



Registration and admission department  
 Student Affairs department  
 Academic Affairs department

## General Study and Exam Regulations 2022–2023 Academic year

### **Preamble**

1. The present regulation respects the legal prescription on the organisation of university education and the decree defining the landscape of higher education and the academic organisation of studies<sup>1</sup>.
2. It is reviewed every year and the procedures to implement it may be adjusted during the year (changes in legislation, health crisis, etc.).
3. 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 99);
  - c. [continuing education, isolated classes and auditors](#) (see also Article 100).

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

## **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.

#### **Activities to promote success**

Learning support activities which are not part of a study programme, and which aim to help students to follow or resit a study programme with better chances of success. Activities to promote success can be valued in credits. A student's active participation in activities to promote success throughout the first year of their undergraduate course, may be valued by the jury if they have been tested or evaluated. The number of credits awarded may not exceed 5 credits.

#### **Admission**

Administrative and academic process that consists of verifying that the student fulfils the criteria authorising them to undertake a specific study cycle and that defines possible additional conditions.

#### **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**

Pursuant to the Decree on inclusive higher education, appropriate measures taken to enable a person with a special status to access, participate and progress in the field of education, without imposing a disproportionate burden on the University<sup>2</sup>.

#### **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.

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

## **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.

## **Block**

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

## **Academic advisor**

A Faculty staff member with the following missions (in partnership with staff responsible for matriculations, 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.

## **“Funding” Decree.**

Decree of 11 April 2014 adapting the funding of higher education institutions to the new organisation of studies.

## **Effective application for registration**

An application for registration is effective when a student has provided all the documents justifying their admissibility in accordance with the regulations, the procedure, and the admissions timetable, those potentially required to provide proof of the authenticity of the documents provided and those requested by the Registration and Admission department for examination of the application.

## **Dean**

Teacher who is in charge of the faculty.

## **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 quarter and relating to the first cycle teaching units organised on an annual basis. Possible test for teaching units in the second cycle, organised on an annual basis.

## **Student in the first year of the first cycle**

Any student who has not yet earned or been awarded 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, written work, etc.) relating to a teaching activity and organised with a view to acquiring related credits.

## **Faculty**

The University of Liège comprises 11 faculties: Architecture, Law, Political Science and Criminology, Gembloux Agro-Bio Tech, HEC-Ecole de Gestion, Medicine, Veterinary Medicine, Sciences, Applied Sciences, Social Sciences, Philosophy and Letters, Psychology, Speech Therapy and Educational Sciences.

## **Force majeure**

'Force majeure' is defined as an unforeseeable, irresistible event which is independent of the will of the parties involved:

- *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**

Assessment by a jury of the quality of a student's work when it awards an academic degree.

## **Prerequisite for a teaching unit**

All other teaching units within a study programme whose learning outcomes must be verified and whose corresponding credits must be granted by the jury before enrolling for this teaching unit, unless an exemption is granted by the jury.

## **Student's annual programme (SAP)**

A coherent set of teaching units approved by the jury to which a student regularly registers for an academic year during which they participate in the activities, and sit the exams, and upon which they will be assessed by the jury.

## **Study programme**

All learning activities, 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, training and skills.

# **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 admission to the following academic year must be submitted between the end of June preceding the academic year in question and 30 September inclusive.
- §2. By means of an exception to §1, requests for admission with a view to registration for the following academic year may be submitted from 1 February. Other than exceptions set for certain programmes,<sup>3</sup> registrations must be duly completed:

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<sup>3</sup> A date earlier than the dates specified in this Article may be set for certain programmes that are accessible through a faculty-managed selection procedure, possibly on an inter-university basis. Information is available in the course programmes.

- a) no later than **31 August**<sup>4</sup> for students who are nationals of a European Union country other than Belgium, holding a degree which does not automatically grant them access to the course in question and thus requires a decision from the academic authorities;
- b) no later than **31 March**<sup>5</sup> 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. Students who receive a positive response must provide any missing documents and be present at the University no later than 30 September in order to finalise their registration.

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

- §3. 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/en/enrol>.
- §4. In their application, students are requested to declare any registrations for higher education, in or outside the French Community, and the results obtained since the end of secondary education. 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.
- §5. Exceptionally, the University may authorise a student to register after the dates set out in §1 and §2a if the circumstances so merit. The request for a late registration must be submitted by 15 February at the latest. Students who receive permission to submit a late application have 15 working days to finalise their registration and proceed with payment of their registration fees.<sup>6</sup> In the event of registration being refused, the decision will include reference to the appeals process.

#### **Article 4:** Registration

- §1. Applications for registration made under the terms of Article 3 will be finalised by the Registration and Admission Department no later than 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.<sup>1</sup>;
  - b. registration for post-graduate studies may, with the authorisation of the doctoral college and for justified reasons, continue until the day before 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 debts<sup>7</sup> which may have been contracted with any higher education establishment in the French Community from academic year 2014–2015 onwards.

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Example: specialised Masters in medicine.

<sup>4</sup> The deadline of **31 August** is required by the time it takes to process the applications.

<sup>5</sup> The deadline of **31 March** is required by the time it takes to process the applications and to obtain a visa.

<sup>6</sup> Depending on the date upon which the student is registered, the payment of a deposit of 50 euros (before 1 February) or the total (after 1 February) of the registration fees will be required.

<sup>7</sup> Debts relating to registration. Students must present a certificate testifying that they have paid all debts from any establishments previously attended.

## **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 37<sup>8</sup> pay a registration fee which is calculated proportionately to the number of credits in their annual reduced programme.

Students who register the balance of credits remaining from a study cycle are not considered as having a reduced workload and must pay the full fees.

- §2. Students who have not paid 50 euros or their entire matriculation fees if they owe less than 50 euros<sup>9</sup> by 31 October,<sup>10</sup> will be notified that their matriculation cannot be processed. From this point, they will be considered as never having been a student.<sup>11</sup>

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

- §3. Other than in cases of force majeure, if students have not paid the entire amount of the registration fees before 1 February,<sup>12</sup> 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.<sup>13</sup> 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. Students who have submitted an application to the Directorate of Student Allowances and Loans (D.A.P.E.) of the Wallonia-Brussels Federation benefit from a provisional grant rate. The University is directly informed by the D.A.P.E. of the application's progress. In case of refusal by the D.A.P.E., the student has a period of 30 days<sup>14</sup> from the date of the decision of refusal to pay the registration fees.

Students who apply for an education allowance from the D.A.P.E. and who, by October (§2) or 1 February (§3), have not yet received it, will continue to have access to teaching activities, exams and evaluations and will be able to carry credits over or have them assessed.

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<sup>8</sup> The reduced programme is only valid for the current academic year. Requests for reduced programmes must be made every year.

<sup>9</sup> For example, students rematriculating for post-graduate studies owe registration fees of 32 euros.

<sup>10</sup> In case of registration after 31 October and before 1 February, payment of the deposit will be required on the day of registration.

<sup>11</sup> 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.

<sup>12</sup> Or upon matriculation if later than 1 February.

<sup>13</sup> No credit is acquired for the academic year in question.

<sup>14</sup> The 30-day period is only valid if the decision of refusal is notified to the student after 1 February. If the decision of refusal is notified to the student before the deadline for payment (1 February), the student must comply with the methods [explained in Art. 6 §3](#).

## **Article 7:** Application for registration

- §1. In line with the conditions set by the Faculty(ies) in question, students may combine 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.
  3. refuse registration to any person who, in the three academic years preceding the academic year in question, has been the subject of an exclusion measure from a higher education institution for false declaration or fraud as part of their registration for a test or an admission examination, organised by ARES.
- §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 of registration pursuant to paragraphs 1 and 2 shall be notified to the student no later than 15 days after receipt of an effective application. Notification is made by registered mail with receipt of delivery or by e-mail to the e-mail address given in the application form or, if applicable, to the university e-mail 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:** No decision

When an application for registration has been duly submitted and has received no response from the University by 31 October, 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 matriculation 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, towards the establishment in which they have cancelled their registration, for paying all registration fees. If they have applied for a study allowance from the **Directorate of Study Allowances and Loans**



**(D.A.P.E.)** If they have applied for a student grant from the Wallonia-Brussels Federation and this is ultimately refused, they are also liable for the matriculation 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.<sup>15</sup>

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 Registration and Admission department in person.

#### **Article 11:** Changes to registration

§1. Until 30 September, any student may, in line with the legal conditions relating to access and funding, change course.

Students wishing to change establishment must begin the enrolment process with the host university before 30 September and ensure they cancel their registration with the University in line with Article 10.

§2. Exceptionally, between 1 and 31 October, students in the first year of the first cycle may modify their registration without this being considered as a reorientation. This change is free of charge, according to the conditions set out at <https://www.enseignement.uliege.be/en/modification-reorientation>

#### **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<sup>16</sup>. 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. The reasons for re-orientation must be explained 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 and carry out the registration formalities with the host institution according to the host institution's procedures, using the [ad hoc form](#);
- In all cases, students are liable for their registration fees at the University of Liège;
- As soon as the host institution confirms that the reorientation has been accepted, the University will proceed with the reorientation.

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

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<sup>15</sup> No credit is acquired for the academic year in question.

<sup>16</sup> Re-orientation is possible within the University but also towards any other establishment in the French Community (University, Haute Ecole or ESA).

## **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).

#### **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 <sup>17</sup> issued outside Belgium<sup>18</sup> 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](#). Students who have passed the special admissions exam for entry into the first cycle (described in Article 16), the special engineering and technological sciences admissions exam (described in Article 17), as well as the entrance exam for accessing medical and dental sciences (described in Article 18) have five working days after the date they were notified of passing the exam to submit their equivalence request or appeal their equivalence decision, by producing proof of having passed the exam in question.

##### **Article 16: Admissions test for courses after 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**

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<sup>17</sup> Degree, qualification or certificate.

<sup>18</sup> 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).

Access to first cycle courses in engineering sciences and technology is subject to passing a [special admissions exam](#) <sup>19</sup>.

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

- §1. With the exception of students who hold an exemption due to their previous academic studies,<sup>20</sup> the only students who have access to the first cycle of medical and dental sciences are those who hold a pass certificate 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.

**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: Veterinary science entrance exam**

- §1. Beyond 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](#). Students may cancel their registration for the exam up to 15 February.

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

- §2. 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](#).

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<sup>19</sup> Passing this exam grants, among other things, access to all other study programmes.

<sup>20</sup> The list of cases in which students are exempt from the entrance and access examination can be consulted on the ARES website: [www.mesetudes.be/EXMD](http://www.mesetudes.be/EXMD)

### **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 and a third member of the jury as well as the Dean, representing the academic authorities.
- §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<sup>21</sup>. 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 Registration and Admission 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).

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 explained, signed by the President of the jury and notified to the student (for appeals on the regularity of the procedure, see Article 81).

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<sup>21</sup> 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.

## **Section 4: Sanctions for registration fraud**

### **Article 27**

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

When it suspects fraud, the Registration and Admission Department will notify the person in question by an email specifying the accusations which are behind the University's actions.

The person in question may contest the allegations by submitting, within two weeks of the notification, an appeal to the person Vice-Rector who has Teaching within their mandate. Where necessary, they will provide any documentation likely to prove their good faith.

If, at the end of the procedure, the Vice-Rector who has Teaching within their mandate considers that the individual in question is indeed guilty of fraud, they will submit their report to the Government Commissioner.

After checking that the procedure has been complied with and that the individual has committed fraud, the Commissioner will communicate the name of the individual to ARES who will record it in the database of fraudsters.

The Commissioner will inform the University of this action.

The University will notify the individual concerned that their application for registration has been rejected, will tell them that their name has been entered into the database of fraudsters and will explain 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 Rector. The name of the student is then communicated to the Government Commissioner.

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](#)<sup>22</sup>.

§2. Under conditions set by the Faculty, internships and their assessments may be organised from 1 July before the beginning of the academic year.<sup>23</sup>

### **Article 30**

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

§2. All teaching units<sup>24</sup> 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 and second cycle educational units may be distributed over the first two terms of the academic year. In this case, a partial test will compulsorily be held at the end of the first term for the first cycle and optionally for the second cycle.

§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, the teaching staff may, with the agreement of the president of the cycle jury, the Dean or the University, make changes to how one or more learning activities are organised and

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<sup>22</sup> 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.

<sup>23</sup> 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.

<sup>24</sup> If a teaching unit includes more than one learning activity, all the learning activities are organised in the same term.

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 Service](#) 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 registration<sup>25</sup> or reorientation of a student in the 1st year of the first cycle, le student's annual programme will begin at the start of the academic year and no later than 31 October of the academic year in question.

Within the framework of a mobility agreement, the student's annual study programme may be modified during the year, with the jury's agreement.

### **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 registered for the first time for the first year of the first study cycle during the 2022–2023 academic year and who have not acquired any credits by the end of this first registration in this curriculum must be reoriented.<sup>26</sup>

§3. Students who have acquired or had approved, during previous academic years, fewer than 30 credits from the first 60 credits of the first cycle programme are limited in their annual programme to teaching units from the first annual block which have not been acquired. They must complete their registration with activities to promote success. These are not integrated into their annual study programme.

§4. Students who have acquired or validated between 30 and 44 credits from the first 60 credits of the programme of the first cycle, register in their annual programme the teaching units from the first annual block which have not been acquired. Upon request, students may, with the jury's agreement, complete them with teaching units from the rest of the cycle programme for which they fulfil the prerequisite conditions as long as the total number of credits in their programme does not exceed 60 credits. In addition, they may complete their registration with activities to promote success.

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<sup>25</sup> Under application of Article 4§2.

<sup>26</sup> At the end of the first registration in a 1<sup>st</sup> cycle curriculum, any students who have not acquired the credits associated with one teaching unit from the teaching units in Block 1 are considered to be non-fundable and may not re-register without being granted an exception. For all questions relating to fundability, please check the following page: [https://www.enseignement.uliege.be/cms/c\\_9976384/en/fundability](https://www.enseignement.uliege.be/cms/c_9976384/en/fundability) or contact [Paysage@uliege.be](mailto:Paysage@uliege.be).

- §5. Students who have acquired or validated between 45 and 59 credits from the first 60 credits of the programme of the first cycle, register in their annual programme the teaching units from the first annual block which have not been acquired. They may, with the approval of the jury, complete this with teaching units from the rest of the cycle programme for which they fulfil the prerequisite conditions and as long as the total number of credits in their programme does not exceed 60 credits. Students who have acquired or validated at least 55 credits may, however, with the jury's agreement, register for maximum of 65 credits.
- §6. Students who have acquired or validated, during previous academic years, the first 60 credits of the programme of the first cycle, complete their annual programme with teaching units from the rest of the cycle programme, in line with Article 34.
- §7. Specific rules apply for first year students in the first cycle in veterinary sciences (see Article 2° of these regulations).

A transition period is planned for students in the first year of the first cycle who, at the end of the 2021-2022 academic year have acquired:

- At least 45 credits from block 1: these students may continue the cycle. This right is acquired as long as they remain registered in this curriculum/cycle (including if they change establishment).
- At least 30 credits from block 1: activities to promote success are available but not compulsory during the 2022-2023 academic year.

These rights are only applicable as long as the student remains registered on their curriculum. The right is not applicable if they change curriculum, validate credits or validate previously acquired experience. A student who has validated 45 credits in block 1 and validates them once again in a new curriculum in 2022-2023 is registered in the first year of the first cycle. Indeed, this right is only obtained if, at the end of the 2021-2022 academic year, the student continues in their study programme in the Wallonia-Brussels Federation.

#### **Article 34**

Beyond the first 60 credits of the first cycle study programme, all students' programmes<sup>27</sup> 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).<sup>28</sup>

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. §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

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<sup>27</sup> First or second cycle students.

<sup>28</sup> With an administrative registration in the first cycle.



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.<sup>29</sup>

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.

From the 2023–2024 academic year, this provision will no longer apply.

## **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. At the end of the cycle and on the basis of an individual decision based on the student's background, the jury may transform pre-requisites into co-requisites.

A transitional period is planned for the 2022–2023 academic year. If, at the end of the 2021–2022 academic year, a student who has benefited from the transformation of pre-requisite into co-requisite and has not acquired them, given that their annual study programme contains teaching units which have not been acquired, the jury may once again transform these pre-requisites into co-requisites. This temporary measure is only valid for one year.

§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 explained 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.
- d) upon the student's request, in order to distribute the remaining credits across the ongoing courses.

## **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,<sup>30</sup> social or medical reasons.<sup>31</sup>

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<sup>29</sup> With an administrative registration in the second cycle.

<sup>30</sup> 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).

<sup>31</sup> 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 Affairs Department. Contact: Christelle Kiehm on 04/3665106 or via email: [christelle.kiehm@uliege.be](mailto:christelle.kiehm@uliege.be).

Students are automatically considered to be entitled to a reduced course load if they hold the status of [student](#), [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 or social 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 programme<sup>32</sup>.
- §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<sup>33</sup>, assumed to participate actively in a course load of at least 30 credits.

## **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.<sup>34</sup>
- §3. Evaluations relating to practical work, internships, reports and individual pieces of work, clinics, and individual projects <sup>35</sup>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<sup>36</sup>;
  - 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.<sup>37</sup>
- §2. Under no circumstances may the special examination period extend beyond 15 November of the following academic year.

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<sup>32</sup> As a reminder, they may also request a [reorientation](#) (Article 12).

<sup>33</sup> Particularly for [family allowances](#).

<sup>34</sup> In the case of higher education alternating with work placement, a learning unit may be assessed as soon as it has been organised.

<sup>35</sup> This provision holds regardless of the specific name which the Faculty has given to this type of activity.

<sup>36</sup> Erasmus, Erasmus Belgica, Erasmus Mundus programmes, cooperation agreements, etc.

<sup>37</sup> This does not involve granting a student a third session but enables him or her 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.

## **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,<sup>38</sup> or if they have not complied with any administrative procedures imposed by the teaching staff or Faculty to sit the exam.
- §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.<sup>39</sup> 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.<sup>40</sup> <sup>41</sup> Other than exceptions granted by the Faculty, the second exam will take place during the third period (August/September).<sup>42</sup> When a non-credited teaching unit includes several learning activities<sup>43</sup> 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;<sup>44</sup>
  - b) From one academic year to another, the jury may exempt students from sitting activities which have been passed.<sup>45</sup>
- §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.

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<sup>38</sup> By means of reminder, other than in the event of force majeure, students must have their programme approved no later than 31 October.

<sup>39</sup> These activities may consist of practical exercises, clinical exercises, internships, etc.

<sup>40</sup> See Chapter VII: "Credits".

<sup>41</sup> Specific conditions apply to teaching units in Block 1 of the first cycle, organised in the first term (Article 42).

<sup>42</sup> It should be noted that this "advanced" exam is a second session exam.

<sup>43</sup> 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.

<sup>44</sup> If, in contrast, the teaching unit credits are acquired, the student can no longer participate in the learning activities which comprise it.

<sup>45</sup> This is not, however, a right for students, in contrast to point a).

## **Article 42**

For teaching units in the first year of the first cycle organised in the first term:<sup>46</sup>

(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 and may take place in person or remotely. 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.
- §2. Notifications 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.

### **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.

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.

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 examination<sup>47</sup>.
- §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

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<sup>46</sup> 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).

<sup>47</sup> Medical certificates must be sent by email no later than the day of the examination. This provision is also applicable in the event of absence from practical work and compulsory laboratory sessions.

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.

#### **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. Every time a teaching unit from the second cycle is organised in the first two terms, the teacher may organise a partial test 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 staff<sup>48</sup> 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.

### **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.<sup>49</sup> 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.<sup>50</sup> 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).

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<sup>48</sup> If several members of staff provide teaching for the same course, they distribute the responsibility for assessments between them.

<sup>49</sup> 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.

<sup>50</sup> Even if the fraud concerns only one learning activity within this teaching unit.

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).

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

### **Section 1: Composition**

#### **Article 55**

- §1. Juries are appointed by the Faculties. A jury is created for each study cycle leading to an academic qualification. A distinct sub-jury may be created for the first year of the first cycle.
- §2. Juries consist of at least five members. They include, in particular, all teaching staff officially responsible for a teaching unit that falls within the relevant study programme<sup>51</sup> and which has not been individually chosen by the student.

People in charge of teaching units followed during the academic year by at least one regularly enrolled student, as well as members of the dissertation reading Committees and those in charge of internships,<sup>52</sup> are entitled to participate in deliberations.

- §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,
- 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);
  - 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.<sup>53</sup>

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<sup>51</sup> Each speciality leads to a different qualification and a specific jury may be created for each speciality. This may be the case in particular for the teaching specialisation.

<sup>52</sup> 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.

<sup>53</sup> No special session is organised in January for examinations in the second term. Deliberations will take place in June for

- §3. The dates of deliberations will be set by the Faculty, upon proposal of the presidents of the juries.
- §4. Deliberations may take place in person or remotely, behind closed doors, according to the procedures 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:<sup>54</sup>

- a) Students who have acquired all 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 all first 60 credits in the cycle by the August/September session remain registered in the first year of the first cycle (Article 33).<sup>55</sup>

- §2. Each cycle jury<sup>56</sup> 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.

- b) For students who have acquired and/or received equivalencies for all the credits in a cycle<sup>57</sup>

The jury awards the academic qualification in question and agrees on any distinction that the student has achieved.<sup>58</sup> The academic title of Doctor is always awarded without any distinction.

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students who still need to sit one or more examinations from the second term.

<sup>54</sup> "Funding" Decree. See also Article 8§1 al.2 which allows the university to refuse registration to a non-fundable student.

<sup>55</sup> For creation of the annual programme (SAP), see Chapter IV.

<sup>56</sup> 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).

<sup>57</sup> Minimum of 180 credits in the first cycle, 60, 120 or 180 credits minimum in Masters, 60 credits or more in the Specialised Masters.

<sup>58</sup> Pass "without distinction" or pass with distinction, specifically: "satisfaction, distinction, honours or high honours".



## **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,<sup>59</sup> 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,<sup>60</sup> 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**

The jury may only hold valid discussions if more than half of the teaching staff<sup>61</sup> of a compulsory course in Block 1 of the first cycle or the study cycle in question are present. When a teaching unit is conducted jointly, the teaching staff concerned are counted as one for the purposes of calculating quorum.<sup>62</sup>

### **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.

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<sup>59</sup> In other words, students in the Bachelors programme who have been authorised to include Masters teaching units in their annual programme (SAP).

<sup>60</sup> 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.

<sup>61</sup> Or appointed under application of Articles 50 to 52.

<sup>62</sup> 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.

## **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”<sup>63</sup> 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.<sup>64</sup>

## **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 competence <sup>65</sup>

## **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.<sup>66</sup>
- §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.<sup>67</sup>
- §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.

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<sup>63</sup>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.

<sup>64</sup> 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 AESS as well as the Masters.

<sup>65</sup> In terms of credits, see, notably, Article 68.

<sup>66</sup> 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.

<sup>67</sup>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 must 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.)

## **Chapter VIII: How results are communicated and consulted – announcements**

### **Article 69: Announcements**

- §1. For students in the first year of the first cycle and those at the end of a cycle, the jury's decisions are made public by announcement, then displayed for at least two weeks following the announcement. For other students, the jury's decision may be made public only by display.
- §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 all other cases (examinations in the second and third periods), this communication is optional.

### **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.

The consultation is announced at least one week in advance.

- §3. During this consultation, the student can photograph their exam paper. If the student hasn't got a mobile phone, smartphone or if they have forgotten it, a photocopy can be issued.

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, administration, 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, words or writing do not damage the dignity, honour or moral or physical integrity,<sup>68</sup> nor the assets or rights of the University or any of its members. In particular, students may not record classes<sup>69</sup> 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.

### **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, coronavirus, etc.) must report it immediately to the Student Quality of Life Unit,<sup>70</sup> 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.

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<sup>68</sup> Regarding harassment, see Circular 8256 on the prevention and fight against harassment and sexual violence within higher teaching establishments and social promotion: <http://enseignement.be/circulaires>.

<sup>69</sup>The 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.

<sup>70</sup> Contact Ms Anne-Cécile Pirenne, Student Quality of Life Unit, on [04/3665959](tel:043665959) or email: [Anne-Cecile.Pirenne@uliege.be](mailto:Anne-Cecile.Pirenne@uliege.be).

## **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;<sup>71</sup>
- to bring animals into lecture halls or classrooms, other than in exceptional circumstances.<sup>72</sup>

## **Article 79: discipline during learning activities**

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 31 October, in line with the provisions set out in Article 81.

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<sup>71</sup> 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).

<sup>72</sup> Notably guide dogs.

## **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 3§5, 13 and 14
- §2. This appeal should preferably be submitted 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.<sup>73</sup> 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 matriculation taken pursuant to Articles 3§5 or 8 or following the selection process for non-resident students (Article 19) may appeal to the Vice-Rector responsible for teaching.
- §2. The appeal must be submitted by recorded delivery, by email to [recours@uliege.be](mailto:recours@uliege.be) or delivery against receipt within eight days of notification of the refusal, using the [correct form](#). Appeals which do not comply with these procedures or which are incomplete will not be processed.

The appeal is processed by the Student Affairs Department, 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](#)), is located within the ARES. This Committee is responsible for receiving complaints from students about decisions taken by the Vice-Rector responsible for teaching 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 Vice-Rector for Teaching.

- §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.

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<sup>73</sup> Decree by the Government of the French Community of 2 September 2015 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.

- §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. If the University's decision is invalidated due to a failure to explain its reasons, the University may give a new reason for its decision.
- §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. Any decision to refuse reorientation taken pursuant to Article 12 may be the subject of an appeal to the Vice-Rector for teaching.
- §2. The appeal must be made within eight working 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.

**Article 84: non-payment of the registration fees**

- §1. If, on 31 October, the student has not settled the deposit of €50 or all their registration fees if this amounts to less than €50, their registration will not be taken into account.

Students may appeal against the notification under application of Article 6§2.

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.

- §2. If, on 1 February, the student has not settled the balance of their registration fees, the establishment will notify the student from 10 February 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.

- §3. The 15 working day timescales set out in §1 and §2 are suspended between 24 December and 1 January and between 15 July and 15 August.

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

**Article 85**

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 87 and following.

## **1: Faculty appeal**

**Article 86:** 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 must write to 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 writing <sup>74</sup> 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.
- §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 87:** 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<sup>75</sup>, the student must contact the President of the jury in question.
- §2. The appeal shall be submitted through a duly motivated written request in writing within three working days of notification of the results if the appeal relates to the deliberation or within three working days of the consultation of the transcript if it relates to the evaluation. Students may be present their case orally if they so wish.
- §3. If necessary, the President of the jury will correct 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.
- §4. If the problem cannot be resolved by application of §1, the student may submit their appeal through a duly motivated request in writing <sup>76</sup>to the Dean (or, if the Dean is the President of the jury, to the Vice Dean for Teaching).
- §5. 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.
- §6. 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 88**

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

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<sup>74</sup> The request may be made by email only from the ULiège email address of the student in question.

<sup>75</sup> For example, an irregularity relating to an exam result known after deliberation.

<sup>76</sup> The request may be made by post or email from the ULiège email address of the student in question.



Appeals must be submitted within 15 calendar days of receipt of the Faculty decision by post or by email addressed to the Rector according to the procedures set by the University.<sup>77</sup>

The appeal will be processed by a member of the Student Affairs Department who may meet with the student should they so wish.

- §2. As quickly as possible, 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.

## **Chapter XI: Academic sanctions**

### **Article 89**

- §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.<sup>78</sup>

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 procedures<sup>79</sup> governing the alternative measures proposed.

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<sup>77</sup> Copy to Ms Dominique Duchâteau, Student Quality of Life Service, Place du 20 Août 7, 4000 Liège, Belgium (tel. 04/366.20.89).

<sup>78</sup> It may also be proposed that the student does not frequent a particular place, adopts a respectful attitude on social networks, etc.

<sup>79</sup> 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 90**

- §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 jointly 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 91**

- §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 92**

- §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 Qualifications Unit.
- §2. Under no circumstances will the University deliver a duplicate. In the event of loss, a certificate may be issued.
- §3. People who have changed name under the terms of the relevant legislation, may request the Qualifications Unit to issue, free of charge, a certificate of conformity of the qualification, taking into account this change of name, provided the request is accompanied by documents demonstrating this change.
- §4. Students wanting certified copies of their degrees must present their degree and copies to the Qualifications Unit.

### **Article 93**

- §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 or Secretaries of the jury.

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

#### **Article 94**

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 95**

- §1. 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 96**

- §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 97**

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 98**

- §1. All [requests for equivalency](#) fall within the competence of the Government of the French Community<sup>80</sup>.
- §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. The procedure is only accessible to applicants if they can prove that the equivalency is indispensable for them in the context of a job<sup>81</sup> search or the recognition of postgraduate studies for an allowance application.

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<sup>80</sup> Articles 92 and 93 of the Decree of the French Community of 7 November 2013 defining the landscape of higher education and the academic organisation of studies.

<sup>81</sup> Official proof of this obligation will be requested when the file is compiled.

## **Chapter XVI: Doctorate and doctoral courses**

### **Article 99**

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

## **Chapter XVII: Continuing education - Isolated classes - Auditors**

### **Article 100**

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

### **Article 101**

- §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 [free student](#), 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 102: 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 103: 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 104: 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 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 105:** Entry into force

These regulations enter into force for the 2022–2023 academic year.

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