays, public holidays or 27 September. The University may set other days upon which teaching activities are suspended.

Article 31

§1 Each teaching activity corresponds to an 'educational commitment' which specifies the content and objectives of the activity in question, as well as how the teaching is organised and evaluated. When a teaching unit contains several parts or learning activities, the educational commitment specifies how the teaching unit will be assessed.

§2 During the year and for well-motivated reasons, the teaching staff may, with the agreement of the president of the cycle jury and the Dean, make changes to how one or more learning activities are organised and assessed. These changes will be communicated to students as soon as possible, efficiently and without delay.

§3 Course materials will be made available to students via the University internet site.

All students in the first or second cycle in receipt of a grant may, in accordance with the provisions relating to copyright, apply for a set amount ([procedure](#)) to purchase these materials. If the costs of compulsory materials for the teaching units exceed this set amount, an application may be submitted to the [Student Social Services Department](#) who will process the application on the basis of supporting receipts and in relationship with the Faculty in question.

Chapter IV: Students' Annual Programmes (SAP)

Article 32

In the event of a late registration²⁸ or reorientation of a student in the 1st year of the 1st cycle, the student annual programme (SAP) will be established at the start of the academic year or before 31 October of the academic year in question. For the 2019–2020 academic year, the student's annual programme may be modified during the 2nd and 3rd terms²⁹ with the agreement of the jury and the student.

Article 33

§1 The programme of a student registering for the first time in a first cycle must correspond to the first 60 credits of the study programme, unless a reduced programme has been granted under application of Article 37.

If the student has received credits which have been acquired or assessed for the teaching units of this programme, they may complete their programme with remediation activities aiming to increase their chances of passing.

§2 Students who have acquired or had approved, during previous academic years, at least 30 of the first 60 credits of the first cycle programme may, with the jury's agreement, complete their annual

²⁸ Under application of Article 4§2.

²⁹ For example, cancellation of a stay abroad, cancellation of internship or practical work.

programme with teaching units from the following part of the cycle programme. The annual programme load may not exceed 60 credits.

§3 Students who have acquired or had approved, during previous academic years, at least 45 of the first 60 credits of the first cycle programme may, with the jury's agreement, complete their annual programme with teaching units from the following part of the cycle, in line with Article 34.

§4 Specific rules apply to students in the first year of the first cycle in veterinary sciences (see Article 20 of these regulations).

Article 34

In addition to the first 60 credits of the first cycle study programme, all students' programmes³⁰ must include:

§1 the educational units for the study programme in which they are already enrolled and for which they have not yet acquired the corresponding credits, except for optional units which they may change;

§2 educational units from later in the programme for the cycle for which they meet the prerequisite conditions.

Article 35: specific case: end of the first cycle

§1 At the end of the first cycle, students who only have a maximum of 15 credits from the first cycle study programme yet to acquire or have approved, may complete their annual programme with teaching units from the subsequent study cycle for which they meet the prerequisite conditions. They are registered in the second study cycle (see also Article 60).³¹

Students who have not achieved their grade in the first cycle may not include in their annual programme credits for the second cycle that correspond to their dissertation or final piece of work.

§2 At the end of the first cycle, students who have yet to acquire or have approved 15 credits from the first cycle study programme may complete their annual programme with teaching units from the subsequent study cycle for which they meet the prerequisite conditions and with the agreement of the jury for this study cycle.

They are registered in the first study cycle.³²

The first cycle jury informs the second cycle jury of the maximum number of credits that the student may follow in this cycle. The annual programme may not exceed 75 credits. Each jury approves the relevant part of the student's annual programme.

Students who have not achieved their grade in the first cycle may not include in their annual programme credits for the second cycle that correspond to their dissertation or final piece of work.

³⁰ First or second cycle students.

³¹ With an administrative registration in the first cycle.

³² With an administrative registration in the second cycle.

Article 36

§1 The jury approves the student's programme. It ensures the student meets the prerequisites and co-requisites and that the student's annual study programme is worth at least 60 credits, with the exception of the end-of-cycle and reduced programmes.

§2 By individual decision and to enable the student to continue studying with an annual load of 60 credits, a prerequisite may be transformed into a co-requisite by the jury.

§3 With the jury's consent, a student may be authorised to enrol in a programme year of more than 60 credits.

§4 By exception to §1: the jury may, exceptionally and in an individual and reasoned decision, approve an annual study programme of less than 60 credits in the following situations:

- a) in the event of joint organisation with higher education establishments outside the French Community or in cases of mobility;
- b) when to achieve the minimum of 60 credits, the student's annual programme must include learning units for which they have not yet acquired the prerequisites, which cannot be transformed into co-requisites.
- c) For duly motivated educational and/or organisational reasons, without this programme including fewer than 55 credits.

Article 37: reduced annual student programmes

§1 For duly motivated and individual reasons, the jury may exceptionally grant a student when they register, the right to register for an annual programme including fewer than 60 credits.

These reduced programmes can only be granted for duly justified professional, academic,³³ social or medical reasons.³⁴

Students are automatically considered to be entitled to a reduced course load if they hold the status of [student athlete](#), [artist](#), someone covered by the decree regarding inclusive higher education or [entrepreneur](#) in line with [University regulations](#).

§2 The reduced course load is requested by the student and is the subject of an agreement between the student and the Faculty. The reduced programme is annual and may only be agreed after 31 October for serious medical reasons.

§3 By means of exception to §1 and 2, students in the first of the first cycle may, after the January evaluations and before 15 February, choose to reduce their annual study programme³⁵.

§4 All reduced course loads are considered to be regular, regardless of the number of credits they contain. Pursuant to Article 8 of the "Funding" Decree, students are, for all other legislative purposes,³⁶ assumed to participate actively in a course load of at least 30 credits.

³³ Academic reasons: having simultaneously followed several courses or have imposed upon them as part of admission to the second cycle, additional access conditions (vade-mecum for the College of Commissioners and Assistant Commissioners).

³⁴ Before granting a reduced course programme for medical or social reasons, other than the case of statuses covered in the previous paragraph, the jury is requested to get in touch with the Student Quality of Life Department. Contact Ms Dominique Duchâteau on 04.366.2089 or by email at d.duchateau@uliege.be.

³⁵ It should be recalled that they may also request a [reorientation](#) (Article 12).

³⁶ Particularly for [family allowances](#).

Chapter V: Evaluations

Section 1: Periods during which exams may be organised

Article 38

§1 The Board of Directors sets three periods during the academic year when Faculties may organise exams. The first and second periods together make up the first session. The third period makes up the second session.

§2 At the end of each of the terms, an examination period is organised for the purposes of awarding credits. This assessment relates to at least all the learning activities organised during the term.³⁷

§3 Evaluations relating to practical work, internships, reports and individual pieces of work, clinics, and individual projects³⁸ may take place at any time during the academic year, in line with the conditions and procedures set by the Faculty.

Article 39

§1 By exception to Article 38:

- a) The Dean may, if the circumstances so justify, decide to set special periods and examination methods for students who are taking part in a mobility programme;³⁹
- b) The Dean may set special examination periods for students who, for duly justified reasons of *force majeure*, were unable to take part in the examinations during the pre-set periods.⁴⁰

§2 Under no circumstances may the special examination period extend beyond 15 November of the following academic year. For the 2019-2020 academic year, the jury may, for reasons of *force majeure*, extend internships and evaluations in the third term until 30 January 2021 for students at the end of a study cycle leading to the academic grades of Master and specialist Masters.⁴¹

Section 2: Students admitted to sit exams

Article 40

§1 Students cannot sit the exams organised for a teaching unit and cannot be granted the corresponding credits if this unit does not form part of their annual programme,⁴² if they have not complied with any administrative procedures imposed by the teaching staff or Faculty to sit the exam. The same holds for students in the first year of the first cycle who do not meet the conditions set out in 42 §1 below.

³⁷ In the case of higher education alternating with work placement, a learning unit may be assessed as soon as it has been organised.

³⁸ This provision holds regardless of the specific name which the Faculty has given to this type of activity.

³⁹ Erasmus, Erasmus Belgica, Erasmus Mundus programmes, cooperation agreements, etc.

⁴⁰ This does not involve granting students a third session but enables them to sit one or more examinations outside the ordinary periods set by the Faculty. Students who have already sat the examinations twice may not use this provision.

⁴¹ By virtue of Article 5 of the Special Powers Decree.

⁴² By means of reminder, other than in the event of *force majeure*, students must have their programme approved no later than 31 October.

§2 By exception to §1, students may be declared inadmissible for the exam if they have not participated in one or more activities which were indicated as an intrinsic part of the teaching unit in question.⁴³ The inadmissibility clause and the way in which it is applied must be brought to students' attention in the educational commitment for the teaching unit and, where appropriate, in the corresponding Faculty regulations.

The same holds for students who have not submitted, within the set delays or in the prescribed formats, reports, personal work, or any work set in the context of the activity in question.

Section 3: Number of times a student may sit an exam

Article 41

§1 In any single academic year, students have the right to sit exams for the same teaching unit twice, with a view to acquiring the corresponding credits.⁴⁴ ⁴⁵ Other than exceptions granted by the Faculty, the second exam will take place during the third period (August/September).⁴⁶

When a non-credited teaching unit includes several learning activities⁴⁷ and the student has obtained a grade of 10/20 for one or more of these:

- a) During the same academic year, students are exempt from sitting the evaluation for the activities for which they have acquired the pass mark, except where they make a specific request with a view to improving their grade;⁴⁸
- b) From one academic year to another, the jury may exempt students from sitting activities which have been passed.⁴⁹

§2 By exemption to §1, practical work, internships, reports, individual work, clinics, and personal projects may only be organised once in the academic year. In this case, the educational commitment must explicitly mention this.

The grade obtained in the exam is assumed to be connected to each of the exam sessions.

§3 Under absolutely exceptional circumstances and for approved reasons, the Dean may, grant a student the possibility of sitting an exam for a third time.⁵⁰

⁴³ These activities may consist of practical exercises, clinical exercises, internships, etc.

⁴⁴ See Chapter VII: "Credits".

⁴⁵ Specific conditions apply to teaching units in Block 1 of the first cycle, organised in the first term (Article 42).

⁴⁶ It should be noted that this "advanced" exam is a second session exam.

⁴⁷ Identified as such in the educational commitment (and not an integrated part of a teaching unit). In addition, the learning activity must give rise to a specific evaluation.

⁴⁸ If, in contrast, the teaching unit credits are acquired, the student can no longer participate in the learning activities which comprise it.

⁴⁹ This is not, however, a right for students, in contrast to point a).

⁵⁰ This measure may only be awarded under extremely exceptional circumstances. It is recommended that any students experiencing difficulties should alert the University to their situation BEFORE sitting the exam for the second time, in order to potentially be granted a special session in line with Article 39 §1, b).

Article 42

For teaching units in the first year of the first cycle organised in the first term:⁵¹

§1 (compulsory participation the January exams)

Students must participate in all exams organised in January. If they do not provide a reason which is deemed legitimate by the jury, they will be notified to their university email address that they are forbidden from sitting exams in the second (May/June) and third (August/September) exam periods.

Students must present their reasons in writing or email to the President of the jury within five days after the date of the exam which they missed. They should enclose any documents justifying their request.⁵²

Students who are no longer in Block 1 of the first cycle (students who are mid-cycle) but who still have their annual programme (SAP) of teaching units from Block 1 may, if they so wish, not sit the exam for one or more of these teaching units in January. Their situation (exams in Block 1 and following of the programme) is automatically deemed a legitimate reason by the juries.

Notification of refusal of permission to sit exams in the second (May/June) and third (August/September) exam periods may be appealed against internally in line with the procedures set out in Chapter X.

§2 (Three possible exam periods for exams for which the grade obtained in January was below 10/20)

For students who do not reach the pass mark for one of the teaching units in Block one in the January session, the University will hold two other exam periods for these same teaching units at the end of the following two terms (May/June and August/September).

Section 4: Forms and procedures for exams and interrogations

Article 43

§1 Exams may be oral and/or written. They may also consist of any work conducted by the student to this end.

§2 For each exam period, the Faculty must specify the type of evaluation and other exam procedures which it is organising.

Article 44

§1 Oral examinations are public. Under no circumstances, however, may the public interact with the teaching staff or the student during the exam, nor may they disturb the smooth running of the exam in any way. Members of the public attend in the capacity of observers.

§2 The publication of other exams and written work means that students may have access to corrected copies. They can consult them in line with the conditions and procedures set out in Chapter VIII.

⁵¹ This article means that all students in the first cycle who have teaching units from Block 1 in their annual programme, whether or not they are students in the first year of the first cycle (current students are, therefore, also affected).

⁵² In particular, a medical certificate.

Article 45

§1 Exams will take place on working days. No exams may take place on Sundays, public holidays, or 27 September. Other than with an exemption granted by the Dean or Vice-Dean for teaching, examinations will take place in University premises that are publicly accessible.

For the May–June 2020 session, examinations will be organised remotely according to the terms defined by the University.

The evaluation of practical work, practical exercises, internships, reports and generally speaking any evaluation of any individual work may be subject to specific arrangements.

§2 The time and place of examinations (coordinated by the relevant Faculty) will be made public one month before the start of the examination period. Exceptionally, for the May–June 2020 session, the evaluation arrangements will be published no later than 27 April 2020.⁵³

Any changes to the time or place of the examination must be effectively communicated to the students without delay.

§3 Students must be able to attend all evaluations and tests of the teaching units that make up their annual programme; the examination times must be organised as to respect this requirement.

§4 Any student registered for an exam and who cannot attend must inform the relevant member of the teaching staff by email at the latest by the day of the examination⁵⁴. For the May–June 2020 session, any students unable to meet the adequate material conditions to attend the evaluation must send notification to the following address: <https://my.uliege.be/equipement2020> no later than 4 May.⁵⁵

§5 When the examinations are affected by a situation of force majeure, students must contact the President of the jury by email as soon as possible, and at the latest the day after the situation of force majeure, supporting their request with any document which can provide evidence of the force majeure (certificate, etc.). The administrative management of the Faculty in question will be copied into this email. In other cases, non-attendance at an examination will lead to a grade of 0/20.

If a student misses an exam due to force majeure, they are considered to have been excused and no mark will be attributed to them for this exam (the student is excused).

When the legitimacy of the situation is recognised by the President of the jury in question, and insofar as the constraints connected to the organisation of timing and exams allow, a new exam will be organised. In reaching this decision, the President of the jury will take into account, notably, the principle of non-discrimination between students.

§6 The decision whether non-French speaking students may have access to a dictionary during an exam falls to the person responsible for the learning activity in question. Students should make their requests in writing to the teaching staff at least two weeks before the exam. If the teaching staff agree, they shall specify, where appropriate, the type of dictionary allowed and procedures for using it.

⁵³ Article 11 of the Special Powers Decree.

⁵⁴ Medical certificates must be sent by email no later than the day of the examination.

⁵⁵ Article 12 of the Special Powers Decree.

Article 46

§1 Students must present their student card, ID card or passport at the examinations.

§2 They must respect the [instructions on tests and exams](#). These may be added to and/or modified by each teacher, with any changes or additions being brought to the students' attention in good time.

Article 47

For all oral exams, all students have the right to ask the President of the jury for the presence of two members of the jury or any other member of the teaching body or permanent scientific staff, at least one month before the exam. These two people are appointed by the Faculty or, in urgent situations, by the Vice Dean for Teaching.

Section 5: Tests and partial exams

Article 48

§1 Tests may be organised by teaching staff in line with any conditions set by the Faculty.

§2 These tests may lead to an exemption. They may not relate to the entire subject matter, nor may they deprive the student of the right to participate in two examination sessions.

Article 49

§1 When a teaching unit in the first cycle is organised over the first two terms, under application of Article 30§2 para. 2, the teaching staff must organise a partial exam at the end of the first term.

§2 The educational commitment for the teaching unit in question must explicitly mention the format of this test.

Section 6: Teaching staff

Article 50

§1 Teaching staff⁵⁶ take personal responsibility for the exams for which they are officially in charge.

Members of the scientific staff, collaborators, and logisticians may, however, under the supervision of the teaching staff, be involved in the preparation, monitoring and evaluation of exams.

Members of the administrative and technical staff may, under the responsibility of the teaching staff, be involved in exam invigilation.

§2 Members of the dissertation reading Committees are appointed according to the procedures set out by the Faculty or the Department to which the study programme belongs. The same holds for internship managers.

⁵⁶ If several members of staff provide teaching for the same course, they distribute the responsibility for assessments between them.

Article 51

If, for a legitimate reason, the teaching staff cannot conduct exams, the Faculty, or in urgent situations, the President of the jury in question, may appoint a member of the teaching staff or a member of the scientific staff, a collaborator or a logistician as a substitute.

Article 52

§1 No teaching staff may take part in the examination of a spouse, civil or common-law partner, parent or partner up to the fourth degree.⁵⁷ The Faculty will appoint a member of the teaching staff or by default a member of the scientific staff, a collaborator or a “teaching” logistician as a substitute. Written exams are then corrected by the person appointed by the Faculty.

§2 For deontological reasons accepted by the teaching staff, any member of the teaching staff may ask the Faculty that they be replaced for the purposes of examining a particular student.

Section 7: Exams

Article 53

§1 For the purposes of the deliberation, the evaluation of each teaching activity consists of a grade between 0 and 20, with the pass mark set at 10/20.

§2 Unless the Faculty decides otherwise, grades are expressed in whole numbers. When the Faculty decides that decimal grades may be given, it must specify how this is applied.

Under no circumstances can the evaluation include more than two decimals.

Article 54

§1 Any fraud or plagiarism leads to a grade of 0/20 for the teaching unit in question.⁵⁸

As quickly as possible, the facts will be communicated by the member of the teaching staff in question to the President of the jury (or if they are the President of the jury, to the Dean or, if necessary, the Vice Dean for Teaching).

In serious cases, the teacher or one of the people mentioned in Articles 50 to 52 is authorised to decide to stop the examination for the student(s) concerned. A report is drawn up and signed by both parties.

§2 Students may ask to speak to the President of the jury (or if the teacher is the President of the jury, the Dean or, if necessary, the Vice Dean for Teaching).

§3 If justified and upon the request of the President of the jury (or if the teacher is the President of the jury, the Dean or, if necessary, the Vice Dean for Teaching), a disciplinary procedure may be launched. This may lead to the application of [disciplinary sanctions](#) going as far as exclusion (Chapter XI).

⁵⁷ No teaching staff may examine their children, grandchildren, great-grandchildren, or those of their partner. They may not interview their brothers and sisters, nephews and nieces, cousins, nor those of their partner. In the event of a doubt over how to calculate this relationship, consult the academic affairs service.

⁵⁸ Even if the fraud concerns only one learning activity within this teaching unit.

Chapter VI: Juries (composition - deliberation criteria - quorum and deliberation methods)

Section 1: Composition

Article 55

§1 Juries are appointed by the Faculties. There is one jury for Block 1 of the first cycle and one jury per cycle.

§2 Juries consist of at least five members.

- a) The juries for Block 1 of the first cycle include, in particular, all teaching staff officially responsible for a teaching unit that falls within Block 1 of the first cycle of the programme of studies concerned.

Those in charge of courses followed during the academic year by at least one regularly enrolled student participate by right in the entire deliberation.

- b) Cycle juries⁵⁹ include, in particular, all teaching staff officially responsible for an educational unit that falls within the cycle of studies concerned.

Those responsible for a teaching activity followed by at least one regularly enrolled student, the members of the dissertation reading Committees and those in charge of internships,⁶⁰ are entitled to participate in the entire deliberation.

§3 Under the terms of §2, people who have been appointed by the Faculty on the basis of Articles 50 to 52 of this regulation are equivalent to those who are officially in charge of teaching.

Article 56

The president and Secretary of each jury are appointed by the Faculty at the start of the academic year.

Section 2: Deliberations

Article 57

§1 At the end of the second and third terms, deliberations are organised for all students registered in the first and second cycles.

§2 At the end of the first term,

- a) the jury for Block 1 of the first cycle awards credits for grades equal or higher than 10/20, with a view to enabling students to re-orientate if necessary (Article 12).
- b) On the request of students who, at this period of the year have already sat all the exams for their cycle, the cycle jury will conduct a deliberation.⁶¹

⁵⁹ Because each specialism constitutes a distinct academic grade, a specific jury may be created by specialism. This may notably be the case for teaching-oriented qualifications.

⁶⁰ The internship manager is the person who assumes responsibility for grading the internship, not the external internship supervisors who provide an evaluation of the intern's work.

⁶¹ No special session is organised in January for examinations in the second term. Deliberations will take place in June for students who still need to sit one or more examinations from the second term.

§3 The dates of deliberations will be set by the Faculty, upon proposal of the presidents of the juries.

§4 At the end of the May–June 2020 session, deliberations will take place remotely and behind closed doors according to the arrangements defined by the presidents of the jury.

Section 3: Criteria for deliberation

Article 58

The juries are responsible for approving credits, for announcing a pass in a study programme and for granting, where necessary, the academic qualification accredited by the study cycle.

A jury may not refuse to grant the credits relating to exams where students have achieved the pass grade (10/20). In all other cases, the jury remains sovereign.

When a jury grants credits for a grade below the pass grade, the student is then considered to have achieved the pass grade which is modified on the degree supplement.

Article 59

§1 The jury for Block 1 of the first cycle deliberates on the annual programme of all students in Block 1 of the first cycle. It grants credits and approves, where appropriate, students' annual programmes.

On the condition that the student complies with the funding conditions:⁶²

- a) Students who have acquired a minimum of 45 of the first 60 credits in the cycle programme are said to be “mid-cycle” and may continue their training beyond Block 1 (Article 34);
- b) Students who have not acquired or had approved 45 credits of the 60 programme credits in the cycle by the August/September session stay in Block 1 of the first cycle (Article 33).⁶³

§2 Each cycle jury⁶⁴ deliberates on the annual programmes of all students registered in the cycle in question, with the exception of students in Block 1 of the first cycle (see §1):

- a) For students who have not yet acquired all the credits in a cycle

The jury grants the credits and announces that the annual programme has been passed.

Students are said to be “mid-cycle” and continue their education (Article 34) on the condition that they respect the funding conditions. However, for students in the first cycle who only have a maximum of 15 credits to acquire, the jury declares that the student is at the “end-of-cycle” and may register for Masters programme to which the Bachelors gives access.

⁶² “Funding” Decree. See also Article 8§1 al.2 which allows the university to refuse registration to a non-fundable student.

⁶³ For creation of the annual programme (SAP), see Chapter IV.

⁶⁴ Each Masters specialisation leads to a distinct academic qualification. It is possible to create a specific jury for a given specialisation (particularly for the teaching oriented specialisation).

b) For students who have acquired all the credits in a cycle⁶⁵

The jury awards the academic qualification in question and agrees on any distinction that the student has achieved.⁶⁶ The academic title of Doctor is always awarded without any distinction.

Article 60

§1 For students registered in the Masters programme under application of Article 35§1, the teaching units in the first cycle are deliberated by the jury of the first cycle and the teaching units in the second cycle are deliberated by the jury of the second cycle.

§2 For students who remain registered in the first cycle under application of Article 35§2,⁶⁷ the teaching units in the first cycle are deliberated by the jury of the first cycle and the teaching units in the second cycle are deliberated by the jury of the second cycle.

Students who have not achieved their grade in the first cycle may not include in their annual programme credits for the second cycle that correspond to their dissertation or final piece of work.

Article 61

§1 Each jury may define the specific deliberation criteria,⁶⁸ provided that the provisions Articles 58 to 61 above are met. These criteria must be published at the start of the academic year.

§2 In deliberation, a jury may depart from the criteria it has set by reasoned decision without refusing to grant credits for any educational unit for which the student has obtained a grade of at least 10/20. The jury then includes in the report of the deliberation the reasons and justifications for this deviation.

Section 4: Quorum and deliberation methods

Article 62

§1 Jury members' presence during deliberations is compulsory. The President of the jury should notify the Rector of any absences without due reason.

§2 In the event of the President being absent, the presidency is taken over by the Secretary or by the teaching staff chosen from those present.

Article 63: quorum

The jury may only hold valid discussions if more than half of the teaching staff⁶⁹ of a compulsory course in Block 1 of the first cycle or the study cycle in question are present.

⁶⁵ Minimum of 180 credits in the first cycle, 60, 120 or 180 credits minimum in Masters, 60 credits or more in the Specialised Masters.

⁶⁶ Pass "without distinction" or pass with distinction, specifically: "satisfaction, distinction, honours or high honours".

⁶⁷ In other words, students in the Bachelors programme who have been authorised to include Masters teaching units in their annual programme (SAP).

⁶⁸ The jury may thus decide to automatically apply rules which are more favourable to the student, by crediting teaching units which were below the pass grade, particularly by taking into account the average overall grade.

⁶⁹ Or appointed under application of Articles 50 to 52.

When a teaching unit is conducted jointly, the teaching staff concerned are counted as one for the purposes of calculating quorum.⁷⁰

Article 64

Decisions are taken by majority vote. In the event of a split vote, the President has the casting vote.

Article 65

If justified by the situation, and particular in the context of joint degrees, deliberation may take place by video conference.

Article 66 : Deliberations which are postponed – excused – not admissible

§1 A student is declared to be under “postponed deliberation” when the jury does not have all the grades from the student’s annual programme.

§2 A student is said to be “excused”⁷¹ when they have not sat any examinations for reasons deemed legitimate by the jury or when, having grades equal to or higher than 10/20 in all the teaching units they have completed, they have not completed the other courses for reasons deemed legitimate by the jury.

§3 Students are declared “inadmissible” for deliberation when the deliberation is conditional upon another study programme followed as the main programme.⁷²

Article 67

§1 The jury's deliberations are secret.

§2 The jury's decisions are noted in a set of minutes. Explicit reasons are given if these minutes depart from the displayed criteria.

§3 The deliberation exhausts the jury's competence⁷³

Chapter VII: Credits

Article 68

§1 During the deliberation, the jury awards credits for all the learning activities for which the student has obtained a grade equal to or higher than 10/20.

In deciding to award a pass for the year, it awards credits for all teaching units that form part of the student’s programme year, even if one or more grades are below 10/20.⁷⁴

⁷⁰ Thus, quorum is calculated on the basis of the number of compulsory teaching units and not the number of teaching staff who carry out the compulsory activities.

⁷¹ This is the result of the deliberation. A student may be excused from an exam that they have been unable to sit for legitimate reasons.

⁷² For example, a student who is authorised to register for the teaching focus on the condition that they pass another specialisation as their main programme, or students registered in the AEES as well as the Masters.

⁷³ In terms of credits, see, notably, Article 68.

⁷⁴ This is the case even if one or more grades were fails. Thus, if the jury decided that a student has passed despite a grade of 9/20 for one teaching unit, the student will receive the credits associated with this class.

§2 Credits awarded by the jury are awarded permanently. They may not give rise to a new examination.

§3 During the same academic year, any grade which is not credited during the deliberations in the first session (May/June) opens the right to the second session (August/September).

Moreover, grades below the passing grade obtained in January for teaching units in Block 1 of the first cycle give the students the possibility to sit the exam in the May/June period.⁷⁵

§4 If a student decides to enrol in another study programme, only the jury of the new exam session is competent to decide whether to reserve credits which have been previously acquired by the student.

Chapter VIII: How results are communicated and consulted – announcements

Article 69: announcements

§1 Decisions reached during the deliberations are made public by announcement, then immediately displayed for at least one month after the announcement. At the end of the May–June 2020 session, announcements will take place online.

§2 The dates and places of the announcement of results after the juries' deliberations must be brought to the students' attention at least 15 days before the announcement.

§3 When announcing the results, the jury may make an oral announcement of the results of students who have passed their annual programme.

§4 After the results are announced and as soon as possible, students have access through the myULiège portal, and as soon as possible, to the grades for each exam they sat, to their average grade and the results of their deliberation.

By simple request by the student, no later than one month after the end of the evaluation period at the end of the term, the Faculty must issue the student with their official report.

Article 70 : communication of results before the announcement

§1 The results of the January evaluations are communicated to the student no later than one month after the first examination period. These will be communicated through myULiège. If they are displayed, the results will be displayed by student number.

By exception to §1 and for students registered in Block 1 of the first cycle, the results of the January evaluations will be communicated before 15 February, to enable these students to reorient their studies if necessary (Article 12).

§2 In other cases (examinations in the second and third periods), this communication is optional.

⁷⁵ Students then have the right to sit the exam two more times (May/June and August/September). “*For students who sat the exam but did not receive the pass grade during one of the evaluations, the university is bound to organise at least two other evaluation periods corresponding to these same teaching units at the end of the following two terms in the academic year.*” (Article 150§1 para. 2 of the Decree of the French Community of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.)

Article 71

§1 Under application of Article 44§2, copies of the exams may be consulted no later than 30 days after publication of the exam results and, where necessary, if publication has not been made before the deliberation, no later than sixty days after the announcement of results for the year and at least 15 days before the date for the next exam for the teaching unit in question.

§2 The consultation is organised according to strict terms set by the jury or the teaching staff and is done in the presence of the head of the examination session or their representative within the material conditions which make this consultation effective and beneficial. In 2019–2020, copies of examinations will be consulted remotely within the terms of the provisions of the Decree.

The consultation is announced at least one week in advance.

§3 During this consultation, the student can photograph their exam paper. If the student does not have a mobile phone, smartphone or if they have forgotten it, a photocopy can be issued. In 2019–2020, students may be issued with a digital copy upon request.

Students can only use this photograph for strictly personal use.

Chapter IX: University life – the rights and responsibilities of students

Article 72:

§1 Organised outside any affiliation to a belief system, the University brings together a community of students, graduates, teaching staff, researchers, assistants, administrative, technical and manual staff around its main missions: teaching, research and service to the community.

§2 Under all circumstances, students must ensure that their behaviour, speech, and writing does not damage the dignity, honour or moral or physical integrity, nor the assets or rights of the University or any of its members. In particular, students may not record classes⁷⁶ without the prior express permission of the teaching in question.

Article 73: use of students' personal data – respect for private life

The conditions under which personal information, communicated by students during the admission and enrolment procedure, may be used are available on the [University website](#). When first enrolling, students are expressly requested to acknowledge these conditions.

Article 74: Security measures

§1 As part of their activities within the University, students agree to comply with any security or biosecurity measures taken by the University or any individual acting on its behalf.

§2 When students participate, as students, in a professional integration activity, mobility or any other activity within a private or public company, authority or any other institution, they will comply with the regulatory provisions in force.

⁷⁶The concept of “class” includes practical work, internships and evaluations. Participation in examinations by video link requires the use of IT tools enabling the video capture of discussions. It is recalled that, in keeping with the GDPR, recording the image and/or voice of another person may only be performed with the free, informed consent of the person being recorded.

Article 75: Health

Any student who has contracted a contagious disease which is likely to lead to serious consequences for others (e.g. suspected meningococcal meningitis, diphtheria, poliomyelitis) must report it immediately to the Student Quality of Life service,⁷⁷ copied to the administrative management of the relevant Faculty. They must scrupulously meet the instructions which are issued and comply with directives and procedures set out for this type of situation, especially within the University.

Article 76: pregnancy

Any student who becomes aware of being pregnant should notify the Faculty by following the [standard University procedure](#). This enables any precautionary measures to be taken in relation to the mother-to-be and the unborn child. As a precautionary measure, breastfeeding mothers are also requested to follow the same procedure.

Article 77: use of university premises

§1 University premises may not be used by students without the permission of the person responsible (with the facilities service for rooms seating more than 100, the administrative Manager of the building for other rooms).

As appropriate, the preceding paragraph does not apply to specific premises set aside for student federations and student circles.

§2 It is forbidden to display posters in University premises without the permission of the Administrator or Administrative Director of the building in question.

§3 Students must respect the work of the staff and maintain order and cleanliness within the University and its surroundings.

§4 Students must respect specific regulations on the use of the infrastructures and premises they frequent (libraries, study rooms, restaurants, etc.).

Article 78: Community life

It is forbidden to:

- introduce, possess, or consume illegal substances within the University;
- to contravene provisions prohibiting the use of tobacco in public places while on University premises;
- to eat in lecture halls and classrooms;⁷⁸
- to bring animals into lecture halls or classrooms, other than in exceptional circumstances.⁷⁹

Article 79: discipline during learning activities

⁷⁷ Contact Ms Anne-Cécile Pirenne, Student Quality of Life Service, on [04.366.5959](tel:04.366.5959) or email to AnneCecile.Pirenne@uliege.be Anne-Cecile.Pirenne@uliege.be

⁷⁸ Notwithstanding exemptions or permissions granted in relation to a specific situation or the configuration of the site itself (such as a botanical site, for example).

⁷⁹ Notably guide dogs.

Teaching staff and their representatives are responsible for discipline during learning activities. They may request a student who is disrupting the class to leave the room.

Students will strive to respect the equipment made available to them during learning activities.

When deemed necessary, the Dean or Vice Dean for Teaching may summon a student with a view to making observations and giving advice and, where necessary, may ask the Rector to launch a [disciplinary procedure](#).

Chapter X: Appeals open to students

Section 1: Registration and admission

Article 80: lack of response to an application for registration and admission

Students who have not received a response to their request for registration within the timescale set in Article 9 may appeal to the Government Commissioner. While awaiting the appeal, submission of the appeal is equivalent to a provisional registration.

This appeal must be made within fifteen working days after 15 November, in line with the provisions set out in Article 81.

Article 81: refusal of admission or enrolment on the grounds of inadmissibility

§1 An appeal may be made to the Government Commissioner against any decision of inadmissibility made under the terms of Articles 13 and following.

§2 This appeal must be introduced by the individual either by email or in person with a receipt, or by recorded delivery with receipt within fifteen working days of the first working day following notification of the decision of inadmissibility of registration or from 15 November, if no decision has been made.⁸⁰ For duly motivated reasons, the Government Commissioner will uphold or overturn the decision not to register and will confirm or deny the student's registration.

Procedural timescales are suspended between 24 December and 1 January and between 15 July and 15 August.

Article 82: refusal of enrolment

a.- Internal appeal

§1 Any decision to refuse registration taken pursuant to Article 8 or following the selection process for non-resident students (Article 19) may appeal to the General Management for Education and Training.

§2 The appeal must be submitted by recorded delivery or delivery against receipt within eight days of notification of the refusal on the [correct form](#). Appeals which do not comply with these procedures or which are incomplete will not be processed.

⁸⁰ Decree by the Government of the French Community of 1 September 105 establishing the appeals procedure covered by Articles 95 and 102 and the opinion covered in Article 97 of the Decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.

The appeal is processed by the Student Quality of Life Service, which will hear from the student if necessary.

When an appeal is submitted against the jury's decision under application of Article 96§1 of the French Community Decree of 7 November defining the landscape of higher education and the academic organisation of studies (non-fundability of the student), the appeal will first be examined by the Commissioner or Government representative. They will issue an opinion on the student's fundability. This opinion is binding on the University.

§3 If the student has not received notification of the result of the appeal within 30 days of submission, they may issue a formal notice to the higher education establishment notifying it of this situation. The establishment has 15 days from the date of this formal notice, to issue its decision. If a decision has not been made by the end of these 15 days, the decision of the higher education establishment is assumed to be positive.

b. External appeal

§1 A Committee responsible for examining student complaints regarding enrolment refusals (known as the [CEPERI](#))⁸¹, is located within the ARES. This Committee is responsible for receiving complaints from students about decisions taken by the General Management for Education and Training to refuse to enrol the student under application of Article 82 a. §1.

Students must submit their request within 15 working days of the first working day following notification of the decision by the General Management for Education and Training.

§2 This complaint must be made by recorded delivery or attached to an email to be considered admissible. It should clearly indicate the identity of the student and the precise subject of the student's appeal and contain all the elements and all documents the student deems necessary to support the appeal.

§3 The committee is not competent to rule on the academic reasons leading to the decision; it checks that the sufficient reasons have been given and can overturn the refusal within fifteen days of receipt of the complaint, if elements that could favourably influence the application for enrolment were not taken into account during the internal appeal process.

§4 Procedural timescales set out in §1 and 3 are suspended between 24 December and 1 January and between 15 July and 15 August.

Article 83: refusal of reorientation

§1 Appeals against any decision to refuse re-orientation in accordance with Article 12 must be submitted internally to the [General Directorate for Education and Training](#) if it is based on grounds of non-fundability or to the [Government Commissioner](#) if based on academic grounds.

§2 The appeal must be made within eight days of the notification of refusal, using the correct form, from the student's university email address (with acknowledgement of receipt) or, in the absence of a university email address, from the email address used to submit the application for admission. Appeals which do not comply with these procedures or which are incomplete will not be processed.

⁸¹ Commission d'examen des plaintes des étudiants relatives à un refus d'inscription.

Article 84: non-payment of the registration fees

§1 If, on 1 February, the student has not settled the balance of their registration fees, the establishment will notify the student that they will no longer have access to learning activities from this date, that they may not be deliberated upon nor will their credits be postponed or approved, but they will continue to be considered as being registered for the course for the academic year. The registration fees will remain payable.

Students may appeal against the notification of deregistration under application of Article 6§3.

The appeal should be submitted to the Government Commission within 15 working days of the first working day following notification of the decision.

For duly motivated reasons, the Government Commissioner will uphold or overturn the decision not to register and will confirm or deny the student's registration.

§4 The 15 working day timescales set out in §3 and 4 are suspended between 24 December and 1 January and between 15 July and 15 August.

Article 85: lack of attendance at one or more evaluations for teaching units in Block 1

Students may appeal against a jury notification issued under application of Article 42.

This [appeal](#) must be made to the Dean of the Faculty in question, within 15 working days of receipt of the jury's notification. The appeal must be submitted from the university email address of the student in question and must be duly motivated.

If no response has been received from the Dean within 15 working days, the jury's notification is considered to be annulled and the student may continue their course.

Section 2: Organisation of the academic year - Exams and deliberations

Article 86

When a student believes a legal or regulatory irregularity has prevented the smooth running of their academic year, examinations or deliberations, and believes this has been detrimental to their results, they may [appeal](#) within the timescales and procedures set out in Articles 80 and following.

1: Faculty appeal

Article 87: irregularities relating to organisation of the academic year and irregularities relating to exams which were known before the deliberation

§1 For all irregularities relating to organisation of the academic year, teaching activities and any irregularities relating to exams known before the deliberation, the student should first of all try to make contact with the teacher or the President of the jury to settle the problem. If this fails, the student may appeal by a duly motivated request in writing⁸² to the Dean of the Faculty (or, if the Dean is involved, to the Vice Dean for Teaching).

§2 The appeal must be submitted within eight days of the alleged irregularity.

⁸² The request may be made by email only from the ULiège email address of the student in question.

§3 Having consulted the appropriate people, the Dean (or, if the Dean is involved, the Vice Dean for Teaching) will rule on the admissibility of the appeal and will seek a solution. The student may present their case orally should they so wish.

§4 The Dean (or, if the Dean is involved, the Vice-Dean for Teaching) will inform the student in writing or by email of the outcome of their appeal. If no response is given within ten calendar days, the student may submit their appeal to the Rector.

Article 88: irregularities relating to the deliberation or irregularities known after the deliberation

§1 For irregularities relating to the deliberation or any irregularity which was only known about after the deliberation,⁸³ the student should first contact the President of the jury in question.

The President of the jury will correct incontestable material errors which are raised and will inform all members of the jury in writing. If so justified, the President will call the jury which may withdraw the deliberation and make a new one.

§2 If the problem cannot be resolved by application of §1, the student may submit their appeal through a duly motivated request in writing⁸⁴ to the Dean (or, if the Dean is the President of the jury, to the Vice Dean for Teaching).

§3 The appeal should be submitted within three working days following notification of the results if it relates to the deliberation or within three working days of consulting the corrected texts if it relates to the evaluation. The student may present their case orally should they so wish.

§4 If the Dean judges the complaint to be admissible and considers that it may have had an impact on the results of the deliberation, they may request the President of the jury to apply §1. In the event of the President refusing to do so, or it being impossible to do so, the Dean may summon the jury.

§5 The Dean (or, if the Dean is involved, the Vice Dean) will inform the student in writing or email of the outcome of their appeal as soon as possible. If no response is given within ten calendar days, the student may submit their appeal to the Rector.

2: *Appealing a Faculty decision to the Rector*

Article 89

§1 If the Faculty appeal fails, students may address the Rector.

Appeals⁸⁵ must be submitted within 15 calendar days of receipt of the Faculty decision by post or email addressed to the Rector in line with the [procedures](#) set by the University.

The appeal will be processed by a member of the General Management for Education and Training who may meet with the student should they so wish.

§2 As quickly as possible, Student Quality of Life Service the Rector will inform the student in writing or by email of the outcome of their appeal. If the Rector considers it justified, they may summon the jury with a view to undertaking a new deliberation.

⁸³ For example, an irregularity relating to an exam result known after deliberation.

⁸⁴ The request may be made by post or email from the ULiège email address of the student in question.

⁸⁵ Copy to Ms Dominique Duchâteau, Student Quality of Life Service, Place du 20 Août 7, 4000 Liège, Belgium (tel. 04/366.20.89).

Chapter XI: Academic sanctions

Article 90

§1 [Article 60 of the Law of 28 April 1953](#) allows the academic authorities to issue disciplinary sanctions against a student. These academic sanctions are as follows:

1. an admonition;
2. suspension of the right to attend classes, laboratories, and seminars, either in whole or in part, for a period of time which may not exceed one month;
3. suspension of the right to attend the university, the university centre or any of its classes, laboratories, or seminars for a period of more than one month. This may not exceed one academic year;
4. exclusion.

Depending on the case, these sanctions are issued either by the Rector (sanctions 1, 2 and 3) or by the Board of Directors (sanction 4).

The student must be interviewed. The invitation to attend the interview will be sent by recorded delivery. The [procedure](#) may legitimately continue if the student, duly invited, does not attend the interview without providing a valid excuse. The student may be accompanied by a person of their choice. The duly motivated decision must also be communicated by recorded delivery.

Non-compliance with any regulatory provision (notably Chapter IX) may, if the severity of the allegations so justifies, lead to a disciplinary procedure being launched.

For any exclusion envisaged on the grounds of fraudulent admission or registration recognised after registration (Article 27§2), the Board of Directors will delegate to the Rector the competence of issuing a sanction of exclusion. The Rector will inform the Board of Directors at the meeting following this decision.

§2 During a disciplinary procedure, students may be offered an alternative to sanctions 1, 2 and 3, consisting notably of carrying out work of general interest.⁸⁶

If the student agrees to the alternative measure, the disciplinary procedure is closed, and the incriminating facts may no longer be sanctioned. An agreement is signed between the student and the authorities, setting out the procedures⁸⁷ governing the alternative measures proposed.

⁸⁶ It may also be proposed that the student does not frequent a particular place, adopts a respectful attitude on social networks, etc.

⁸⁷ In particular, this agreement sets out the services to be completed, their volume, the timescale in which they are to be completed, the way in which the student must inform the authorities that they are completed and anticipates the case of force majeure making the completion of the tasks or the timescale impossible. Alternative measures should, as far as possible, be related to the alleged misdemeanours.

Chapter XII: Studies organised jointly with other higher education establishments

Article 91

- §1 Every programme of studies co-organised with other higher education establishments inside or outside the French Community are subject to an agreement signed by all partners. When several establishments in the French Community are involved, one of these establishments is appointed as the main point of contact.
- §2 A co-organisation agreement may contain specific registration and/or study organisation procedures that apply to every student enrolled in the programme concerned. These must be brought to the attention of the student at the time of enrolment.
- §3 Students taking part in a study programme organised as a joint degree between several establishments in the French Community must be registered with the establishment which is the main point of reference. Students' personal data will then be communicated to the other partners according to the specific needs of this context.

Chapter XIII: Degree

Article 92

- §1 Degrees certifying academic qualifications are awarded by juries made up of academic authorities or by the university teaching jury of the Wallonia-Brussels Federation.
- §2 They are only awarded to students who have satisfied the conditions for accessing the study programme, who have been regularly enrolled, and who have obtained the minimum number of credits in the corresponding study programme.
- §3 Degrees must respect the form and content set by the Government of the French Community.

Article 93

- §1 Degrees are issued within three months of the announcement of results of the course for which the academic qualification has been awarded. They can be collected from [the Teaching and Student Administration Department](#).
- §2 Under no circumstances will the University deliver a duplicate. In the event of loss, a certificate may be issued.
- §3 Students wanting certified copies of their degrees must present their degree and copies to the [Teaching and Student Administration Department](#).

Article 94

- §1 Degrees awarded are accompanied by a supplementary paper covering the courses followed by the student.
- §2 This supplementary paper is signed by the Secretary of the jury.

§3 The supplementary paper must comply with guidelines on form and content set by the Government of the French Community.

Article 95

Successful completion of a joint study programme leads to a degree or degrees being issued according to the regulations of each partner involved.

Chapter XIV: The jury of the French Community

Article 96

§1 On the condition of fundability, access to courses organised by the [jury of the French Community](#) is reserved to those who, for objective reasons, find it impossible to follow regular courses.

§2 There is no French Community jury for specialised Masters courses nor for third cycle courses.

§3 The organisation and operation of the juries continues to be subject to the [Decree by the Government of the French Community of 8 July 2005](#) on the organisation and operation of university teaching juries in the French Community until the new Decree adapting the regulations for this registration within the landscape Decree is passed and published.

Article 97

§1 Students enrolled for the French Community jury do not have the status of regular students.

§2 Practical enrolment terms (files to be provided, fees to be paid, etc.) can be found on the [website](#) or may be obtained from the Registrations Department. The enrolment fees only cover one session.

Article 98

These regulations on studies and exams applies to students enrolled in the jury of the French Community , notwithstanding the provisions of articles which are incompatible with their situation.

Chapter XV: Granting equivalency

Article 99

§1 All [requests for equivalency](#) fall within the competence of the Government of the French Community.⁸⁸

⁸⁸ Articles 91 and 3 of the Decree of the French Community of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.

§2 By exception to §1, under conditions which they set, the doctoral colleges shall rule on the equivalency of studies undertaken outside Belgium and the academic qualification of doctor which they confer.

Any decision must be justified and notified to the student by a staff member of the [Teaching and Student Administration Department](#) who has been granted this authority.

Chapter XVI: Doctorate and doctoral courses

Article 100

§1 The doctorate and doctoral courses are subject to [specific regulations](#).

Chapter XVII: Continuing education - Isolated classes - Auditors

Article 101

[Specific regulations](#) are devoted to continuing education, isolated classes, and auditors.

Article 102

§1 The [list of these courses](#) as well as all related procedures (target audience, enrolment fees, hours, credits, etc.) can be found on the University website.

§2 The University offers all students and non-students the possibility of following one or more teaching units in the academic curriculum as an [auditor](#), with the agreement of the teaching staff and Faculty in question. The number of courses which may be followed is limited to a maximum of 20 credits.

§3 Registration as an [auditor](#) means the person may attend certain classes without sitting the exam. No particular conditions are required. Auditors do not receive any attendance certificate.

Chapter XVIII: Final provisions - Entry into force

Article 103: Faculty provisions and regulations

The Faculties may, without contravening these regulations, adopt specific provisions or additional regulations (notably in terms of the organisation of final dissertations and/or internships, for the organisation of exam sessions etc.).

Applicable provisions and regulations must be brought to students' attention effectively and in good time.

Article 104: archives

In order to reconcile legal and material contingencies, it is recommended to keep archives (copies of exams, work, other material) throughout the student's studies and for one additional year. The information may then be destroyed. With the exception of files which are subject to an ongoing procedure before a court.

Article 105: Calculation of timescales

§1 Unless specified in terms of working days, the timescales set out in these regulations are calculated to begin on the day following the day of the action or the event and include all days, including Saturdays, Sundays, and legal public holidays. Any timescale that ends on a Saturday, Sunday or holiday is extended to the next working day.

§2 Timescales calculated in working days include all calendar days with the exception of public holidays and Sundays.

Article 106: entry into force

These regulations enter into force for the 2019–2020 academic year.