

## General Regulations for courses and evaluations 2024-2025 academic year

### Preamble

1. These regulations are made in application of all the legal and regulatory provisions relating to higher education<sup>1</sup> (in particular the [Belgian decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies](#), known as the "Landscape Decree" and the [Belgian decree of 11 April 2014 adapting the financing of higher education institutions to the new organisation of studies](#), known as the "Funding Decree"), which apply in addition to these regulations.
2. The regulations are reviewed every year and the procedures to implement them may be adjusted over the course of the year (changes in legislation, health crisis, etc.).

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

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# DEFINITIONS

For the purposes of these Regulations, the following definitions shall apply:

## **Academic authorities**

Bodies authorised to exercise powers relating to the organisation of teaching.

## **Academic qualification**

Title awarded upon successful completion of a course of study recognised by the Belgian Landscape Decree and attested by a degree.

## **Academic year**

Twelve-month period beginning on 14 September and ending on the following 13 September, divided into three periods known as terms. The ULiège academic calendar is published each year before the start of the academic year.

## **Admission**

The administrative and academic process of verifying that a student meets the criteria to undertake a given course of study and defining any additional conditions.

## **Advanced Master's degree**

Studies leading to a specific second cycle academic degree, attesting to specific studies of at least 60 credits, complementing a previous Master's course.

## **AESS**

Agrégé de l'Enseignement Secondaire Supérieur. This is an academic qualification issued in accordance with the Belgian Decree of 8 February 2001 defining the undergraduate training for upper-secondary education teaching staff or the Belgian Decree of 17 May 1999 on higher education in the arts.

## **ARES**

Académie de Recherche et d'Enseignement Supérieur. This body is charged with coordinating all higher education institutions in the French Community of Belgium.

## **Bachelor's degree**

Academic degree awarded on completion of undergraduate studies equivalent to at least 180 credits.

## **Block**

A period of time within a programme in a study cycle. In principle, each Block includes 60 credits.

### **Continuing education (lifelong learning)**

A structured set of learning activities organised by ULiège, but leading neither to a title nor to an academic degree, aimed at completing, broadening, improving, updating, or developing the learning outcomes of higher education graduates or people who can build on similar professional or personal achievements. Lifelong learning is covered by [specific regulations](#).

### **Co-requisite of a teaching unit**

A combination of other teaching units in a course programme that should be followed prior to, or at the latest during, the same academic year.

### **Curriculum**

A coherent set of one or more cycles of study leading to a specific academic qualification. A curriculum may extend over one or more cycles.

### **Credit**

A unit that is expressed in whole numbers<sup>2</sup> corresponding to the time a student devotes within a course programme, to a learning activity. One credit corresponds to a set amount of 30 hours of learning.<sup>3</sup>

Credits can be:

- acquired: when the student has passed the evaluations for a teaching unit or when the jury considers that any deficit is acceptable (see Articles 78 and 88);
- recognised: when approving the SAP and on the student's request, the jury may decide:
  - o to take into account any credits previously acquired in another course or at another higher education institution, so that the student is exempt from taking the units corresponding to these credits in their new course;
  - o to take into account the knowledge and skills acquired through prior professional or personal experience (= recognition of prior learning and experience, known as "RPLE", see Article 11).

### **Cycle**

Courses leading to an academic degree. Higher education in Belgium is organised into three cycles.

### **Dean**

Member of staff in charge of the Faculty.

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<sup>2</sup> Exceptionally, the credits associated with a teaching unit may be expressed in decimal numbers as part of a mobility agreement. See Article 46.

<sup>3</sup> This number of hours is only partly devoted to teaching organised directly by the institution, and includes other associated activities, such as written work, personal exercises, preparatory work, studies, projects, documentary research, tests, and workplace experience.

## **Degree**

Document attesting to the successful completion of a course in accordance with the provisions of the Belgian Landscape Decree and the academic title or degree awarded on completion of these studies.

## **Grade**

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

## **Doctorate**

Academic degree attesting to the completion of third cycle or postgraduate studies, awarded by a university and obtained after defending a thesis in accordance with the [General regulations governing courses and work relating to the preparation of a doctoral thesis](#).

## **Effective registration**

Registration is effective when the student has paid a €50 deposit by 31 October of the current academic year.<sup>4</sup> This deposit is not required if the student is in receipt of a study grant or is awaiting a response to their application for a study grant from the Direction des Allocations d'Etudes (DAE).

## **Evaluation**

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

## **Faculty**

ULiège comprises 11 Faculties: Philosophy and Humanities; Law, Political Science and Criminology; Sciences; Medicine; Applied Sciences; Veterinary Medicine; Psychology, Speech Therapy and Educational Sciences; HEC-Ecole de Gestion; Gembloux Agro-Bio Tech; Social Sciences; and Architecture.

## **Final application for effective registration**

An application for registration is effective (and can be taken into consideration) when the student has provided documents:

- justifying their admissibility in line with the regulations (including a certificate of settlement of any debts which may have been incurred with any higher education institution in the French Community of Belgium from the 2014-2015 academic year onwards);
- which may be required by the Registration and Admissions Department to prove the authenticity of the documents provided during the application process.

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<sup>4</sup> For students provisionally registered while awaiting a legal admission document, registration only becomes effective once this document has been produced and the €50 deposit has been paid.

These documents enable the relevant academic authorities and administrative departments to decide on the student's eligibility and fundability in accordance with these regulations and applicable legal provisions.

### **Force majeure**

Force majeure is a sudden, unforeseeable, irresistible, and external event. The academic authorities are responsible for assessing force majeure.

### **Full application**

A file containing all the compulsory documents requested when the application is submitted, so that the competent authorities and administrative departments can decide on the student's eligibility and fundability in accordance with these regulations and applicable legal provisions.

### **Jury**

The academic body primarily responsible for admitting students to study, monitoring their progress, assessing their learning achievements, certifying or, where appropriate, recognising them, and organising the corresponding exams.

### **Learning activities**

Learning activities include:

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

These may all be assessed on-site or online and expressed in terms of credits.

### **Learning support activities**

Activities which are not part of the student's annual programme (SAP)<sup>5</sup> and which aim to help overcome any gaps in students' knowledge, or help them follow or return to a study programme with a better chance of success.

The active participation of a first year undergraduate student in learning support activities may be recognised by the jury if this participation has been the subject of a specific test or evaluation. This recognition may not exceed five credits, and any such evaluation may only be organised only once during the term in which these activities took place.

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<sup>5</sup> For practical reasons, learning support activities do, however, appear below the student's SAP on their myULiège portal.

### **Master's degree**

Academic qualification awarded on completion of second cycle of studies equivalent to at least 60 credits and, if they have a specific focus, at least 120 credits.

### **Notification**

Communication of a decision by electronic or any other means expressly mentioned in these regulations.

### **Plagiarism**

Appropriation of a piece of work without explicitly and distinctly mentioning the source from which it has been taken and the exact point where the information was inserted, whether or not this omission is deliberate on the part of the student.

The following are considered to constitute plagiarism:

- copying someone else's text without complying with the rules on citations;
- reproducing images, graphics, data, etc. without indicating the author or origin;
- "quasi-copying" or "slavish reproduction" of the words of others or their translation into another language, without the appropriate references;
- appropriating someone else's original ideas without reference to them;
- the use of artificial intelligence to produce a piece of work without mentioning that it has been used or useful references (with the exception of pieces of work for which the use of such a tool is expressly authorised).

All these plagiarism practices are reprehensible both ethically and, where applicable, in terms of respect for intellectual property.

### **Prerequisite for a teaching unit**

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

### **Regular registration**

Effective registration becomes regular when the student has drawn up an annual study programme consisting of a coherent set of teaching units, approved by the jury, and in accordance with the provisions of Title III of these regulations.

### **Re-registration**

Regular registration for an academic year for a student already previously enrolled at ULiège.

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

Any student who has not yet earned or had recognised the first 60 credits in the first cycle.

### **Student at the end of the cycle**

A student whose annual programme contains all the credits required to graduate.

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

A coherent set of teaching units in a course approved by the jury and for which a student is regularly registered for an academic year. The SAP defines the activities in which they participate, and the evaluations they will sit and upon which they will be assessed by the jury.

### **Study programme**

A set of learning activities, grouped into teaching units, some of which are compulsory, others which the student may choose individually, in accordance with the skills reference framework for a study cycle. The programme specifies the associated credits, the organisation in terms of time, and the organisation in terms of pre-requisites or co-requisites for the various teaching units.

### **Teaching staff**

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

### **Teaching unit**

Learning activity or set of learning activities that are grouped together because they share common objectives and make up a coherent whole in terms of expected learning outcomes. Each teaching unit is awarded a certain number of credits (minimum 1 and maximum 30) and falls within a specific block.

### **Term**

Division of the academic year into three periods each lasting approximately four months.

# TITLE I – REGISTRATION AND ADMISSION

## CHAPTER 1– REGISTRATION

### **Section 1– Application for registration**

#### **Article 1**

§1 Registration applications must be submitted between the last Monday of June preceding the academic year in question and 30 September, inclusive, notwithstanding the provisions relating to appeals (Articles 107 to 111).

Students whose registration requires a decision by the academic authorities must submit their application in accordance with the timetable set out in Article 10.

§2 The registration application must be submitted in accordance with the procedures defined on the university website for the academic year in question.

The registration application must comply with legal terms and any additional access conditions as defined by the academic authorities (Articles 12 to 24).

§3 Applications for courses covered by the “non-residents” decree are subject to specific procedures (Article 24) and a specific timetable.

§4 In their applications, students are requested to declare any registrations they have had for higher education, in or outside the French Community, and the results obtained since their high school qualifications. Any omission or false declaration may be considered as registration fraud (Articles 29 to 31). This provision does not apply to students who, having registered at the ULiège, continue their studies there without interruption.

By way of exemption from the previous paragraph, in the event of an interruption of at least five academic years, the student is not required to declare any registration for higher education studies prior to applying for registration at ULiège, nor the results obtained in examinations prior to this interruption.

Students must mention if they have applied for registration at another institution. In this case, ULiège may refuse the application for registration.<sup>6</sup> Notification of the response shall specify the procedures for exercising rights of appeal (Article 110).

§5 As part of their application, students are asked to confirm that they are aware of the legal and regulatory provisions applying to their situation, in particular for courses subject to specific rules, restrictions on access, agrément, or institution.

### **Section 2 - Effective and regular registration**

#### **Article 2**

§1 Applications for registration are finalised by the Registration and Admissions Department by 31 October at the latest.

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<sup>6</sup> ULiège may refuse this registration application because it would not *a priori* be funded (Article 8, § 2, 1°).

By way of exemption, the application deadline is extended to 30 November for students whose September session has been extended in accordance with Article 57.

§2 Students who are effectively registered must draw up their SAP (Articles 47 to 55) and have it approved by the jury to ensure their registration is regular.

Subject to Articles 32 to 40, only regularly registered students are authorised to take part in the learning activities of the teaching units that make up their SAP, to submit assessments for them, and to be awarded the corresponding credits.

§3 Any student who is regularly registered is deemed to be registered on a full-time basis and, with regards to any other legal or regulatory provisions (in particular with regards to legislation on family allowances<sup>7</sup>), is deemed to be actively participating in a course load of at least 30 credits of learning activities.

### ***Section 3 - Provisional registration***

#### **Article 3**

ULiège may provisionally register students who are waiting for a legal right of access which, although requested in good time, has not been obtained before 30 September. As soon as students receive the document certifying their legal right of access, they are required to forward it without delay to the Registration and Admissions Department.

Provisional registration must be regularised by 30 November, except when the delay in issuing missing documents or certificates is not attributable to the student.

### ***Section 4 - Late registration***

#### **Article 4**

In exceptional circumstances, ULiège may authorise a student in one of the categories set out in Articles 3 and 5 of the Funding Decree to register after the indicated dates, when the circumstances so justify.

Late registration requests must be submitted by 15 February at the latest, in accordance with the terms and conditions set out on the [university website](#). Students who have been granted permission to register late have 15 working days to finalise their registration and proceed with the payment of their registration fees.<sup>8</sup>

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<sup>7</sup> Consequently, the number of credits actually recorded in the student's SAP has no impact on whether or not family allowances are granted, as the student's SAP must be considered to be made up of at least 30 credits as soon as they are regularly registered. Thus, for example, a student whose SAP consists of fewer than 30 credits, by virtue of a reduced programme in accordance with Articles 54 or 55, maintains their entitlement to family allowances.

<sup>8</sup> Depending on the date when the student registers, the payment of the €50 deposit (before 1 February) or the entire registration fees (after 1 February) will be required.

## **Section 5 - Supplementary registration and simultaneous registration**

### **Article 5**

In addition to their main registration, and with the agreement<sup>9</sup> of the Faculties concerned, under the conditions set by the Faculties, students may register for another course leading to another academic degree<sup>10</sup> during the same academic year. This is referred to as a supplementary registration.

For the purposes of calculating registration fees, one registration is referred to as the main registration and the other(s) as the supplementary registration(s). The main registration is the one with the highest fees.

### **Article 6**

Students wishing to enrol simultaneously in the first and second cycles must comply with the conditions set out in Article 51. This is known as a simultaneous registration ("BA/MA").

## **Section 6: Registration fees and payment deadlines**

### **Article 7**

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

The amounts of the registration fees are presented in Annex I.

§2 A €50 deposit (or the full registration fees if the student owes registration fees less than €50<sup>11</sup>) must be paid by 31 October.<sup>12</sup>

As long as students have not paid the deposit, their registration is not effective: they receive no certificate or student card, cannot draw up their SAP, and have only restricted access to their myULiège portal (Articles 47, 104 and 105).

This €50 deposit is not payable by students who receive a study grant from the DAE of the French Community of Belgium, nor by students who have applied for such a grant and have not received a decision by 31 October.<sup>13</sup>

In the event of non-payment of this deposit, ULiège will notify the student that, subject to lodging an appeal to rectify the situation, they will be considered as never having been registered for the academic year in question. This notification sets out the procedures for exercising rights of appeal (Article 109).

§3 Except in cases of force majeure, the full registration fees must be paid by 1 February at the latest.<sup>14</sup>

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<sup>9</sup> Subject to Article 17bis, § 3.

<sup>10</sup> Students in this situation have the option of requesting a reduced SAP on academic grounds (Article 54).

<sup>11</sup> For example, the registration fees for students re-registering for post-graduate studies are €32.

<sup>12</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>13</sup> If the student receives a decision refusing the study grant on or before 31 October, the €50 deposit must be paid by the deadline.

<sup>14</sup> Or upon registration, if later than 1 February.

In the event of non-payment of the full registration fees, ULiège will notify the student that they:

- no longer have access to ULiège premises for learning activities and evaluations;
- cannot be considered and cannot benefit from any carry-over or recognition of credits;
- remain considered as registered for a course for the academic year and their year is counted in their academic records as a failed year;<sup>15</sup>
- remain liable for the entire registration fees and may not re-register in any higher education institution in the French Community of Belgium until the debt is paid. Students who have applied to the DAE will benefit from a grant rate<sup>16</sup> on a provisional basis, until the DAE issues notification of its decision. ULiège is directly informed by the DAE of the application's progress.

If the DAE issues notification of refusal of the application after 1 February,<sup>17</sup> the student has a period of 30 days<sup>18</sup> from the date of the decision to refuse to pay the registration fees.

The notification sets out the procedures for exercising rights of appeal (Article 109).

- §4 Students who apply for a grant from the DAE and who, by 31 October (§2) or 1 February (§3), have not yet received a response to their request, will continue to have access to teaching activities, evaluations, and to be considered by a jury, and can carry-over credits or have them recognised.

## ***Section 7 - Refusal of registration and absence of a decision***

### **Article 8**

§1 The academic authorities may, with justification:

- 1° refuse registration to anyone who, in the three academic years preceding the academic year in question, has been the subject of exclusion from a higher education institution for registration fraud or exam fraud;
- 2° refuse registration to anyone who, in the three academic years preceding the academic year in question, has been the subject of exclusion from a higher education institution for false declaration or falsification in a registration application or entrance exam, organised by ARES;
- 3° refuse registration to any student who has been excluded in the three preceding academic years from a higher education institution for serious misconduct.

§2 By means of a justified decision, the academic authorities:

- 1° may refuse registration to students who are not eligible for funding;<sup>19</sup>

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

<sup>16</sup> €0 registration fees (Annex I).

<sup>17</sup> If the student receives a refusal letter on or before 1 February, the registration fees are due by 1 February, at the latest.

<sup>18</sup> The 30-day deadline 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 described](#) in Article 7, § 3, line 3.

<sup>19</sup> For any questions about fundability, send a message to the following e-mail address [paysage@uliege.be](mailto:paysage@uliege.be) or consult the [university website](#). These cases are determined by Articles 3 and 5 of the Funding Decree.

- 2° may refuse registration to a student if the application is for a course that is not eligible for funding;<sup>20</sup>
- 3° may refuse a request for a reorientation from a first year student in the first cycle (Article 26).
- §3 ULiège may also refuse registration in study programmes subject to quotas (Article 24) in application of the "non-resident" procedure.
- §4 Refusal of registration pursuant to Paragraphs 1, 2, or 3 shall be notified to the student no later than 15 days after receipt of their application for effective registration. Notification is made by email to the email address given in the application form or, if applicable, to the university email address. This notification sets out the procedures for exercising rights of appeal (Article 110).
- §5 ULiège may also refuse late applications for registration (Article 4). Notification of this decision will indicate the appeal procedures (Articles 109 or<sup>21</sup> 110).

## Article 9

When an application for registration has been duly submitted and has received no response from the ULiège by 31 October, an appeal may be submitted (Article 112).

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

## CHAPTER 2– ADMISSION

### Article 10

Anyone who holds a qualification that does not give automatic access to the course applied for, and therefore requires a decision on eligibility to be taken by the academic authorities, must submit an application for admission prior to registration. Applications may be submitted from 16 February of the preceding academic year.

Other than exceptions set for certain programmes,<sup>22</sup> these applications for admission must be duly completed and submitted:

- a) no later than 31 March<sup>23</sup> of the previous academic year, for students from countries outside the European Union who do not meet the [assimilation criteria](#) ("non-assimilated students");
- b) no later than 31 August<sup>24</sup> of the previous academic year, for students who are nationals of a member state of the European Union other than Belgium;

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<sup>20</sup> These cases are determined by Article 2 of the Funding Decree (AESS funded only once, specialised Master funded only for the first 120 credits, etc.).

<sup>21</sup> There are two grounds for appeal: either the application is inadmissible (appeal to the Government Commissioner, article 109), or the student is not eligible for funding (appeal to the Vice-Rector, article 110).

<sup>22</sup> A date later than those set out in this article may be set for certain programmes which are accessible through a selection process managed in the Faculty, or between universities. The information is available on the course programmes (example: Specialised Masters in Medicine).

<sup>23</sup> The deadline of 31 March is justified by the time it takes to process the applications and to obtain a visa. It does not apply to students who are registered as part of an international programme with a cooperation grant (ARES-CCD) or who are registered as part of a collaborative agreement or joint-degree programme between their institution and the ULiège. For these students, applications are accepted until a date allowing for registration within the legal time frames.

<sup>24</sup> The deadline of 31 August is required by the time it takes to process the applications.

- c) no later than 30 September of the academic year concerned, for students with Belgian nationality or for students from countries outside the European Union who meet the [assimilation criteria](#).

## **Article 11**

§1 Each jury for the first and second cycles appoints an “Admissions Committee” consisting of the Chair and the Secretary of the jury for the cycle, a third member of the jury, as well as the Dean representing the academic authorities. When the Dean is also the Chair or Secretary of the Jury, they are replaced by the Vice-Dean for Teaching or any other member of the jury who is neither Chair nor Secretary of this jury.

§2 These “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. They make decisions on admitting and refusing applicants, and making admission conditional upon the obligation to follow a specific study programme.

For access to the first year of the first cycle, applications from students from non-EU “[non-assimilated](#)” countries who meet the [conditions set by the jury](#) are not submitted to the Admissions Committee.

§3 In reaching its decisions, the Committee may take into account the opinions of bodies which they appoint. When the advisory body includes more than one member, it is known as a “Consultative Admissions Committee”.

§4 Each year, no later than the end of January, the Faculties send the Registration Department the list and composition of the Admissions Committees mentioned in §1 and the bodies appointed to provide opinions in §3.

§5 The Admissions Committee of the jury may recognise the [knowledge and skills of students acquired through their professional or personal experience](#) in order to admit to a course of study a student who does not hold the academic qualification giving access to it. This must correspond to at least five years of activity, and years of higher education may only be considered up to a maximum of 60 credits earned per academic year, without exceeding two years. The deadlines for submitting an application for admission as part of the recognition of prior learning and experience are identical to those set out in the general conditions for admission.

§6 On the basis of the application for admission compiled by the applicant, the Admissions Committee will make a final decision on the terms and conditions (additional courses, any additional qualifications) of the applicant's possible admission.

§7 All decisions taken by the Admissions Committees are substantiated, signed by the Chair of the jury and notified to the student. This notification specifies the procedures for exercising rights of appeal (Article 109).

## **CHAPTER 3 - ACCESS CONDITIONS**

### ***Section 1 - General conditions of access***

#### **Article 12**

The general conditions of access are the conditions that anyone wanting to register at ULiège must meet. They are set by decree or by regulation.

In addition, access to certain programmes is subject to compliance with additional conditions; these are indicated in the "Access conditions" section of each [study programme](#).

## A - Access to Bachelor's degree courses

### 1° - Students holding a legal Belgian qualification required for admission

#### Article 13

Access to first cycle studies is open to:

- 1° Anyone holding a secondary school certificate (*certificat d'enseignement secondaire supérieur*, CESS) issued in the French Community of Belgium (accompanied, until the 1992-1993 academic year, by a qualification of aptitude to access higher education (DAES));
- 2° either a qualification awarded by a higher education institution in the French Community of Belgium attesting to an academic qualification awarded pursuant to the Landscape Decree, or a qualification awarded by a university or an institution organising full higher education pursuant to previous legislation;
- 3° or a higher education qualification awarded by an adult higher education institution;
- 4° or, for access to the course it specifies, a pass certificate for one of the [entrance examinations](#) organised by higher education institutions or by a [French Community jury](#);
- 5° or a qualification, title, or certificate similar to those mentioned in the preceding paragraphs issued by the Flemish Community, the German-speaking Community, or the Royal Military School;
- 6° or a DAES awarded by the jury of the French Community.

### 2° - Students who do not hold a legal Belgian qualification required for admission

#### Article 14

Students who hold a qualification issued outside Belgium have two options for obtaining legal access for admission to first cycle studies. They can:

- 1° obtain recognition of equivalence between their qualification, title, or certificate and the Belgian CESS. This must be requested from the [French Community's equivalence service](#) before 15 July and may specify the fields of study to which the student has access;
- 2° Pass the [entrance exam](#)<sup>25</sup> for a first cycle course

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<sup>25</sup> Students must be present at the University of Liège to take this exam.

## B - Access to Master's degree courses

### Article 15

§1 Access to second cycle courses is open to students who hold:

- 1° an academic first cycle degree in the same course;
- 2° the same second cycle academic degree, but with a different speciality;
- 3° a first or second cycle academic degree, by virtue of a decision by the academic authorities and subject to any additional conditions they lay down;
- 4° an academic qualification similar to those mentioned in the preceding paragraphs awarded by a higher education institution, in the French Community or outside it, by virtue of a decision by the academic authorities and subject to any additional conditions they lay down;
- 5° a foreign academic qualification recognised as being equivalent to those mentioned in the preceding paragraphs pursuant to the Landscape Decree, a European directive, an international convention or other legislation, under the same conditions.

A title or qualification is similar to an academic degree awarded in the French Community of Belgium if it leads to the same professional access or study opportunities in the system of origin.

The additional entry requirements referred to in 3° and 4° are intended to ensure that the student has acquired the pre-requisites for the courses 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, taking into account all the credits that may be recognised at admission. These classes form part of their second cycle study programme.

In particular, a student holding a 60-credit Master's degree is awarded at least 45 credits when enrolling for the corresponding 120-credit Master's degree.

§2 access to courses with a view to obtaining the academic second cycle degree is also open to students who hold:

- 1° a short first cycle academic qualification, by virtue of a [decision by the Government](#) or the academic authorities and on any additional conditions that they lay down, without these conditions being more restrictive than those laid down by the Government or establishing any distinction between institutions that have awarded the academic qualification;
- 2° a similar academic qualification, awarded by a higher education institution, in or outside the French Community, by virtue of a decision by the academic authorities and subject to any additional conditions they lay down;
- 3° a foreign academic qualification recognised as being equivalent to those mentioned in the preceding paragraphs pursuant to the Landscape Decree, a European directive, an international convention or other legislation, under the same conditions.

The additional entry requirements are designed to ensure that the student has acquired the pre-requisites for the courses 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, taking into account all the credits that may be recognised at admission. These classes form part of their second cycle study programme.

- §3 By way of exemption, the students referred to in Article 51 (BA/MA) also have access to second cycle studies.
- §4 Under the general conditions laid down by the academic authorities, a student holding a title, qualification, degree, or certificate awarded outside the French Community which does not give them access to second cycle studies by virtue of the preceding paragraphs may nevertheless be admitted by the jury of the course in question, if all the higher education courses they have successfully completed are valued by the jury as equivalent to at least 180 credits.

## **C - Access to specialised Master's degree courses**

### **Article 16**

- §1 Subject to the general conditions laid down by the academic authorities, access to specialised Master's degree courses is open to students who hold:
- 1° an academic Master's degree;
  - 2° an academic qualification similar to that mentioned in the preceding section awarded by a higher education institution in the Flemish Community, in the German-speaking Community, or by the Royal Military Academy, by virtue of a decision by the academic authorities and subject to any additional conditions that they lay down; a foreign academic qualification recognised as equivalent to those mentioned in sections 1° and 2° pursuant to the Landscape Decree, a European directive, an international convention or other legislation, subject to the same conditions.

The additional conditions of access referred to in section 2° are intended to ensure that the student has mastered the subjects and acquired the skills required for the courses 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, taking into account all the credits that may be recognised at admission. These classes form part of their second cycle study programme.

- §2 Under the general conditions laid down by the academic authorities, a student who holds a second cycle title, qualification, degree or certificate, in or outside the French Community, which does not give them access to specialised Master's courses by virtue of the preceding paragraph, may nevertheless be admitted by the jury of the course in question, under any additional conditions it lays down, if the higher education studies they have completed or the skills they have acquired are valued by the jury as being equivalent to at least 240 credits.
- §3 By way of exemption from these general conditions, and subject to any additional conditions which they lay down, the academic authorities may also admit to specialised Master's studies people who hold a title, qualification, degree, or certificate awarded outside the French Community which, in that system of origin, gives direct access to postgraduate

studies, even if the courses leading to these degrees are not organised in separate cycles or in at least five years.

### **Article 17**

For application of the federal legislation concerning the quota of candidates for access to courses leading to specific professional titles reserved for holders of a Master's degree in medical sciences and a Master's degree in dental sciences, an inter-university jury for admission to specialised studies in medical and dental sciences is established. This jury is made up of the Deans of the Faculties awarding the academic degrees of Specialised Master's in Medical Sciences and Specialised Master's in Dental Sciences.

This jury is responsible for organising the process for issuing university certificates allowing access to specialist courses.

Each year, by 15 September at the latest, the inter-university jury establishes a ranking of candidates after the end-of-cycle exams. Within ten days of the ranking being established and according to the ranking, the inter-university jury grants the universities authorisation to issue the corresponding university certificates, in compliance with federal and community legislation setting a maximum number of entrants to courses leading to professional qualifications and, where applicable, minimum numbers for certain specialities. The Government may lay down additional procedures for organisation of the jury.

The university certificate is issued by the university with which the student registers.

### **D - Access to the AESS (on a transitional basis up to and including the 2024-2025 academic year)**

#### **Article 17bis**

§1 No one may be admitted to study for a Master's degree for teaching purposes or a qualification leading to the title of AESS unless they have first demonstrated a thorough command of the French language.

This proof is provided:

- 1° either by possession of a diploma or certificate mentioned in Article 13, paragraph 1, 1°, 3° and 6;
- 2° or by passing a specific examination organised or co-organised by higher education institutions, in accordance with the procedures laid down by the ARES and the provisions laid down by the Government;
- 3° or by holding the certificate referred to in Article 13, paragraph 1, 4°, when it is issued by a jury of the French Community;
- 4° or by proof of passing other French language proficiency tests, the list of which is drawn up by the Government;
- 5° or by holding a foreign qualification, title, or certificate attesting to studies that include sufficient instruction in the French language. The Government shall set the minimum conditions that these studies must meet;

- 6° or by holding a higher education qualification awarded in the French Community and certifying studies, access to which is conditional on proof of sufficient mastery of the French language.
- §2 Access to studies leading to the title of AESS is reserved for holders of a second cycle academic qualification awarded in the French Community, a second cycle academic qualification awarded in the German-speaking Community, the Flemish Community, or by the Royal Military School and deemed similar by the academic authorities, or a foreign academic qualification recognised as equivalent pursuant to the Landscape Decree, a European directive, an international convention, or other legislation, under the same conditions.
- §3 Students who are registered at the end of a Master's cycle equivalent to at least 120 credits with an establishment in the French Community may simultaneously register for courses leading to the upper-secondary teaching qualification (AESS). However, students who are admitted on the basis of this provision may not have their results promulgated before having obtained the Master's academic qualification resulting from the main registration.

## **Section 2 - Specific access conditions**

### **A - Non-EU students**

#### **Article 18**

Only applications that meet the administrative conditions set out in Article 19 and the academic conditions set out in Article 20 will be examined by the Admissions Committees.

#### **Article 19**

- §1 Applicants who are nationals of a country outside the European Union and who wish to register at ULiège for the academic year in question must comply with all the following administrative conditions (with the exception of the students referred to in § 2):
- 1° Applications must be submitted online between 16 February and 31 March of the preceding academic year.
- Applications must be complete. Applicants must upload any missing, incomplete or insufficient documents within four weeks after being asked to do so by the Registration and Admissions Department.
- 2° Applicants must submit their applications personally. They may not therefore ask a third party to complete the online registration form on their behalf.
- Under certain partnership or joint degree agreements, applicants may receive administrative assistance from their home institution. However, they must still complete their application personally.
- 3° Applicants must complete and sign the statement that they are aware of the measures taken by ULiège to combat registration fraud.
- In this context, ULiège will be able to:
- check the authenticity of the academic documents submitted by the applicant with their home institution;

- contact the applicant for an interview to assess their knowledge and skills (interview conducted by the Chair of the jury for the relevant course using a video-conferencing tool or instant messaging app);
- if the applicant agrees, send a copy of the admission letter to the diplomatic services to which the applicant will apply for a visa;
- for the purposes of combating fraud, forward the academic documents produced by the applicant as part of their application to the diplomatic services to which the applicant will submit their visa application.

4° Applicants may submit only one application per academic year to ULiège.<sup>26</sup>

5° For students applying for admission to the first cycle, applicants must hold a qualification giving access to the Bachelor's degree course they are applying for, and must hold it by 31 March of the preceding academic year. Applicants must provide proof of B2 level in the language the course they have applied for is taught. Only the tests indicated on the [university site](#) will be accepted as proof.

6° Applicants must pay a deposit of €200 by 31 March of the preceding academic year at the latest. These fees will be deducted from the registration fees should the student register.

The deposit is non-refundable even if admission is refused or if the applicant does not complete their registration for the academic year in question.

7° Applicants must provide a [funding plan](#) to the University:

- As part of their proof of means of subsistence, applicants may call on a guarantor according to the methods given by the formal obligation to assume financial responsibility. Where applicable, it is the responsibility of the student to ensure that the guarantor meets the conditions laid down by the Immigration Office ([Formal obligation - IBZ](#)) and that they are not financially responsible for other students. ULiège cannot be held responsible if it accepts a formal commitment which is not ultimately approved by the Immigration Office.
- Students who are actually admitted to register at ULiège will be able to make a deposit into a "blocked" account managed by ULiège, which will give rise to a certificate that can be presented as proof of means of subsistence to the Office des Étrangers.

§2 Students who have received a positive decision from ULiège must provide proof that they have obtained a visa and any missing documents by 30 September at the latest. Otherwise, these students will not be registered for the academic year in question.

§3 Students may only apply to register for the same course for a maximum of three academic years.

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<sup>26</sup>It should be noted that the jury may, if it considers it appropriate, make a counter-proposal to the student if they are rejected for the course for which they have applied.

§4 The conditions described in paragraphs 1, 2 and 3 apply to all students of non-EU nationality, with the exception of:

- “assimilated” students under Article 3 of the Decree of 11 April 2014 (e.g. refugees and asylum seekers);
- students who hold a Belgian Certificate of Upper-Secondary Education;
- students with a qualification obtained from a higher education establishment in the French Community (special cases for students not covered by the “Passerelles” Order: no accumulation of qualifications or registration for a qualification lower than that already obtained);
- students applying for registration in a first cycle course subject to study quotas for non-residents (Article 24);
- students legally residing in Belgium and eligible to sit the special entrance exam for admission to courses in the field of engineering and technology sciences (Article 21);
- students applying for registration on the basis of a recent qualification – from the current academic year or the two previous academic years - obtained in a European Union country outside the French Community of Belgium.

#### **Article 20**

In addition, students from outside the European Union must meet the academic conditions set by the juries, which can be consulted on the [university website](#) (below the administrative conditions).

### **B - Access subject to passing an examination or competition**

#### **Article 21**

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

Passing this exam grants access to all other course programmes, but does not exempt them from meeting any additional conditions imposed on registration for some of these courses.

#### **Article 22**

With the exception of students who hold an exemption due to their previous academic studies, the only students who have access to the first cycle of medical and dental sciences are those who hold a pass certificate for the competitive entrance exam organised in medical and dental sciences. The terms and conditions for the competitive entrance exam are set out on the [ARES site](#).

Other than in the event of force majeure recognised by the entrance exam jury, applicants may only resit it once in the following five academic years.

## Article 23

§1 To be authorised to continue the Bachelor of veterinary medicine programme beyond the first 45 credits of this programme, the student must hold a certificate. This is awarded following a competitive exam covering the teaching units in the second term of Block 1 to students, ranked in order, who have acquired at least 45 credits of the first 60 credits of the Bachelor's of veterinary medicine programme.

Students are automatically registered for the competitive entrance exam. They can withdraw from the exam until 15 February.

Students on a reduced course load cannot sit the competitive examination.

§2 A student may only sit the competitive entrance exam a maximum of twice in any two consecutive academic years. In cases of force majeure duly assessed by the jury, the jury may waive the consecutive nature of the two academic years.

## C - Restricted courses

### Article 24

§1 A limited number of non-resident students have access to studies for a Bachelor's degree in physiotherapy and rehabilitation, a Bachelor's degree in Psychology and education: speech and language therapy and a Bachelor's degree in veterinary medicine. The selection procedure is based on a random draw.

§2 The number of successful non-resident candidates in the competitive entrance examination for studies in medicine and dentistry is limited to a percentage (set by decree) of the total number of candidates declared to be eligible.

§3 The number of successful non-resident candidates in the competition organised in the second term of Block 1 of the first cycle course in veterinary medicine is limited to a percentage (set by decree) of the total number of candidates declared eligible.

## CHAPTER 4 - REGISTRATION CHANGES AND REORIENTATIONS

### *Section 1 - Registration changes*

#### Article 25

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

If the student wishes to change higher education institution, they must register with the host institution before 30 September and cancel their registration with ULiège in accordance with Article 27.

§2 By way of exemption, first year students in the first cycle may modify their registration up to 31 October, subject to the legal conditions of access and fundability, without this being considered as a reorientation (Article 26). This modification is free of charge, according to the terms and conditions specified on the [university website](#).

Unless they have applied for a study grant, students must first pay the €50 deposit (Article 7, § 2). This €50 will be deducted from the total amount of the registration fees at the time of the new registration.

In the event of a change of registration to another higher education institution, ULiège will record this change as soon as it has been confirmed by the host institution.

## **Section 2 – Reorientation for students in the first year of the first cycle**

### **Article 26**

§1 As well as being able to modify their registration before 31 October (Article 25), between 1 November and 15 February, students in the first year of the first cycle may reorientate in order to continue their academic year within another course at ULiège or within another institution.<sup>27</sup>

The reorientation must take place in line with the legal conditions for access and funding. The reorientation request must be justified by the student and approved by the jury of the study cycle to which the student wishes to reorientate.

For educational and organisational reasons, reorientation may not take place between 15 December and the end of the January session.

There is no charge for a reorientation,<sup>28</sup> in accordance with the procedures specified on the [university website](#).

§2 Students in the first year of the first cycle who want to reorientate to another institution must inform the host institution. As soon as the host institution confirms that the reorientation has been accepted, ULiège will register the change. In all cases, the student remains liable for payment of their ULiège registration fees.

§3 If the jury of the study cycle to which the student wishes to reorientate refuses the request for reorientation, the student is notified of this refusal. This notification specifies the procedures for exercising the right of appeal (Article 110).

§4 If, during the academic year, a student cancels their registration for the first year of the first cycle and, between 31 October and 15 February, submits a new application for registration for another course within ULiège or another institution, this request will be treated as a request for reorientation. If this request is accepted, the student remains liable for all registration fees at the institution at which they have cancelled their registration.

§5 Students who apply for a study grant from the DAE and are refused by the DAE, and who reorientate to another institution, remain liable to the original institution for the full registration fees.

## **CHAPTER 5- CANCELLING REGISTRATION AND ABANDONING**

### **Section 1 - Cancelling registration**

#### **Article 27**

Students may cancel their registration until 30 November of the academic year in question. In this case, only the €50 deposit remain due, and any balance paid by the student will be refunded upon

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<sup>27</sup> Reorientations are possible within ULiège but also to any other higher education institution in the French Community of Belgium (University, Haute Ecole, or Ecole Supérieure des Arts), with the exception of adult higher education institutions.

<sup>28</sup> In the event of a reorientation to an Haute Ecole or Ecole Supérieure des Arts, these institutions may charge the student specific fees.

their express request using the [contact platform](#). From this point, they will be considered as not having been registered for the current academic year.

Students cannot cancel their courses by telephone or through a third party. Cancellations may only be made through the [contact platform](#) or by going to the Registration Department in person.

## ***Section 2 – Abandoning***

### **Article 28**

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>29</sup>

Students cannot abandon their courses by telephone or through a third party. Courses can only be abandoned through the [contact platform](#) or by going to the Registration Department in person.

## **CHAPTER 6 - REGISTRATION AND ADMISSION FRAUD**

### ***Section 1 - Fraud discovered during the application process***

#### **Article 29**

Any false statement or falsification in the application for admission or registration at the University will be considered “registration fraud” and will automatically lead to refusal of registration for a duration of three academic years in any higher education institution in the French Community of Belgium.

If the Registration and Admissions Department suspects fraud, it will notify the person concerned by email, specifying the allegations.

The person concerned may contest the allegations by lodging an appeal with the Vice-Rector responsible for Teaching within 15 days of notification.

Where appropriate, they shall provide any evidence of their good faith. If the Vice-Rector considers it appropriate, they will interview the student.

If, after analysing the case, the Vice-Rector finds that the person concerned has indeed committed fraud, the case will be forwarded to the Government Commissioner.

After checking that the procedure has been respected and that fraud has taken place, the Commissioner sends the information about the person to ARES which enters them into a database of fraudsters. The Commissioner shall inform ULiège.

ULiège will notify the person concerned that their application for registration has been rejected on the grounds of fraud, and will inform them that they have been entered in the database containing the names of fraudsters. This notification sets out the procedures for exercising rights of appeal (Article 117).

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<sup>29</sup> No credit is acquired for the academic year in question.

## ***Section 2 - Fraud discovered when the person is already registered as a student***

### **Article 30**

When registration fraud is discovered once the person is already registered as a student, this fraud leads to a disciplinary punishment of exclusion by the Rector.

The student's file 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 information about the person to ARES which enters them into a database of fraudsters. The Commissioner shall inform ULiège.

Exclusion automatically leads to refusal to register for a period of three academic years in any higher education establishment in the French Community of Belgium.

The three-year period starts on the first day of the academic year in which the fraud was recognised.

Notification of the disciplinary decision sets out the appeals procedure (Article 117).

## ***Section 3 - Consequences of fraud***

### **Article 31**

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 institution definitively belong to that institution.

## **CHAPTER 7 - REGISTRATIONS OTHER THAN REGULAR REGISTRATIONS**

### ***Section 1 - Free student***

#### **Article 32**

§1 Anyone who is not regularly registered as a student may request to take one or more teaching units as a free student.

§2 Any regularly registered student may also request to take one or more teaching units as a free student, provided that these teaching units are not part of either the first cycle programme or the second cycle programme of their course.

By way of exemption, students who are regularly enrolled at the end of the second cycle may, with the agreement of the jury, enrol as a free student in a teaching unit in the same course that is deemed useful for completing their final thesis.

Teaching units taken as free students by a regularly registered student do not under any circumstances form part of their SAP.<sup>30</sup>

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<sup>30</sup> Consequently, teaching units taken as a free student have no impact on calculation of the student's fundability.

### **Article 33**

- §1 The registration procedure is available on the [university website](#).
- §2 Registration as a free student is subject to the prior written agreement of the head of the teaching unit, and the Dean of the Faculty.
- §3 Students who have received the agreements referred to in § 2 must then submit their application to the Registration and Admissions Department by 30 September for teaching units organised in the first term and by 15 February for teaching units organised in the second term.
- §4 They must then pay the specific registration fee (Annex I) in order to take part in the learning activities.  
By way of exception to this provision, registration is free of charge:  
a) under application of Article 32, §2, paragraph 2;  
b) for the “Sustainability and transition” course for any student regularly registered at ULiège<sup>31</sup>.
- Withdrawal from a teaching unit after the start of the course will not give rise to a refund of registration fees, unless exceptional circumstances prevail.<sup>32</sup>
- §5 The number of credits associated with all these units may not exceed 20 per academic year in all the higher education institutions of the French Community of Belgium.

### **Article 34**

- §1 Free students have the right to participate in all learning activities of the teaching unit in question, including evaluations.
- §2 Evaluations submitted by free students are governed by the provisions of Title IV, unless an exception is made.  
In the event of passing an evaluation by virtue of Article 78, free students are issued with a certificate. This certificate gives a numerical evaluation of their result, without granting credits.  
Successful completion of the teaching unit may be rewarded by the jury at a later date when the student is regularly registered. In this case, recognition takes place when the SAP is drawn up.
- §3 No certificate of attendance is issued, unless the student’s presence has been regularly verified.

## **Section 2 - Auditors**

### **Article 35**

Anyone, whether or not they are registered as a student, may ask to take one or more credits as an auditor.

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<sup>31</sup> Only students who were not able to follow the teaching unit or cannot follow it later in their curriculum are eligible to follow this teaching unit by means of individual classes, in line with Article 32, §2, paragraph 1.

<sup>32</sup> Any such withdrawal must be made in writing.

## **Article 36**

- §1 The registration procedure is available on the [university website](#).
- §2 Registration as an auditor is subject to the prior written agreement of the head of the teaching unit.
- §3 Anyone who has received this agreement must then finalise their application with the Registration and Admissions Department and pay a specific registration fees (Appendix I) in order to be able to attend lectures. By way of exception, registration as an auditor is free of charge for regularly registered students.

Withdrawal<sup>33</sup> from a teaching unit after the start of the course will not give rise to a refund of registration fees, unless exceptional circumstances prevail.

## **Article 37**

- §1 Auditors have the right to attend lectures. However, they may not take part in practical work, laboratories, clinics, internships, or any other similar activity. Under no circumstances are they authorised to sit the evaluations for the teaching units.
- §2 No certificate of attendance is issued, unless the student's presence has been regularly verified.

## **Section 3 - Visiting student**

### **Article 38**

- §1 Any student enrolled in an institution with which ULiège has established a mobility agreement may request to follow one or more credits there. They must register at ULiège as visiting students. The registration process is available on the [university website](#).
- §2 Registration as a visiting student is subject to the prior written agreement of the head of the teaching unit.
- §3 Students who have received the agreements referred to in § 2 must then submit their application to the Registration and Admissions Department by 30 September for teaching units in the first term and by 15 February for teaching units in the second term.
- Registration as a visiting student is free.
- §4 Visiting students have access to all the learning activities of the teaching unit in question, including evaluations.

## **Section 4 - The jury of the French Community**

### **Article 39**

- §1 Only students eligible for funding within the meaning of the Funding Decree who, for objective reasons, are unable to follow learning activities as a regularly enrolled student have access to studies organised by the [jury of the French Community](#).

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<sup>33</sup> Any such withdrawal must be made in writing.

In principle, enrolment on the jury does not entitle the student to participate in learning activities (in particular seminars and practical work).

- §2 There is no French Community jury for specialised Masters courses, for the AESS, or for third cycle courses.
- §3 The organisation and operation of the juries are currently<sup>34</sup> subject to [the decree of the Government of the French Community of 8 July 2005](#) regulating the organisation and operation of university teaching juries in the French Community.

#### **Article 40**

Practical details of registration are available on the [university website](#).

Registration takes place according to the evaluation session. Only two sessions are organised:

- For the first session, applications must be submitted between 1 October and 30 November;
- For the second session, applications must be submitted between 1 and 15 July.

The registration fees (Annex I) only cover one session.

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<sup>34</sup> As long as the new decree adapting the rules for this registration in the Landscape Decree has not been voted on and published.

# TITLE II - ORGANISATION OF THE ACADEMIC YEAR AND TEACHING

## CHAPTER 1 - ACADEMIC CALENDAR

### **Article 41**

§1 The academic year is a period of one year starting on 14 September. It is divided into three terms: the first term starts on 14 September, the second term starts on 1 February, and the third term starts on 1 July.

Every year, the Board of Directors establishes the [academic calendar](#).<sup>35</sup>

§2 Under conditions set by the Faculty, internships, projects, and professional integration activities may be organised from 1 July before the beginning of the academic year.<sup>36</sup>

### **Article 42**

§1 All teaching units in the first or second cycles 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 courses, certain evaluations, internships, projects, or other professional integration activities.

By way of exemption, for duly substantiated educational reasons approved by the Board of Directors, certain teaching units may be spread over the first two terms of the academic year, subject to compliance with Article 66.

§2 The evaluation periods are detailed in Article 56.

### **Article 43**

Learning activities and evaluations, with the exception of labour market integration activities, excursions, visits, and internships, will not take place on Sundays, public holidays, or 27 September.

The ULiège Board of Directors may set other days on which activities are suspended.

## CHAPTER 2 - COURSE DESCRIPTION AND COURSE MATERIALS

### **Article 44**

§1 Each teaching unit has a corresponding “course description” which includes the following information:

- title and discipline;
- the number of credits associated with it;
- the cycle and, if relevant, the Block (chronological position) to which it belongs;

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<sup>35</sup> The entire ULiège follows the whole of same calendar, other than specific and justified exceptions approved by the Board of Directors, on the proposition of a Faculty.

<sup>36</sup> The student registers for the following academic year or registers as a “free student” if they do not meet the requirements to register as a regular student.

- language(s) of teaching and evaluation;
- the organisation, in particular timetable, geographical location, and period of the academic year;
- the contact details of the department of the teaching staff responsible for organising the course and the evaluation;
- whether it is compulsory or optional within the programme or options;
- the objectives, content, and any sources, references and media, indicating which of these are essential for acquiring the required skills;
- the list of prerequisite or co-requisite teaching units within the programme and whether other specific prior knowledge and skills are required;
- a description of the various learning activities involved;
- the method of evaluation and if the teaching unit comprises several learning activities, the arrangements for overall evaluation, according to the principle of weighting or integration (“absorbing grade”) as presented in Article 79.

§2 Course descriptions cannot be changed during the academic year, except in cases of force majeure. Students must be informed of any changes immediately, using the most appropriate communication channels.

#### **Article 45**

Course materials are made available to regularly registered students<sup>37</sup> through the myULiège, eCampus and/or Lol@ portals, subject to compliance with copyright provisions.

Any students in the first or second cycle in receipt of a grant may obtain a set amount ([procedure](#)) to purchase these materials, upon request. If the costs of compulsory materials for the teaching units exceed this set amount, an application may be submitted to the [Student Social Services Department](#) which will process the application on the basis of receipts and in connection with the Faculty in question.

### **CHAPTER 3 - STUDIES ORGANISED JOINTLY WITH OTHER HIGHER EDUCATION INSTITUTIONS**

#### **Article 46**

§1 All course programmes jointly organised with other higher education institutions inside or outside the French Community are subject to an agreement signed by all partners. When several institutions in the French Community are involved, one of these institutions is appointed as the main point of contact.

§2 A co-organisation agreement may contain specific registration and/or course organisation procedures that apply to every student registered for that programme. These must be brought to the attention of the student at the time of registration.

§3 Students taking part in a study programme organised as a joint qualification between several institutions in the French Community must be registered with the institution which is the main point of reference.

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<sup>37</sup> Those registered as free students, auditors, or visiting students also have access to course materials.

# TITLE III – STUDENT’S ANNUAL PROGRAMME (SAP)

## CHAPTER 1- GENERAL

### **Article 47**

Registration is valid for one academic year and covers a coherent set of credits in a particular course. This list of teaching units constitutes the SAP, which is drawn up in accordance with Articles 49 to 56. In principle, this SAP can only be set up once the €50 deposit has been paid (Article 7, § 2).

### **Article 48**

In the event of a student registering late or reorientating in the first year of the first cycle (Article 26), the SAP will begin at the start of the academic year and must be finalised no later than 31 October of the academic year in question.

The SAP can only be modified during the year:

- as part of a mobility agreement<sup>38</sup> (Article 46), with the agreement of the jury;
- in the event of a reduced course load for serious medical or social reasons (Article 54) or for first year students in the first cycle who request a reduced course load before 15 February (Article 55);
- for [students with disabilities](#);
- in the event of a duly justified case of force majeure.

## CHAPTER 2 – THE SAP IN THE FIRST YEAR OF THE FIRST CYCLE

### **Article 49**

§1 When a student registers for the first time for a first cycle course, their SAP must include all the first 60 credits in the first cycle programme (hereinafter referred to as Block 1 credits), except when a reduced course load has been granted in application of Article 55.

If the student has credits which have been acquired or recognised for units in this programme, they may complete their record with teaching units from the rest of the programme cycle, respecting the conditions set out in the following paragraphs.

§2 At the end of this first registration, the acquisition (where applicable, after valuation) of all 60 credits in Block 1 results in the successful completion of the first year of the first cycle. The student is registered for the continuation of the first cycle and records the teaching units from the rest of the cycle programme in their SAP<sup>39</sup> in accordance with Article 50.

§3 At the end of this first registration, failure to acquire (where applicable, after valuation) all 60 credits in Block 1 will result in the student failing the first year of the first cycle. The student remains registered in the first year of the first cycle.

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<sup>38</sup> Including virtual mobility.

<sup>39</sup> By way of exception, students enrolled in first cycle veterinary medicine studies who have not obtained the certificate referred to in Article 23 may not register the teaching units for the rest of the cycle programme in their SAP.

In addition, in the event of re-registration for this course, the scope of the SAP is limited: students must record on their SAP, according to the number of credits acquired (or valued) when you first registered:

- 1° From 55 to 59 credits acquired or recognised: teaching units not acquired in Block 1 must be recorded on the SAP. In addition, subject to approval by the jury and at the student's request, students may<sup>40</sup> supplement their annual programme with teaching units from the rest of the cycle programme for which they meet the pre-requisites, provided that the total number of credits recorded in the SAP does not exceed 60 credits. Students may, at their request and with the agreement of the jury, record further teaching units from the cycle programme for which they meet the prerequisite conditions, up to a total number of credits recorded in the SAP of 65 credits. Students can supplement their registration with learning support activities;
- 2° From 45 to 54 credits acquired or recognised: teaching units not acquired in Block 1 must be entered in the SAP. In addition, subject to approval by the jury and at the student's request, students may<sup>41</sup> supplement their annual programme with teaching units from the rest of the cycle programme for which they meet the pre-requisites, provided that the total number of credits registered in the SAP does not exceed 60 credits. Students can supplement their registration with learning support activities;
- 3° From 30 to 44 credits acquired or recognised: teaching units not acquired in Block 1 must be entered in the SAP. In addition, with the agreement of the jury and at the request of the student, students may<sup>42</sup> supplement their annual programme with teaching units from the rest of the cycle programme for which they fulfil the pre-requisites, provided that the total number of credits registered in the SAP does not exceed 60 credits. Students can supplement their registration with learning support activities;
- 4° Fewer than 30 credits acquired or recognised: the SAP is limited to teaching units not acquired in Block 1 (the student cannot complete their annual programme with teaching units from the rest of the cycle programme). Students must supplement their registration with learning support activities, which are not included in their annual programme.

§4 A transitional period is provided for first year students in the first cycle who, by the end of the 2021-2022 academic year, have acquired at least 45 credits from Block 1: these students continue with their cycle. This right is acquired as long as they remain registered for this course/cycle (including if they change institution) and as long as they do not interrupt their studies in this course.

This acquired right only applies while the student remains registered for the course. It is not acquired in the event of a change of course, recognition of credits, or recognition of prior experience. A student for whom 45 Block 1 credits are credited in a new course in 2022-2023 is enrolled in the first year of the first cycle. Consequently, this acquired right is only obtained if, at the end of the 2021-2022 academic year, the student is continuing their studies in this programme of study in the French Community.

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<sup>40</sup> By way of exception, students registered in first cycle veterinary medicine studies who have not obtained the certification referred to in Article 23 may not record the teaching units from the rest of the cycle programme in their SAP.

<sup>41</sup> *Ibid.*

<sup>42</sup> By way of exception, students registered in first year veterinary medicine studies who have acquired fewer than 45 credits may not record teaching units from the rest of the cycle programme in their SAP.

## **CHAPTER 3 – SAP AFTER THE FIRST 60 CREDITS IN THE FIRST YEAR OF THE FIRST CYCLE**

### **Article 50**

- §1 After the first 60 credits in the first cycle study programme, the annual programme of any student (in the first or second cycle) is composed of:
- teaching units for the study programme in which they are already registered and for which they have not yet acquired the corresponding credits, except for optional units which they may change;
  - teaching units later in the first cycle programme for which they meet the prerequisite conditions.
- §2 All SAPs are subject to the approval of the jury, which ensures that the SAP is balanced and that the pre-requisites and co-requisites are met.
- §3 The jury ensures that each student's annual course load is equivalent to at least 60 credits, except in the following cases :
- 1° at the end of the cycle;
  - 2° in the case of reduced course load under Article 54;
  - 3° by an individual and justified decision, the jury may approve a lower SAP in four cases:
    - a) in the event of joint organisation with higher education institutions outside the French Community or in cases of mobility;
    - b) where, in order to achieve the minimum of 60 credits, the SAP would have to include teaching units for which the student has not yet acquired the pre-requisites;
    - c) for duly justified educational and/or organisational reasons, without this programme including fewer than 55 credits.
    - d) at the student's request, in order to balance the remaining credits for further study.
- §4 With the jury's agreement, a student may be authorised to compile an SAP with more than 60 credits.
- §5 At the end of the cycle, on the basis of an individual decision based on the student's progress, the jury may transform pre-requisites into co-requisites.

## **CHAPTER 4 - SIMULTANEOUS REGISTRATION IN FIRST AND SECOND CYCLES ("BA/MA")**

### **Article 51**

At the end of the first cycle, students who only have to acquire (or have recognised) a maximum of 15 credits<sup>43</sup> from the first cycle study programme, may complete their annual programme with teaching units from the second cycle for which they meet the prerequisite conditions.

Students who choose to complete their programme in this way (they may also choose to enrol only in the first cycle) remain registered in the first cycle (main registration) and are deemed to be registered for the second cycle (administrative registration). Both registrations can be made at

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<sup>43</sup> No derogation from this maximum limitation is possible.

ULiège or at two higher education institutions in the French Community.<sup>44</sup> Registration fees are only payable for the first cycle (registration for the second cycle is free).

The SAP is limited to a total of 60 credits. Students may not register credits from the second cycle which correspond to their dissertation or final piece of work in their annual programme, other than for students registered for a 60-credit Master's programme.

Deliberations are carried out in accordance with Article 90.

## **CHAPTER 5 - MASTER'S SAP WITH A COMPLEMENTARY PROGRAMME ("BLOCK 0")**

### **Article 52**

Students admitted to second cycle studies by virtue of Article 15, § 1, paragraph 3, Article 15 § 2, paragraph 2, or Article 16, §<sup>1</sup>, paragraph 2, includes in their SAP the teaching units that were a condition of access to this study programme. All these courses must be included in the first year of the second cycle programme.

The total number of teaching units may not exceed 60 credits. These teaching units form part of the second cycle study programme for the student concerned.

## **CHAPTER 6 - FINAL THESIS AT THE END OF THE SECOND CYCLE**

### **Article 53**

All study programmes leading to a second cycle academic degree include a dissertation, thesis, or personal project worth between 15 and 30 credits.

These credits may be used at a later date, under the general conditions laid down by the academic authorities, in any other year of study leading to an academic degree of the same cycle.

This piece of work and its evaluation may relate to any learning activity, including placements and other professional integration activities, which showcase the student's autonomy, critical thinking, personal qualities, and professional skills. This work includes drafting a written document.<sup>45</sup> With the agreement of the jury and the academic authorities, it may be written wholly or partly in a foreign language.

Where appropriate, students must ensure that they obtain the opinion of the relevant Ethics Committee.

## **CHAPTER 7 - REDUCED SAPs**

### **Article 54**

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

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<sup>44</sup> The BA/MA registration is not possible with an adult higher education institution.

<sup>45</sup> As a reminder, plagiarism is not tolerated and may result in sanctions.

These reduced programmes can only be granted for duly justified professional, academic,<sup>46</sup> social, or medical reasons.<sup>47</sup>

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

§2 The reduced course load is requested by the student and the adjusted SAP is agreed between the student and the Faculty.

The reduced study programme is only valid for the current academic year. Requests for reduced study programmes must be made every year at the time of registration.

They may only be granted during the academic year for duly attested serious medical or social reasons.

### **Article 55**

Students in the first year of the first cycle have until 15 February to ask to reduce their SAP. This modified programme is drawn up in consultation with the jury and must include specific support activities.

This reduction can only apply to teaching units in the second term.<sup>48</sup> By way of exemption, the reduction may also apply to teaching units in the first term for students who are reorientating and who request a reduction in their SAP.

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<sup>46</sup> Academic reasons include taking several courses simultaneously (Article 5).

<sup>47</sup> Before approving a reduced study 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 Dominique Duchâteau ([d.duchateau@uliege.be](mailto:d.duchateau@uliege.be)), Director of the Student Affairs Department.

<sup>48</sup> It cannot therefore cover teaching units spread over two terms.

# TITLE IV - EVALUATIONS

## CHAPTER 1 - ORGANISATION PERIODS

### **Article 56**

§1 The Board of Directors sets three periods during the academic year when Faculties may organise evaluations.

Subject to Article 63:

- the first and second periods, organised at the end of the first and second terms, respectively, together constitute the first session.
- the third period, organised at the end of the third term, is the second session.

§2 Each session covers at least all the teaching units organised during the term.<sup>49</sup>

In addition, students at the end of the cycle may ask to sit the evaluation of a teaching unit organised in the second term (or over the whole year) at the January session. Successful completion of this teaching unit should enable the student to obtain the academic qualification. This is subject to the agreement of the head of the teaching unit in question and the Dean. Students who are granted this option waive the evaluation session at the end of the second term. The second session is held, unless an exemption is granted under Article 62, par. 2, during the session organised at the end of the third term.

§3 Evaluations relating to practical work, internships, reports, individual pieces of work, clinics, and individual projects<sup>50</sup> may take place at any time during the academic year, in line with the conditions and procedures set by the Faculty.

### **Article 57**

§1 By way of exemption to Article 56, the Dean may grant a special evaluation period and special evaluation procedures in two cases:

- a) when the student is taking part in a mobility programme, if the circumstances so justify;<sup>51</sup>
- b) when students, for duly justified reasons of force majeure, were unable to take part in the evaluations during the pre-set periods.<sup>52</sup>

§2 The special evaluation period may in no case exceed a period of two-and-a-half months beyond the end of the term concerned.

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<sup>49</sup> In the case of higher education alternating with work placement, a teaching unit may be evaluated as soon as it has finished.

<sup>50</sup> This provision holds regardless of the specific name which the Faculty has given to this type of activity.

<sup>51</sup> Erasmus, Erasmus Belgica, Erasmus Mundus programmes, cooperation agreements, etc.

<sup>52</sup> This does not involve granting a student a third session but only allows them to sit one or more evaluations outside the standard periods set by the Faculty. Students who have already sat the evaluation twice may not use this provision.

## **CHAPTER 2 - ACADEMIC RESPONSIBILITY AND SUPERVISION**

### **Article 58**

§1 ULiège teaching staff<sup>53</sup> take personal responsibility for the evaluations for which they are officially in charge.

Members of the scientific staff may, however, under the supervision of the teaching staff, be involved in preparing, monitoring and correcting evaluations.

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

§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 tutors and other professional integration activities.

### **Article 59**

If, for a legitimate reason, the teaching staff cannot proceed with the evaluations, the Chair of the jury in question or the Dean, may appoint a member of the teaching staff or, if necessary, a member of the scientific staff to replace them.

### **Article 60**

§1 No teaching staff may take part in the examination of a spouse, civil or common-law partner, parent or partner up to and including the fourth degree.<sup>54</sup> The Chair of the jury or the Dean will appoint a member of the teaching staff or, by default, a member of the scientific staff or a collaborator as a substitute. In the case of a written evaluation, it shall be corrected by the appointed substitute.

§2 Any member of the teaching staff may, for ethical reasons, ask the Faculty to replace them for the evaluation of a particular student.

## **CHAPTER 3 - ADMISSIBLE STUDENTS**

### **Article 61**

§1 Students cannot sit the evaluations organised for a teaching unit and cannot be awarded the corresponding credits if this unit does not form part of their SAP or if they have not complied with any administrative procedures imposed by the teaching staff or Faculty to sit the evaluation.<sup>55</sup>

By way of exception to paragraph 1, a person taking a teaching unit as a free student is also entitled to take the evaluations.

§2 By exception to §1, students may be declared inadmissible for the evaluation if they have not participated in one or more learning activities which were indicated as being compulsory

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<sup>53</sup> If several members of staff provide teaching for the same course, they distribute the responsibility for evaluations between them.

<sup>54</sup> No teaching staff may examine their children, grandchildren, great-grandchildren or those of their partner. They may not interview their siblings, nephews and nieces, cousins, nor those of their partner. In the event of a doubt over how to calculate this relationship, consult the Legal Affairs Department.

<sup>55</sup> For example, registration of the student for the evaluation.

and an intrinsic part of the teaching unit in question. The reasons for inadmissibility and how these are applied must be brought to students' attention in the course description 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.

## **CHAPTER 4 - NUMBER OF SESSIONS**

### **Article 62**

During the same academic year, a student is, in principle, entitled to take the evaluations for the same teaching unit (or the learning activities that make up the teaching unit) twice, with a view to acquiring the relevant credits.

Unless exceptional dispensation is granted by the Faculty, the second assessment takes place during the third period (August/September).<sup>56</sup>

### **Article 63**

By way of exemption to Article 62, students who are regularly registered in the first year of the first cycle may, for the teaching units in the first year of the first cycle programme organised in the first term, if they have failed the evaluation for one or more of these teaching units during the first session, register for an additional session for these teaching units. This session is organised at the end of the second term and constitutes the second session.

Students who fail the evaluation for these teaching units again have the right to repeat the evaluation(s) at a "third" session, organised at the end of the third term.

### **Article 64**

By exception to Article 62 and for well-motivated reasons, the evaluation of practical work, internships, reports, individual work, clinics, and personal projects may only be organised once in the academic year. In this case, the course description must explicitly mention this.

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

### **Article 65**

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

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<sup>56</sup> It should be noted that this "early" evaluation is a second session evaluation.

## **CHAPTER 5 - PARTIAL EVALUATION AND TESTS**

### **Article 66**

- §1 Teaching units in the first cycle, organised over the first two terms in application of Article 42, § 2 al. 2, are the subject of a partial evaluation organised at the end of the first term.
- Teaching units in the second cycle, organised over the first two terms, may, at the teacher's discretion, be subject to a partial evaluation at the end of the first term.
- §2 The course description for the teaching unit in question must explicitly mention the format of this test.

### **Article 67**

- §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 two evaluation sessions (Article 62).

## **CHAPTER 6- EXEMPTIONS**

### **Article 68**

When a non-credited teaching unit includes several learning activities<sup>57</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>58</sup>
- b) from one academic year to another, the jury may exempt students from sitting activities which have been passed.

## **CHAPTER 7 - FORMATS AND PROCEDURES**

### **Article 69**

- §1 Evaluations may be oral and/or written and may take place in person or remotely.<sup>59</sup> They may also consist of any work conducted by the student.
- It may also be stipulated that, during the same academic year, the evaluation methods may differ from one session to the next for the same teaching unit.
- §2 These evaluation formats and procedures are specified in the course description for the teaching unit.

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<sup>57</sup> Identified as such in the course description (and not an integrated part of a teaching unit). In addition, the learning activity must give rise to a specific evaluation.

<sup>58</sup> If, in contrast, the teaching unit credits have been acquired, the learning activities which comprise it can no longer be represented.

<sup>59</sup> Examiners may attend the evaluation remotely.

## **Article 70**

- §1 Oral evaluations 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 The public nature of 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 Article 95.

## **Article 71**

- §1 No evaluation may take place on Sundays, public holidays or 27 September.
- §2 The time and place of the evaluations (coordinated by the relevant Faculty) will be made public no later than the one month before the start of the evaluation period.
- Any changes to the time or place of the evaluation must be communicated to the students without delay.
- §3 Students must have the opportunity to take all the evaluations for the units included in their SAP; every effort is made to ensure that the times of evaluations comply with this requirement. In the event of evaluation times overlapping, students must follow the procedure laid down by the Faculty.

## **Article 72**

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

## **Article 73**

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

The academic authorities may also decide to have one or two assessors present at the evaluation.

## **CHAPTER 8- WITHDRAWAL**

### ***Section 1 - Withdrawal without justification***

## **Article 74**

Should a student not wish to sit an evaluation for which they have been registered, they must inform the relevant teacher, either by email or any other means defined by the Faculty at least 24 hours before the evaluation. The student will receive a “P” for this teaching unit (Article 81).

## **Article 75**

Any student who withdraws less than 24 hours before the evaluation is deemed to have been absent. The student will receive an “A” for this teaching unit (Article 81).

### ***Section 2 - Withdrawal with justification***

## **Article 76**

§1 Students who are prevented from attending an examination for which they have registered must inform the teacher as soon as possible and no later than the day after the exam, by email (or any other means defined by the Faculty).

§2 No later than the day following the incident preventing them from attending, the student must submit to the Faculty administration the original documentary proof, i.e. a medical certificate or any other document. The Faculty will have the power to decide whether this document is sufficient.

Students who submit a medical certificate to the administration are no longer eligible for evaluations during the period covered by the medical certificate, unless they can provide the administration with a new medical certificate ending the period of incapacity.

§3 The Chair of the jury will decide whether the student’s absence from the evaluation(s) is legitimate in light of the documents the student has submitted. Where appropriate, the student will be given the letter “E” for this teaching unit (Article 81).

§4 When the legitimacy of the absence is recognised by the Chair of the jury in question, in agreement with the teaching staff, and insofar as the constraints linked to organising the time and the evaluation permit, a new evaluation may be organised if the student requests this in writing to the relevant teacher.

## **CHAPTER 9 - FORMALITIES**

## **Article 77**

During an evaluation, students must comply with the following rules:

- 1° They must present their student card (physical or digital version), ID card or passport. Their face must be recognisable;
- 2° Students must be present at least ten minutes before the evaluation;
- 3° Students who are late may only take part in the evaluation if the teacher authorises them to do so;

In any case, students who arrive late are not entitled to an extension of the evaluation time;

- 4° Pets are admitted to the evaluations on an exceptional basis when they are accompanying a student with special status or under an authorisation issued by a Faculty;
- 5° Cheating is prohibited in all forms and for all purposes;

If cheating is detected during the evaluation, this is recorded on a form indicating the type of cheating and the time at which it was detected. The form is signed by the invigilator and the student (failing which, a note is made of the student's refusal to sign). In any event, the discovery of cheating will result in the student’s evaluation being stopped immediately and a

grade of 0/20 being awarded. This does not preclude the initiation of disciplinary proceedings (Articles 114 to 116);

- 6° Students are not allowed to talk to each other during the evaluation;
- 7° It is strictly forbidden to carry an electronic device such as a GSM, MP3, PDA, smartwatch, camera, smartphone or equivalent during the evaluation. The discovery of any of these devices, even if switched off, will result in the immediate interruption of the evaluation and the student being given the letter "F" (Articles 79 and 80) for the evaluation in progress. This does not preclude the initiation of disciplinary proceedings (Articles 114 to 116).

Invigilators can check for the absence of this type of device, which could be masked by a head covering or loose clothing.

All objects (in particular coats, briefcases, files) must remain in the cloakroom (or on the stage in the auditorium if there is no cloakroom);

- 8° When the end of the evaluation is signalled, students must submit their papers immediately.  
If this is not done, the paper will not be marked and will be given an "F" (Articles 79 and 80) for the evaluation. This does not preclude the initiation of disciplinary proceedings (Articles 114 to 116);
- 9° Unless authorised by the teacher, students are not allowed to remove staples from the evaluation sheets and draft paper;
- 10° Personal draft paper may not be used;
- 11° It is forbidden to leave the auditorium without submitting the evaluation paper.

If, exceptionally, a student has to leave the auditorium, they will be accompanied by one of the invigilators.

The preceding instructions may be added to and/or modified by each teacher, with any changes or additions being brought to the students' attention in good time.

## **CHAPTER 10– RESULTS**

### **Article 78**

- §1 For the purposes of the deliberation, the evaluation of each teaching unit consists of a grade between 0 and 20, with the pass mark set at 10/20.
- §2 Unless the Faculty decides otherwise, results are expressed in whole numbers. When the Faculty decides that decimal result may be given, it must specify how this is applied.  
Under no circumstances may the result contain more than two decimal places.

### **Article 79**

Where the teaching unit comprises several learning activities, the overall mark for the teaching unit is calculated as follows:

- when weighting is used, this consists of the weighted average of the marks obtained in the evaluations of the various learning activities;

- in the case of integration ("absorbing grade"), passing the teaching unit may be conditional on obtaining a minimum grade in each of the evaluations of the learning activities of the teaching unit;<sup>60</sup>
- in other cases, it is made up of the average marks obtained in the evaluations of the various learning activities.

## Article 80

§1 Any suspicion of cheating or plagiarism<sup>61</sup> will be communicated by the relevant teaching staff to the Chair of the jury (or if the teacher is the Chair of the jury, to the Dean or, where relevant, the Vice-Dean for Teaching).

If they catch the student in the act, the teaching staff or one of the people mentioned in Articles 58 to 60 are authorised to decide to stop the evaluation for the student(s) concerned. A report will be drawn up and signed by both parties.

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

§3 Any cheating or plagiarism will lead to an "F" being awarded for the teaching unit in question (Article 81).

§4 If justified and upon the request of the Chair of the jury (or if the teacher is the Chair 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 (Articles 114 to 116).

## Article 81

During the deliberation, the jury is informed of certain special situations, as described below:

- Letter "F": student guilty of cheating or plagiarism during an evaluation as defined in Article 80;
- Letter "A": absence at an evaluation or a compulsory activity without the teacher having been informed within the deadline and according to the methods set out in Article 75;
- Letter "P": student has withdrawn in line with the methods defined in Article 74;
- Letter "E": student excused under Article 76;

These letters are equivalent to 0/20 when it comes to calculating average grades.

On the transcript and report card, these letters are given as 0/20, with the exception of the letter 'E', which remains visible.

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<sup>60</sup> In this case, even if the average of all the learning activities in the teaching unit is greater than or equal to 10, the overall mark for the assessment of the teaching unit may nevertheless be less than 10.

<sup>61</sup> Even if the cheating concerns only one learning activity within this teaching unit.

# TITLE V - JURIES, DELIBERATIONS, PROMULGATION, AND CONSULTATION

## CHAPTER 1 – JURIES

### **Article 82**

Juries are appointed by the Faculties. A jury is set up for each cycle of study leading to an academic qualification. A separate sub-jury may be set up for the first year of the first cycle.

### **Article 83**

§1 A jury is composed of at least five members, including a Chair and a Secretary, both of whom are appointed by the Faculty at the beginning of each academic year.

§2 The jury includes all the teachers who are officially responsible for a teaching unit included in the study programme concerned and which is not an individual choice of the student ("compulsory teaching units").

Teachers in charge of courses followed during the academic year by at least one regularly enrolled student are entitled to participate in the deliberation.

People appointed by the Faculty on the basis of Articles 58 to 60 are treated in the same way as those officially responsible for teaching.

## CHAPTER 2 – DELIBERATIONS

### ***Section 1 - Organisation of the deliberations***

### **Article 84**

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

§2 At the end of the first term:

- a) the jury for the first year of the first cycle, or failing that the cycle jury, awards credits for grades equal to or higher than 10/20, with a view to enabling students to reorientate if necessary (Article 26);
- b) On the request of students who, at this period of the year have already sat all the evaluations for their cycle, the cycle jury will conduct a deliberation.

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

§4 The deliberations take place either in person or remotely. Deliberations may take place in person or remotely, behind closed doors, according to the procedures defined by the Chairs of the jury. The jury's decisions are noted in a set of minutes.

### **Article 85**

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

In the event of the Chair being absent, the Chair is taken over by the Secretary or by the teacher chosen from those present.

- §2 The jury may only deliberate validly if more than half of the full teaching staff,<sup>62</sup> or co-teaching staff of a compulsory teaching unit (Article 83, § 2) of the study cycle concerned are present (in person or remotely).

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

### **Article 86**

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

### **Article 87**

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

- §2 A student may be said to be “excused”<sup>63</sup> when they have not sat any evaluations 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 teaching units 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.

## ***Section 2 - Deliberation criteria***

### **Article 88**

- §1 Juries are sovereign. The juries are responsible for approving credits, for promulgating passes for a study programme and for granting, where necessary, the academic qualification awarded at the end of the study cycle.

- §2 The jury grants the credits associated with the evaluations for which the student has achieved the passing grade (10/20).

The jury may also promulgate a pass for a teaching unit, or of all the teaching units taken during an academic year or a study cycle, even if the student has a mark of less than 10/20.

Credits awarded by the jury are awarded definitively. They may not give rise to a new evaluation.

### **Article 89**

- §1 The jury of the first year of the first cycle or, if it is constituted by the Faculty, sub-jury of the first year of the first cycle, deliberates on the SAP of all students in the first year of the first cycle. It grants credits and, where appropriate, passes the SAP.

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<sup>62</sup> Or appointed under application of Articles 58 to 60.

<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.

- a) Students who have acquired or received recognition all the first 60 credits in the cycle programme are said to be “mid-cycle” and may continue their training beyond the first year of the first cycle (Article 50);
- b) Students who have not acquired or had received recognition all the 60 programme credits in the cycle by the August/September session remain in the first year of the first cycle (Article 49). If they have successfully completed all the credits in their SAP, they are declared to have successfully completed their SAP. If not, they are said to have “failed”.

§2 Each cycle jury deliberates on the SAP of all students enrolled in the cycle concerned:

- a) For students who have not yet acquired and/or received recognition for all the credits in a cycle:

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

The student is declared to be "mid-cycle" (Article 50) in this course.<sup>64</sup>

- b) For students who have acquired and/or received recognition for all the credits in a cycle:

The jury confers the academic qualification in question, by verifying that the conditions for the study programme have been respected, that the conditions for access to the course have been met and that the student is regularly registered.

The jury also determines the grade, if any, obtained by the student<sup>65</sup> on the basis of all the courses taken during the cycle.

## Article 90

For students who are registered simultaneously in the Bachelor’s and Master’s programme under application of Article 51, 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.

These students will not be awarded the academic grade of Master until they have obtained the academic grade of Bachelor.

## Article 91

§1 Each jury may define the specific deliberation criteria, provided that the provisions in Articles 88 to 90 above are met. These specific criteria must be published at the start of the academic year.<sup>66</sup>

§2 In deliberation, a jury may depart from the criteria it has set by justified decision without refusing to grant credits for any teaching 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.

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<sup>64</sup> As a reminder, if all the credits remaining to acquire the academic qualification are recorded in the SAP, the student is declared to be “at the end of the cycle”.

<sup>65</sup> Pass “without distinction” or pass “with distinction”, specifically: “satisfaction, distinction, honours, or high honours”.

<sup>66</sup> In the event of force majeure, they may be modified and made public during the academic year.

## **Article 92**

- §1 For students who were regularly registered at ULiège in the previous academic year and who are not eligible for funding at the end of the deliberation that closes the third term, the jury issues an academic opinion on their re-registration in the same course. Students are informed of this notice when they apply for re-registration via their portal.
- §2 For students who were not regularly registered at ULiège the previous academic year or who were regularly registered at ULiège the previous academic year and who wish to reorientate, and who are in a situation of non-fundability, the application for registration must be submitted via the online form (for students who were not registered the previous year) or via the student portal (for students who were registered the previous year and who wish to reorientate). The jury gives its opinion, which is forwarded to the Registration and Admissions Department, which informs the student.
- §3 For the cases referred to in the preceding paragraphs, in the event of refusal of registration as referred to in Article 8, § 2, 1°, the student is informed of the procedures for exercising the right of appeal (Article 110).

## **CHAPTER 3 - PROMULGATION, DISPLAY, AND EARLY COMMUNICATION OF RESULTS**

### **Article 93**

- §1 For students in the first year of the first cycle and those at the end of the cycle, the jury's decisions are made public by promulgation, then by being displayed for at least 15 days following the promulgation.
- For other students, the jury's decisions can only be made public by display.
- §2 The dates and places where the promulgations of results are made after the juries' deliberations must be brought to the students' attention at least ten days before the promulgation.
- When the results are promulgated orally, the jury may decide to announce only the names of students who have passed their SAP.
- §3 After the results are promulgated and as soon as possible, students have access through the myULg portal to the grades for each evaluation they sat, 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 or, in the absence of promulgation, their academic transcript.
- §4 Results may be displayed electronically (in particular on the myULiège student portal) or on the notice board; they must be displayed by student registration number.
- §5 The promulgations and displays constitute notification of the results.

### **Article 94**

- §1 Students are notified of the results of the first evaluation period no later than one month after the end of the period. This communication will take place exclusively through publication on myULiège which constitutes notification of the results. If they are displayed, the results will be displayed by student registration number.

By way of exception, first year students in the first cycle<sup>67</sup> are informed of the results of the first period before 15 February, so that they can reorientate if they so wish (Article 26).

§2 It is optional for students to be informed of the results of the second and third assessment periods before they are promulgated or displayed.

## **CHAPTER 4 - CONSULTING PAPERS**

### **Article 95**

§1 In application of Article 70 § 2, students<sup>68</sup> may consult their examination papers within one month of being notified of the results of the evaluation.

§2 The consultation is organised in accordance with the procedures laid down by the jury or the teacher. It is held in the presence of the person in charge or their representative in conditions that make this consultation effective and educational.

The date of the consultation is announced at least one week in advance.

§3 During this consultation, the student can photograph their exam paper. If the student is unable to take a photograph, a photocopy may be issued.

The student may only use this photograph or photocopy for the purpose for which it was authorised, i.e. to understand the mark obtained, to enable the student to improve and to check that there are no material errors.

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<sup>67</sup> This obligation only applies to teaching units in the programme of the first year of the first cycle.

<sup>68</sup> Students may not be accompanied by a third party.

# TITLE VI - UNIVERSITY LIFE<sup>69</sup>

## CHAPTER 1 - RESPECT FOR ULIÈGE, ITS MEMBERS AND ITS INFRASTRUCTURE

### Article 96

§1 Organised on the principle of diversity of belief, ULiège brings together a community of people around its principal missions: teaching, research, and service to the community.

§2 In this context, students must respect ULiège and all its members in all circumstances. Students must not, whether by their behaviour, actions, words or writings, undermine their dignity, honour, moral or physical integrity<sup>70</sup>, property, or rights.

Any comment, speech or behaviour inciting hatred, racism and/or discrimination is strictly prohibited.

### Article 97

§1 University premises may not be used by students without prior permission (from the Administration of Facility Resources 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 unions 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 of other students and maintain order and cleanliness within the infrastructure of the ULiège 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 98

§1 It is forbidden to:

- introduce, possess, or consume illegal substances within the ULiège premises;
- to contravene provisions prohibiting the use of tobacco in public places while on ULiège premises;
- to eat in lecture halls and classrooms;<sup>71</sup>
- unless an exemption has been granted,<sup>72</sup> animals may not be brought into lecture theatres and classrooms, or during any activity related to university life in or outside university facilities.

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<sup>69</sup> The Student Affairs Department is available to answer any questions students may have about these principles of university life ([affaires.etudiants@uliege.be](mailto:affaires.etudiants@uliege.be)).

<sup>70</sup> With regard to harassment, see [Circular 8256](#) on preventing and combating sexual harassment and violence in higher education and adult higher education institutions.

<sup>71</sup> Notwithstanding exemptions or permissions granted in relation to a specific situation or the configuration of the site itself.

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

§2 It is forbidden for students to introduce, consume, distribute, or sell alcoholic or fermented beverages on ULiège premises.

However, this prohibition may be lifted in special circumstances with the explicit prior agreement of the Dean or Administrator, who will specify the limits of this exception (location, duration, etc.). Any permission granted will be subject to the appointment of a person in charge who will ensure that the consumption of alcoholic or fermented beverages remains reasonable and moderate, i.e.:

- compatible with the law on the repression of drunkenness and with the legal limit for road safety;
- does not prevent staff or students from carrying out their work properly;
- do not endanger the health and safety of staff or students;
- does not damage the image of ULiège.

In addition, sufficient non-alcoholic drinks and snacks must be provided.

### **Article 99**

§1 Teaching staff and their representatives are responsible for discipline during learning activities. They may ask a student who is disrupting the class to leave the location of the learning activities.

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

§3 Students must be present at the time announced for the start of learning activities.

§4 Students may not record classes<sup>73</sup> without the prior express permission of the teacher in question.

§5 When deemed necessary, the Dean or Vice-Dean for Teaching may interview a student with a view to making observations and giving advice and, where necessary, may ask the Rector to launch a disciplinary procedure (Articles 114 to 116).

## **CHAPTER 2 - SAFETY, CONTAGIOUS DISEASES, PREGNANCY AND INSURANCE**

### **Article 100**

§1 As part of their activities within ULiège, students agree to comply with any security or biosecurity measures taken by ULiège 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 entity, authority or any other institution, they will comply with the regulatory provisions regarding security.

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<sup>73</sup>The concept of “class” includes practical work, internships, and evaluations. Participation in evaluations by video link requires the use of IT tools enabling the video capture of discussions. It is recalled that, in keeping with the GDPR, recording the image and/or voice of another person may only be performed with the free, informed consent of the person being recorded.

## Article 101

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 Affairs Department,<sup>74</sup> copied to the administrative management of the 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 ULiège.

## Article 102

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

## Article 103

Regularly registered students are [insured by ULiège](#) as part of their university activities.

## CHAPTER 3 - NETWORK ACCESS, ELECTRONIC MAILBOX, STUDENT CARD, PROCESSING PERSONAL DATA, ARCHIVES

### Article 104

- §1 All regularly registered students have free access to the University network and, from there, to the internet, as long as they comply with the rules for using the network.
- §2 Unless otherwise decided, all regularly registered students have a university email account which they must activate.
- Official ULiège electronic communications are sent exclusively to this email address, and students must check their account regularly.
- No action will be taken on requests for information concerning students from a third party; students must take these steps personally, if necessary via their university email address.
- Emails act as official evidence of their content, the date sent and the identity of their sender unless proven otherwise.
- §3 All registered students have individual access to the myULiège portal, which is the preferred interface for following their courses both academically and administratively.<sup>75</sup>
- §4 The preceding paragraphs shall also apply to individuals registered as free students, free auditors, or visiting students by virtue of Articles 32 to 38.

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<sup>74</sup> The contact person is Anne-Cécile Pirenne ([Anne-Cecile.Pirenne@uliege.be](mailto:Anne-Cecile.Pirenne@uliege.be)).

<sup>75</sup> Here they can download certificates, consult and create their SAP, re-register, consult their results, etc.

## Article 105

- §1 Unless a specific decision is taken, all students who are regularly registered<sup>76</sup> are issued with a student card. This must be activated in accordance with the procedure described on the university website.
- §2 In addition to access to evaluations, a student card may also be required for access to certain premises and services.
- §3 If a student loses their card, they must deactivate it via their myULiège portal. They can activate a virtual card to replace the physical card and submit a renewal request through the [contact platform](#) or the Registration and Admissions Department.

## Article 106

The conditions governing the use of personal data provided by students for the purposes of admission and registration, as well as for the management of their record throughout their academic career, can be consulted on the [university website](#). When first registering, students are expressly requested to acknowledge these conditions.

## Article 107

“Archives” are all documents, whatever their date, form or material medium, produced or received by any natural or legal person, and by any public or private body, in the course of their activity.

Some documents have historical or heritage value and must be kept indefinitely. Other documents can be destroyed after a certain period. This is determined by the nature of the document. Copies of evaluations and assignments will be kept for the duration of the student's studies plus one year. These documents may then be destroyed, with the exception of files which are subject to an ongoing procedure before a court.

The legal rules on the protection of privacy (GDPR) require personal data to be processed in such a way as to respect its confidentiality, until it is destroyed. Archives containing personal data must therefore be stored and disposed of securely. For the disposal of documents, please refer in particular to the "sorting table for Faculty administrative services" approved by the Rector and the Kingdom's Archivist General (available on the myArchives intranet).

Advice on document management is available on the myArchives intranet and the General Archives Service ([service.archives@uliege.be](mailto:service.archives@uliege.be)) is available to members of the university community.

## CHAPTER 4 - OWNERSHIP OF RESULTS

### Article 108

The [regulations relating to the ownership, protection, and exploitation of the results of research carried out at ULiège](#) apply to all students. In addition, these regulations may be supplemented by specific contractual provisions, where applicable.

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<sup>76</sup> Students who are register as free students, free auditors, or visiting students also have a student card.

# TITLE VII - APPEALS, DISCIPLINARY PROCEDURE AND ACADEMIC PENALTIES<sup>77</sup>

## CHAPTER 1 - APPEALS CONCERNING REGISTRATION AND ADMISSION

### *Section 1 - Refusal of registration or admission on the grounds that the application is inadmissible – Deregistration<sup>78</sup> for non-payment of registration fees or deposit*

#### **Article 109**

§1 An appeal may be lodged with the Government Commissioner either against any decision of inadmissibility taken pursuant to Article 4 (refusal of late registration), Articles 12 to 23 (conditions of access not met) and Articles 10 and 11 (refusal of admission), or in the event of deregistration due to non-payment of registration fees or the deposit within the time limits set pursuant to Article 7.

§2 This appeal must be lodged by the student, preferably by email,<sup>79</sup> or by hand delivery with acknowledgement of receipt, or by registered post with acknowledgement of receipt within 15 working days (under penalty of inadmissibility) of notification of the decision.

The appeal shall state:

- 1° under penalty of inadmissibility, the identity, address, telephone number, email address, and nationality of the student;
- 2° under penalty of inadmissibility, the precise subject of the appeal and the reasons for the appeal;
- 3° under penalty of inadmissibility, a copy of the refusal decision;
- 4° the legal name of ULiège (= Université de Liège), which issued the refusal decision;
- 5° the studies for which admission or registration was requested.

In addition, the student may attach to the appeal any documents that they consider necessary, and provide a list of the attached documents.

§3 The Commissioner shall take a decision on the documents and on any arguments put forward by ULiège within seven working days of receipt of the complete file from ULiège. ULiège will provide the complete file and its comments within seven working days of the Commissioner's request for information.

If the Commissioner's decision finds that the appeal is inadmissible, the ULiège decision is final.

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<sup>77</sup> Appeals must be lodged by the student or their representative.

<sup>78</sup> For the purposes of this section, deregistration means: 1) in the case of lack of payment of the deposit, that their registration cannot be taken into account, 2) in the case of non-payment of registration fees, the establishment will notify the student that they will no longer have access to learning activities from this date, that they may not be deliberated upon nor will their credits be postponed or approved, but they will continue to be considered as being registered for the course for the academic year. The registration fees will remain payable.

<sup>79</sup> To the e-mail address [commissaire@uliege.be](mailto:commissaire@uliege.be).

When the appeal is admissible:

- if the appeal relates to a refusal of registration or admission on the grounds that the application for registration or admission is inadmissible, the Commissioner either confirms the decision that the application for registration or admission is inadmissible, or invalidates the application and confirms that the student's application for registration or admission is admissible.
- if the appeal relates to deregistration for non-payment of registration fees or the deposit, the Commissioner either confirms ULiège's decision or invalidates it and confirms the student's registration.<sup>80</sup>

The Commissioner's decision is notified either by registered post with acknowledgement of receipt, or by email to the email address given by the student in the application form. A copy of the decision is also sent to ULiège.

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

## ***Section 2 - Refusal of registration on the grounds that the student is not eligible for funding, by virtue of an exclusion order, a non-resident student or where the application for registration is for studies not giving rise to funding - Refusal of reorientation - Refusal of late registration***

### **A - Internal appeal**

#### **Article 110**

§1 Appeals to the Vice-Rector for Teaching may be made regarding:

- any decision to refuse registration on the grounds that the student cannot be funded (including refusals for reasons of late registration), or taken following an exclusion order, or taken against a non-resident student, or taken when the application for registration is for studies for which funding is not available;
- any decision to refuse a reorientation.

§2 The appeal must be submitted by recorded delivery<sup>81</sup> or delivery against receipt within eight days of notification of the refusal using the [correct form](#). By way of exception, students lodging an appeal against a "non-resident" refusal or a refusal to reorientate may do so by email. Appeals which do not comply with these procedures or which are incomplete will not be processed.

When the appeal is lodged against the decision of the jury pursuant to Article 8, § 2, 1° (non-fundability of the student), the appeal is first forwarded to the Government Commissioner, who issues an opinion as to the student's fundability; the Commissioner has five working days from the date of receipt of the complete file forwarded by ULiège<sup>82</sup> to give a ruling and communicate this opinion to ULiège by email or by registered post. If the Commissioner makes a request for information, ULiège must provide the complete file within three working days. This opinion shall be binding on the Commission referred to in Article 111. If the

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<sup>80</sup> The student then continues to have access to learning activities, to be evaluated, and to benefit from the carryover or transfer of credits.

<sup>81</sup> For non-resident students, the appeal can be submitted by e-mail to [recours@uliege.be](mailto:recours@uliege.be)

<sup>82</sup> This is the complete registration file, available in the database accessible to the Commissioner.

Commissioner does not reply within the time limit set, the Vice-Rector shall decide on the appeal without this opinion.

- §3 If the student has not received notification of the result of the appeal within 30 days of submission, they may formally ask the Vice-Rector issues the notification. The Vice-Rector has 15 days from the date of this formal notice, to issue their decision. If a decision has not been made by the end of these 15 days, the decision of Vice-Rector is assumed to be positive.

## **B- External appeal**

### **Article 111**

- §1 The decision to refuse registration issued by the Vice-Rector for Teaching under Article 110 may be appealed by submitting an appeal to the ARES Committee for examining student complaints regarding refusal of registration ([CEPERI](#)).

The student lodges an appeal within 15 working days of notification of the Vice-Rector's decision.

- §2 On pain of inadmissibility, this appeal must:

- be sent by registered mail or [electronically](#);
- clearly indicate the surname, first name and legal address of the student, as well as the precise purpose of the appeal;
- be signed;
- include a copy of the internal appeal, the resulting decision and the notification of the student.

The student must also attach all the information and documents they consider necessary to substantiate the appeal.<sup>83</sup> Students may also include their personal telephone number and email address.

If they have one, students must also give their National Register number or, if they know it, their Banque Carrefour de la Sécurité Sociale identification number.

The student indicates the legal name of ULiège (Université de Liège), as well as the complete list of all prior higher education registrations, both in the French Community and outside, and transcripts of marks and, where applicable, entrance examinations, at each session organised during the previous five academic years.

- §3 The CEPERI is not competent to rule on the academic reasons leading to the decision; it checks only that sufficient reasons have been given and can overturn the refusal within 15 days of receipt of the complaint, if elements that could favourably influence the application for registration were not taken into account during the internal appeal process. If the University's decision is invalidated due to a failure to justify 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.

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<sup>83</sup> They may only add additional documents to the file at a later date if they were unknown to them at the time the application was lodged. Adding additional documents does not extend the time taken to complete the procedure.

### **Section 3 – Lack of response to an application for registration and admission**

#### **Article 112**

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 15 working days after 31 October, in line with the same provisions set out in Article 109.

### **CHAPTER 2 - APPEALS CONCERNING THE ORGANISATION OF THE ACADEMIC YEAR, EVALUATIONS, OR DELIBERATIONS**

#### **Article 113**

§1 A student who observes an irregularity in the organisation of the academic year, evaluations, or deliberations may lodge an appeal in accordance with the procedures described below.

Appeals relating to the status of students with special status are governed by specific procedures set out in the relevant [regulations](#).

§2 If the student considers that an irregularity has marred the organisation of the academic year, a teaching activity, an evaluation or a deliberation, the student sends an explanatory email (or letter) to the teacher concerned or to the Chair of the jury within a maximum of three working days of the irregularity being noted.

Where the irregularity relates to:

- evaluation<sup>84</sup> of a written examination, the three working day period is calculated from the time the papers are consulted;
- the deliberation, the period of three working days is calculated from the notification of the results.

§3 In the absence of a response from the teacher or the Chair of the jury within five working days of the email (or letter) being sent, the student may, within three working days, lodge an appeal by means of a written request (by email or letter), stating the reasons, addressed to the Dean or, if the Dean is concerned, to the Vice-Dean for Teaching.

If the student wishes to contest the answer given by the lecturer or the Chair of the jury, they may lodge an appeal by means of a written request (by email or post), stating the reasons,<sup>85</sup> addressed to the Dean or Vice-Dean. This appeal must be lodged within three working days of receipt of the decision by the teacher or the Chair of the jury.

After seeking any advice it deems appropriate and, if necessary, after interviewing the student, the Dean or Vice-Dean takes a decision.

The Dean or Vice-Dean will inform the student of their decision by email or post.

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<sup>84</sup> “Evaluation” means the mark obtained in the examination; any other dispute relating to a written examination (for example, an evaluation that does not comply with the terms of the course description) must be submitted within three working days of the irregularity being noted (in principle, the date of the examination).

<sup>85</sup> The request may be made by email only from the ULiège email address of the student in question.

§4 In the absence of a response from the Dean or Vice-Dean within 10 working days of the appeal, the student may, within 10 working days, lodge an appeal by means of a written, justified request addressed to the Rector by post or email to the email address [recours@uliege.be](mailto:recours@uliege.be).

If the student wishes to contest the answer given by the Dean or Vice-Dean, they may, within 10 working days of receiving the Dean's or Vice-Dean's decision, lodge an appeal in writing, stating the reasons, addressed to the Rector by post or email at [recours@uliege.be](mailto:recours@uliege.be).

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

Within 20 working days, the Rector will inform the student of their decision by letter or email. If no response is received within 20 working days, the appeal is deemed to have been rejected.

### **CHAPTER 3 - DISCIPLINARY PROCEDURE AND ACADEMIC PENALTIES**

#### **Article 114**

§1 Any behaviour which is contrary to the laws and regulations and/or which is likely to disrupt university activities and/or which undermines the honour or values of the University may result in disciplinary proceedings being initiated.

§2 The request to initiate disciplinary proceedings shall be addressed to the Rector.

§3 A Committee is responsible for preparing the dossier. It gathers information that will enable the Rector to make the most appropriate decision. It sends the information gathered and a report to the Rector.

The Committee<sup>86</sup> is made up of the Dean of the Faculty concerned or their representative, a teacher (or their representative), a member of the Legal Affairs Department and a member of the Student Affairs Department. If the Dean is directly concerned by the student's case, the Vice-Dean for Teaching or, failing that, a lecturer shall replace them.

§4 On the basis of the file compiled by the Committee, the Rector decides whether or not to initiate disciplinary proceedings. If necessary, they will summon the student to an interview by registered letter. The student may be accompanied by a person of their choice. The file is made available to the student no less than five days before the audition.

The procedure may legitimately continue if the student, duly invited, does not attend the interview without providing a valid excuse.

The Rector will interview the student in the presence of a member of the Legal Affairs Department, a member of the Student Affairs Department and, subject to the student's agreement, a student representative appointed by the Student Council in agreement with the university authorities. If the student concerned accepts the presence of the Student Council representative, the representative signs a confidentiality agreement covering the content of the file, the interview with the Rector and the Rector's decision.

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<sup>86</sup> The teacher and their deputy are appointed by the Board of Directors; the members of the administrative departments are appointed by their respective directors.

At the end of the interview, two copies of the minutes drawn up at the meeting are read out and submitted for signature by the student, the Rector, and the other people present. The student receives one copy. The other is kept in a confidential file at the Student Affairs Department. The Legal Affairs Department receives a copy.

## **Article 115**

§1 The academic penalties that may be imposed by the Rector 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 ULiège, 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.

The first three penalties are imposed by the Rector. The fourth is decided by the Board of Directors, acting by a majority of members present, on a proposal from the Rector.

For any exclusion envisaged on the grounds of fraudulent admission or registration recognised after registration (Article 30), 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 In the course of disciplinary proceedings, the Rector may offer the student an alternative measure<sup>87</sup> to the first three academic penalties.

If the student agrees to the alternative measure, the disciplinary procedure is closed, and the incriminating facts may no longer be sanctioned.

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.

§3 For the first three penalties, the Rector will send a registered letter or email, at the student's discretion, notifying the student of their decision within 15 days of the hearing.

In the case of the fourth penalty, the decision of the Board of Directors is notified to the person concerned and to the Minister responsible for Higher Education within 15 days of the meeting at which the decision was taken.

In both cases, the notification of the decision specifies the appeal procedures (Article 117).

§4 Any sanction is definitive on the day following its notification to the student. The members of the Committee, the Dean, the Chair of the jury, the teacher(s) concerned, and the Administrative Department of the Faculty are informed of the decision, without any mention being made of the content of the hearing by the Rector, nor of the content of the minutes drawn up at the end of the hearing. If the student member of the Students' Council was

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<sup>87</sup> The student may be asked to perform community service, refrain from going to a particular place, adopt a respectful attitude on social networks, take relevant training, and so on.

invited to the hearing, they are also informed of the decision. This information is confidential.

**Article 116**

If the Rector is unable to attend, the First Vice-Rector or the Vice-Rector with responsibility for Teaching shall take their place.

**CHAPTER 4 - APPEALS TO THE COUNCIL OF STATE**

**Article 117**

All decisions may be appealed to the Council of State after internal and external appeals have been exhausted, where these are organised.

The appeal must be lodged within 60 days of notification of the decision.

# TITLE VIII – DEGREES AND EQUIVALENCES

## CHAPTER 1- QUALIFICATIONS

### **Article 118**

- §1 Degrees certifying academic titles are awarded by juries made up of academic authorities or by the university teaching jury of the French Community.
- §2 They may only be awarded to students whose results have been duly promulgated by the jury, in full compliance with the conditions referred to in Article 89, § 2, b).
- §3 Qualifications must respect the [format and content](#) set by the Government of the French Community.

### **Article 119**

- §1 Degrees are issued within three months of the promulgation 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 may a duplicate be issued. In the event of loss, only a certificate may be issued.
- §3 Students wanting certified copies of their degrees must present their degree and copies to the Qualifications Department.
- §4 Persons who have changed their surname or first name, in application of the relevant legislation, may ask the Diplomas Unit to issue, free of charge, a certificate of compliance with the diploma taking account of this change of surname or first name, provided that the request is accompanied by documentary evidence of the change.

### **Article 120**

- §1 Degrees awarded are accompanied by a supplementary paper listing the courses followed by the student.
- §2 This supplementary paper is signed by the Secretary(ies) of the jury.
- §3 The supplementary paper must comply with guidelines on [form and content](#) set by the Government of the French Community.

### **Article 121**

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

## CHAPTER 2 - GRANTING OF EQUIVALENCE

### **Article 122**

- §1 All [requests for equivalency](#) fall within the competence of the Government of the French Community.
- §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 which can prove that the equivalency is indispensable for them in the context of a job<sup>88</sup> search or the recognition of postgraduate studies for an allowance application.

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<sup>88</sup> Official proof will be requested when the file is compiled.

# TITLE IX - FINAL PROVISIONS

## CHAPTER 1 - CALCULATION OF TIME LIMITS

### **Article 123**

- §1 In principle, the time limits provided for in these regulations are calculated in calendar days. By way of derogation, a period may be calculated in working days. Timescales calculated in working days include all calendar days with the exception of public holidays, Saturday and Sundays. Any timescale calculated in working days that ends on a Saturday, Sunday, or holiday is extended to the next working day.
- §2 Time limits (calculated both in calendar days and working days) begin to run from the day after the act or event takes place.
- §3 These time limits are strict: any delay will result in the loss of the associated right and cannot be extended, except in cases of force majeure.

## CHAPTER 2 - SPECIAL REGULATIONS

### **Article 124**

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.).

These provisions and regulations are brought to the attention of students and apply to them in the same way as these rules.

### **Article 125**

Specific regulations cover particular situations:

- [Student athletes/student artists/students with disabilities/student entrepreneurs/responsible and committed students;](#)
- [Doctorate and doctoral training;](#)
- [Continuing education.](#)

# ANNEX I - REGISTRATION FEES

## A. STANDARD REGISTRATION FEES

### **Bachelor's degree - Master's degree - Specialised Master's degree**

- Full rate: **€835** (minimum deposit of **€50** by 31/10)
- Intermediate rate: **€374** (minimum deposit of **€50** by 31/10)
- Grant rate: **€0**
- Rates for three or more children<sup>89</sup> enrolled at ULiège: **€585** (minimum deposit of **€50** by 31/10)
- Additional registration: **€247**
- Fees for a Specialised Master's for a member of staff or researcher hosted by ULiège: **€0** (on presentation of the appropriate certificate)

### **Specialised Master's (INAMI medical specialities)**

- **€485** (minimum deposit of **€50** by 31/10)
- More than 120 credits acquired: **€32** (to be paid in full by 31/10)

### **AESS - CAPAES**

- Full rate: **€279** (minimum deposit of **€50** by 31/10)
- Intermediate rate: **€237** (minimum deposit of **€50** by 31/10)
- Grant rate: **€0**

### **Doctorate - third cycle**

- First registration: **€835** (**€50** minimum for 31/10)
- From second year: **€32** (payable by 31/10)
- Doctoral student with a FRIA, FRESH, FNRS or ARES scholarship: **€0** (on presentation of the appropriate certificate)
- Staff member or researcher hosted by ULiège: **€0** (on presentation of the appropriate certificate)

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<sup>89</sup> A minimum of three siblings living under the same roof must be enrolled at ULiège at the same time and provide a household composition clearly specifying their parentage. Applications are made for the current academic year. There is no retrospective effect.

## **B. INCREASED REGISTRATION FEES (students from outside the European Union)**

### **Bachelor's Degree - Master's Degree - Specialised Master's Degree**

Pursuant to Article 105, §1, paragraph 4, of the Landscape Decree, the ARES has set, by [circular](#), the amounts of registration fees for **students from outside the European Union** for the academic years 2023-2024, 2024-2025, 2025-2026 and 2026-2027.

In view of this circular and the autonomy it grants to institutions to decide to maintain certain transitional provisions provided for in previous circulars, the University of Liège applies the following rules:

#### **Students eligible to pay €2,505 for each registration**

##### **Non-assimilated students from outside the European Union**

- whose nationality is listed in [Appendix 1 of the circular](#),
- who are enrolling in a first or second cycle programme.

#### **Students eligible to pay €835**

##### **1. Non-assimilated students from outside the European Union**

- whose nationality is listed in [Annexes 2 and 3 of the circular](#)

##### **OR**

- whose nationality is listed in [Annex 1 to the circular](#)
- **AND** who meet one of the following conditions:
  1. Hold a Certificate of Upper-Secondary Education awarded by a full secondary education institution or an adult higher education institution in the French Community after at least two years' study in an institution in the French Community;
  2. Are in receipt of a grant from Wallonie-Bruxelles International;
  3. Are enrolled in a third cycle programme;
  4. Are enrolled in an AESS study programme;
  5. Are enrolled in the final year of a Master's degree and have only the final year's dissertation on their programme (reduction granted on an individual basis, at the expense of the institution's social subsidies).

##### **2. Assimilated students from outside the European Union**

#### **Students exempt from registration fees (€0)**

##### **Students who meet one of the following conditions:**

1. Receive a grant from the French Community's education grant service;
2. Are in possession of a scholarship certificate issued by the Directorate-General for Development Cooperation and Humanitarian Aid;
3. Are a member of staff at a higher education institution or a researcher hosted by a higher education institution and are enrolled on a third cycle or specialist Masters programme.

## **Transitional period**

This transitional provision applies to students who are not eligible for funding because of their nationality, are registered at a university, and are subject to higher tuition fees.

Students already registered in a course of study in the French Community between 2014 and 2022 inclusive remain subject to the provisions of the ARES circular that applied to them at the time of their registration, as long as they are in that course of study and as long as they meet the conditions set out in the relevant circular.

However, any interruption of at least one academic year will result in the application of the new system (fees increased to €2,505) for all new applications from 2023-2024.

## **C. SPECIFIC CASES**

### **Reduced programme (granted on registration - payment on credit)**

- Full ordinary rate: €835: 60 = **€13.92/credit**
- Intermediate rate: €374: 60 = **€6.23/credit**
- AESS (full rate): €279: 30 = **€9.30/credit**
- AESS (intermediate rate): €237: 30 = **€7.9/credit**
- Increased full rate: €2.505: 60 = **€41.75/credit**

### **Jury of the Wallonia-Brussels Federation**

**€384 per session.**

#### **Non-academic training**

- **Free student**
  - Between 1 and 10 credits: **€145** (to be paid before registration)
  - more than 10 credits (max. 20): **€13** per additional credit (to be paid before registration)
- **Accession to level A for federal civil servants**
  - Between 1 and 10 credits: **€145** (to be paid before registration)
  - More than 10 credits: **€13** per additional credit (to be paid before registration)
- **Free auditor: €32** (to be paid before registration)
- **Visiting student: €0**