

Regulations Governing Student Entrepreneur Status

Preamble

These regulations describe the student entrepreneur 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](#).

TITLE 1 – ELIGIBLE STUDENTS

Article 1

Student entrepreneur status (hereinafter referred to as ‘the status’) may be granted to students in one of the following situations:

- a) the student has been supported by [VentureLab](#) for more than three months and has received notification from the Confirmation Committee¹;
- b) the student has been involved as a founder or manager of a new entrepreneurial activity for at least 12 months.

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. one representative from the HEC Liège Management School;
- b. one representative from VentureLab (ULiège business incubator);
- c. the academic tutor or, where applicable, the faculty administrative tutor referred to in Articles 10 and 11.
- d. two entrepreneurs;
- e. one representative from RISE (the service for Research, Innovation, Support and Business);
- f. one or several representatives from the Student Affairs Department;
- g. one student representative, appointed by the Student Council.

Article 3

The Commission meets minimum three times a year. The dates of the Commission meetings are indicated on the page [dedicated to this status](#).

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

¹Students who wish to obtain the status must therefore, if they have not been managers of a company for at least 12 months, start a company or project and provide proof of at least 3 months of support from VentureLab. To do so, they must register on the [VentureLab website](#) to present their project, which must be selected by VentureLab. In this case, the student will be supported by VentureLab for a period of three months, during which their motivation, integration and involvement are assessed. At the end of these three months, a Confirmation Committee meets with the student to decide on the next steps in the collaboration. The committee may issue an opinion to the student, which entitles them to apply for this status at ULiège.

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 ² available on the [page dedicated to the status](#).

§ 2 Applications may be submitted either by 30th September³ for the first semester or by 1st March⁴ for the second semester.

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 all the following documents (merged into a single PDF document):

- a. a brief description of the project (maximum 2 pages), including:
 - i. the problem that the business project aims to solve;
 - ii. the target market segment;
 - iii. the originality of the project;
 - iv. the current status of the project;
 - v. the ethical nature of the project.
- b. a brief schedule of the tasks to be carried out over the next 12 months;
- c. a brief statement of the reasons for applying for this status and the specific assistance that ULiège could provide to facilitate the parallel management of studies and the entrepreneurial project;
- d. where applicable, the contact details of the partner(s) with whom the student is working on the project;
- e. where applicable, any confidentiality issues that the student wishes to bring to the attention of the Commission.

If the student does not have all the documents when submitting their application via the online form, the missing documents can be sent by e-mail to the administrative coordination team (etudiantentrepreneur@uliege.be), no later than 10 working days before the date of the next Commission meeting. Failure to do so will result in the application being dealt with at the next meeting of the Commission, or being declared inadmissible if this is the Commission's last meeting of the current academic year.

§4 Once the application is complete, the student is invited to defend their project before the Commission.

²A 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.

³All applications submitted after this date will be dealt with in the Commission meeting held during the second semester.

⁴ Any 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.

The defence consists of a 10-minute presentation (which may be accompanied by a PowerPoint presentation or other supporting documents) and a 10-minute discussion with the Commission.

The Commission assesses the application on the basis of the following criteria:

- a. the progress of the project;
- b. the necessity/relevance of obtaining the status;
- c. the appropriate timing in relation to the student's course of study;
- d. the student's ability to commit to the project;
- e. the interest of the project;
- f. the ethics of the project;
- g. the student's commitment and motivation in relation to the project.

Article 6

The student will be informed of the Commission's decision by e-mail 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;
 - list, and communicate to the administrative coordination team, their entrepreneurial achievements during the academic year, as well as any information useful for the proper management of their status including, among other things, the cessation during the academic year of the entrepreneurial activity for which they have obtained this status;
 - authorise ULiège to highlight the beneficiary student and the activity for which they obtained the status as part of its communication and promotional activities;
 - behave responsibly and with respect for ULiège values in activities related to the status and its promotion;
 - attend a group information session on the status⁴. Several sessions are offered in the first and second semesters. If the student is unavailable on the proposed dates, they will have to make an individual appointment with the administrative coordination team.

⁴Students benefiting from a renewal of status, as referred to in Article 8, are exempt from attending this session.

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 form⁵ available on the [status page](#). This application can be submitted until 30th September.

Students indicate the status of their entrepreneurial project as well as a working plan for the coming academic year.

Before 30th September, students must meet with their academic tutor and, if they are supported by VentureLab, their VentureLab coach to review their academic progress and entrepreneurial project.

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 abandon the entrepreneurial project 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 vicerecteur.enseignement@uliege.be.

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

⁵A 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 entrepreneurial 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 (etudiantentrepreneur@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

The beneficiary student will be granted access to the facilities of the ULiège student incubator VentureLab. A coach will be assigned to support them in their entrepreneurial project. Various training/coaching sessions organised within the incubator will also be offered to the student. The

incubator will also act as a 'guidance centre' for the student. Depending on the needs and stage of development of the project, VentureLab will guide the student towards the various structures within the Liège entrepreneurial ecosystem that can take over.

Article 17

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