

Regulations Governing Student Carer Status

Preamble

These regulations describe the student carer status created in application of Article 151 of the Decree of 7th November 2013 defining the higher education landscape and the academic organisation of studies and the Law of 12th May 2014 on the recognition of carers providing care to persons in a situation of high dependency.

TITLE 1 – ELIGIBLE STUDENTS

Article 1

- § 1 The status of student carer (hereinafter referred to as ‘the status’) may be granted to students who provide continuous or regular assistance and support to a person recognised as being in a situation of high dependency (Article 2 of the Law of 12th May 2014).
- §2 The status may be granted if the student has been recognised as a carer by a ‘*mutuelle*’ (health insurance company), in accordance with the conditions set out by the Law of 12th May 2014.

TITLE 2 - GRANTING, RENEWAL AND EARLY WITHDRAWAL OF STATUS

CHAPTER 1 – COMMISSION

Article 2

- §1 A Commission is set up to decide on the granting, renewal and withdrawal of status.
- §2 The members of the Commission are appointed by the ULiège Board of Directors. It is composed of:
- a. the Director of the Student Affairs Department;
 - b. one representative from the Student Affairs Department;
 - c. one student representative, appointed by the Student Council.
 - d. where necessary, a member of the Faculty of Medicine.

Article 3

The Commission meets minimum twice a year. The dates of the Commission meetings are indicated on the page [dedicated to this status](#). They can be held face-to-face or remotely.

Commission decisions are taken by an absolute majority of the members present.

CHAPTER 2 – GRANTING AND RENEWAL OF STATUS

Section 1 - Granting of Status

Article 4

Only students regularly enrolled at ULiège are eligible for the status.

Article 5

§ 1 Students must submit their application by completing the online form ¹ available on the [page dedicated to the status](#).

§ 2 Applications may be submitted either by 15th October² for the first semester or by 1st March for the second semester³.

The Student Affairs Department is authorised, following review of an application for late enrolment within the meaning of Article 4 of the General Regulations on Studies and Assessments, to grant an exemption to the dates set out in Paragraph 1.

§ 3 To be admissible, the application must contain certificate of recognition from their '*mutuelle*' (health insurance company).

Article 6

The student will be sent confirmation of the Commission's decision to their university e-mail address within 15 working days of the Commission meeting (Article 3, Paragraph 1). The communication of this decision indicates the appeal procedures (Article 10).

Article 7

§ 1 In the event of a favourable decision, status is granted to the student (hereafter "beneficiary student") for a period of one academic year. They will be entitled to the benefits referred to in Title 3.

§ 2 The beneficiary student then contacts their academic tutor and the administrative coordination team referred to in Articles 11 and 12 respectively.

§ 3 The granting of the status requires that the beneficiary student:

- sign a charter setting out the rights and obligations of each party;
- meet with the administrative coordination team for an individual interview;
- list, and provide the administrative coordination team with, information useful for the proper management of their status, including, among other things, notification of the renewal of their '*mutuelle*' insurance certificate, if this is granted after the date on which they obtained their status, and notification of when they no longer perform the role of carer for which they obtained their status.

¹A summary of the application is sent to the student's university e-mail address. If the student has not received this e-mail, the application has not been submitted.

²All applications submitted after this date will be dealt with in the Commission meeting held during the second semester.

³Any application submitted after this date will be inadmissible for the academic year concerned; the student will be able to submit an application for the following academic year as soon as their re-registration is confirmed. However, in exceptional circumstances, the Student Affairs Department reserves the right to consider any new requests supported by detailed documentation.

Section 2 - Renewal of Status

Article 8

Students who were granted this status the previous academic year and who wish to retain their status must apply for renewal using the online form⁴ available on [the status page](#). This application can be submitted until 30th September.

CHAPTER 3 – EARLY WITHDRAWAL OF STATUS

Article 9

Status may be withdrawn at any time by the Commission if the student fails to comply with the conditions attached to the status or if they no longer act as a carer for the person for which the status was obtained.

The matter may be referred to the Commission by the academic tutor (or, where applicable, the faculty administrative tutor) or the administrative coordination team referred to in Articles 11 and 12.

The Commission will give the reasons for its decision to withdraw the status and will inform the student as soon as possible. The communication of this decision indicates the appeal procedures (Article 10).

The student ceases to benefit from the recognition of status and from all the arrangements and advantages referred to in Title 3 of these regulations as soon as the withdrawal decision is received, with the exception of the reduced workload referred to in Article 13.

CHAPTER 4 – APPEALS

Article 10

A student who has not been granted status, or had their status renewed, or whose status has been withdrawn prematurely, may lodge an appeal against this decision with the Vice-Rector for Teaching.

This appeal must be lodged within 15 working days of receipt of the decision. The appeal must be submitted by e-mail to vicereacteur.enseignement@uliege.be.

The Vice-Rector's decision is communicated to the student within 15 working days of receipt of the appeal.

⁴A summary of the application is sent to the student's university e-mail address. If the student has not received this e-mail, the application has not been submitted.

TITLE 3 - FACILITIES AND BENEFITS

CHAPTER 1 – PERSONALISED SUPPORT

Article 11

The beneficiary student is supervised by an academic tutor, appointed from the permanent academic or scientific staff of the faculty to which the beneficiary student belongs. The academic tutor helps the beneficiary student to take any steps deemed useful in achieving their academic objectives.

The academic tutor may be assisted by a faculty administrative tutor in carrying out the administrative formalities for which they are responsible.

Article 12

The beneficiary student is accompanied by an administrative coordination team (etudiantaidantproche@uliege.be), responsible for liaising between the beneficiary student and ULiège by providing administrative and logistical support throughout the academic year.

CHAPTER 2 – STUDY ARRANGEMENTS

Article 13

Beneficiary students may apply to reduce the length of their programme of study in accordance with the conditions set out in Article 54 of the General Regulations governing studies and assessments.

The reduced workload is determined by the beneficiary student and their academic tutor, in agreement with the relevant exam board.

Article 14

The beneficiary student may request specific arrangements for learning activities, in particular with regard to:

- teaching activities (participation in a compulsory practical session, seminar, etc.);
- assessment procedures (including timetables).

These specific arrangements are granted according to organisational possibilities and subject to the agreement of the professor(s) concerned. The request must be made within a reasonable time to the professor either by the student concerned or by the academic tutor (at the student's request).

Article 15

As far as possible, the beneficiary student has priority access to, and support from, the "[Study Guidance](#)" Service" (help with work methods, time management, etc.) and the "[University Orientation](#)" Service (reflection on the choice of studies, professions, etc.).

CHAPTER 3 – LOGISTICAL ADVANTAGES

Article 16

As far as possible, beneficiary students are given priority access to [psychological support](#) by psychologists from the Student Affairs Department.

Article 17

The beneficiary student is entitled to 20 psychological counselling sessions, funded by the Student Affairs Department, at the [University Psychological and Speech Therapy Clinic \(CPLU\)](#) or another organisation authorised by the administrative coordinator.