GENERAL STUDY REGULATIONS
2012 - 2013 ACADEMIC YEAR

Approved by the ULB Administrative Board on 18/06/2012

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FOREWORD

The provisions of these Regulations apply the Decree of the French Community of Belgium of 31 March 2004 defining higher education, promoting its integration into the European Higher Education Area and refinancing universities (hereinafter referred to as the "Decree") and the Act of 27 July 1971 on the financing and supervision of universities (hereinafter referred to as the "University Financing Act")

These Regulations apply to all students registered at the Université Libre de Bruxelles (hereinafter referred to as the "ULB").

Definitions

Admission: the process of verifying that a student fulfils the conditions authorising him to take a particular study cycle. Admission is confirmed by the actual registration for the study programme.

Academic authorities: bodies which, within a university, are empowered to exercise competences associated with the organisation of teaching.

Bachelor: academic degree awarded on completion of the first cycle of studies (at least 180 credits).

Capaes: higher education teaching qualification

Certificate: a document attesting the successful completion of a course and the possible award of associated credits, without an academic degree actually being conferred.

Credit: a unit of measure corresponding to the time spent by a student within his study programme on a learning activity within a specific discipline.

Curriculum: the studies leading to a specific academic degree. A curriculum may cover one or more study cycles.

Cycle: a series of study years leading to obtaining an academic degree.

Diploma: a document attesting the successful completion of studies in compliance with the Decree's provisions and the academic degree awarded at the end of such studies.

Field of studies: the area of knowledge corresponding to one or more curricula.

Doctorate (PhD): the third university cycle leading to a PhD (the academic title of a doctor), obtained after writing and defending a thesis and corresponding to at least 180 credits, following completion of first and second cycle university education (at least 300 credits) ending with a Master degree.

Higher education institution (HEI): an institution offering higher education as set forth in the Decree. According to the study sector for which they are accredited, the institutions are either a university, a Haute Ecole, a higher art college, a school of architecture or a university academy.

Student on a par with Belgian students (Étudiant assimilé belge): a foreign student fulfilling one of the following conditions: whose father, mother or legal guardian has Belgian nationality; the habitual country of residence of whose father, mother or legal guardian is Belgium; whose spouse resides in Belgium and either works in a professional capacity or draws social security benefits; who resides in Belgium and benefits there from the advantages linked to (applicant) refugee status accorded by the Belgian Delegation of the United Nations High Commissioner for Refugees, as well as a foreign student whose father, mother or legal guardian has such status; who is in the care of or supported by the CPAS (Belgian social security agencies), or is in a CPAS home or a home to which he has been entrusted; who resides in Belgium and either works in a professional capacity or draws social security benefits.

1st generation student: a first generation student is considered to be any student regularly registered as a first-year student and who has never been registered, in the sense of the Decree, for a study year in higher education or in a course belonging to the programme of an HEI study year. On a par with such higher education study years are study years or preparatory years preparing students for admission examinations or competitions organised by Belgian or foreign HEIs.

Academic degree: a qualification corresponding to the level achieved within a curriculum recognised by this Decree and attested by a diploma.

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1 Decree - Art. 6
2 University Financing Act - Art 27 §3.1 (c) to (h)
3 Decree - Art. 83 §2
Panel: an academic body responsible for evaluating and certifying skills and knowledge, and for organising corresponding examinations.

Master: academic degree awarded on completion of the second cycle of studies worth at least 60 credits and following initial (first-cycle) training of at least 180 credits.

Master complémentaire: academic degree awarded on completion of the second cycle of studies and corresponding to a professional qualification. It entails gaining at least 60 credits and follows initial (first and second cycle) training of at least 300 credits ending with a Master's degree.

Honours degree: A panel's appreciation of the quality of a student's work when conferring an academic degree or attesting the successful completion of a study year.

Study programme: the set of learning modules comprising the studies; the programme specifies the time sequence in study years and associated credits.

Quadrimester: a slice of the academic year (a term) equivalent to approximately four months.

Recognition of work experience (VAE): process of assessing and recognising the knowledge and skills of an applicant in the context of an admission procedure.

TIMETABLES

1. ADMISSION AND REGISTRATION TIMETABLE

   Article 1. §1 - Applications for admission from non-EU students may be submitted from 15 January onwards for the subsequent academic year (i.e. the year for which registration is being applied for). For all other students, applications for admission may be submitted from 1st April onwards.

   §2 - Admission application forms are available solely on the online admissions administration system, accessible via the registration website. An application for admission is considered compete when it contains all items, apart from the CV, defined as being required for administrative and academic verification. The required content of the application file is progressively defined during completion of the online admission form. Applicants are required to upload any missing, incomplete or inadequate documents within max. 6 weeks after being requested by the Registration Department to complete their file, and at the latest by the deadline set below dependent on the applicant’s profile. Applicants are only allowed one chance of uploading further documents. Application files not meeting these requirements will be rejected. Further items may be requested for confirming registration. The nature of such items will be communicated to students at the end of the admission procedure.

   Admission files must be submitted, in full and at the latest, by the 30 April preceding the academic year for which registration is requested for students from non-EU countries not resident in Belgium and not on a par (assimilé) with EU students; at the latest by 31 August for students coming from another EU country and not resident in Belgium; at the latest by 21 September for Belgian students; and at the latest by 30 September for students holding a diploma entitling them to access to the desired programme (where registration is not subject to the application file being verified by the academic authorities).

   §3 - The deadline for confirming registration is set at 15 October of the academic year concerned, and subject to the deadlines described above for submitting admission / registration applications being complied with. The deadline for re-registration is 30 September.

   §4 - Certain study programmes have "numerus clausus" restrictions: i.e. the number of non-resident students registering for one of the programmes listed in the Decree of 16 June 2006 regulating the number of students in certain 1st cycle study programmes is limited. The University publishes the admission and registration modalities for these programmes after consultation with the other Universities of the French Community of Belgium in the month of June preceding the academic year concerned.

   Article 2. Notwithstanding §2, registrations and re-registrations for studies and work involving a PhD thesis close on 1 December. The PhD candidate must have submitted his registration / re-registration application by 31 October at the latest to the secretary's office of the faculty concerned. Subject to the agreement of the admissions panel and for duly substantiated reasons, registrations for studies and work involving a PhD thesis may nevertheless still be accepted after 1 December. In such cases, should doctoral training be involved, this will have to be spread out over two academic years.
2. ACADEMIC TIMETABLE AND EXAMINATION SESSIONS

Article 3. §1 - The academic year is a period of one year which begins on 15 September and ends on 14 September of the following year.4

§2 - For the purpose of organising study programmes, the academic year is divided into three quadrimesters containing assessment periods and holidays.4

§3 - The academic calendar approved by the Administration Board is published on the ULB website: http://www.ulb.ac.be/ulb/greffe/documents/calendriers.html

§4 - The study calendar divides the academic year into periods of teaching and periods of assessment; it is approved by the Administration Board and published on the ULB website: http://www.ulb.ac.be/ulb/greffe/documents/calendriers.html

§5 - The faculty calendars, available on the faculty web pages, provide further details on the academic and study calendars.

ADMISSIONS

3. ADMISSION PROCEDURE

Article 4. §1 – Applications for admission to the 1st year of a Bachelor course (BA1) for non-EU students are processed by a central admissions commission. Its role is to ensure the credibility of applicants' study plans and to improve the success rate of students admitted.

§2 – The commission is made up of 3 academic staff members, together with a representative of the academic authorities. Its composition is approved by the Administration Board. The commission's current members are listed in Appendix 2.

§3 – The commission takes its decisions autonomously, taking into account such parameters as the secondary school diploma grade, the time between gaining the secondary school diploma and applying for admission, eligibility for university studies in the home country, any results of university studies in the home country, the applicant's motivation and age.

§4 – A positive decision from the commission is communicated to the applicant by letter and by e-mail. This decision, valid for an academic year, only covers the study year approved by the commission, and no request for modifying registration will be met.

A rejection, by contrast, is only communicated to the applicant by e-mail.

Article 5. §1 – Where foreseen by access requirements or in cases where mid-cycle access is requested, the panel responsible for the study programme or first study year in question appoints from its midst an admissions commission responsible - on its behalf - for deciding on applications and, where necessary, for specifying additional admission requirements.

§2 – This admissions commission is made up of at least three members, including the chairman and secretary of the panel. It may also include a member appointed by each of the panels for each of the curriculum's study years (insofar as such individual panels exist).5

§3 – When applying for admission, students are to use the online form available on: http://www.ulb.ac.be/enseignements/inscriptions/index.html (cf. Article 1 of these Regulations).

All documents belonging to the application file must be submitted by 30 April at the latest. The applicant must upload any missing, incomplete or inadequate documents within max. 6 weeks of receiving a request to do so from the Registration Department (whereby the deadlines specified above have priority when before the end of the 6-week period). Applicants are only allowed one additional upload. (Identity) documents are accepted in the following languages: French, English, Dutch, Italian, Spanish, German and Portuguese. Documents in another language need to be translated by a sworn translator, with both the translation and the original being submitted. The presence of the original language document or the translation is crucial. A degree / diploma already containing a complete French/English translation certified by the awarding institution degree does not need to be translated.

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4 Decree – Art. 24 §1
5 Decree - Art. 68 §4
§4 - The student can track the progress of his application online, seeing when each item is validated, requests for additional items, when administrative validation has taken place and finally the admission decision.

§5 - When requested, the academic opinion arrived at by the admissions panel after examining the application will be communicated to the applicant (subject to legal and administrative validation by the Registration Department).

§6 - When the application file is complete and when all administrative and legal requirements have been met, the Registration Department notifies the applicant of the official admission decision by e-mail and letter.

In the case of a rejection, only an e-mail is sent.
The decision is also posted online in the applicant's personal profile on the admission tracking system.
The decision to admit the applicant is valid for 2 successive academic years (with the exception of non-EU admissions to BA1 and doctorates, where validity is limited to one year), subject to any modification or possible cancellation of the programme or to any legal changes.

Students wishing a renewal letter are requested to apply for such online.
§7. Students are notified of any negative final decision by e-mail only.

§8 – At the earliest at the start of the registration campaign, applicants having gained admission are requested to confirm their registration, providing - where necessary - any final documents and paying the registration fees. All this is to be done online.

4. UNIVERSITY ADMISSION EXAM

Article 6. §1 – The ULB holds an admission exam giving access to all first-cycle study programmes. Information on the admission exam giving access to engineering programmes is specified in Articles 8 - 11.⁶

The regulations governing this exam, as well as the online registration form for it, are available on the ULB website: http://www.ulb.ac.be/enseignements/inscriptions/examen-admission.html

§2 – Passing the exam entitles students to study at any French-speaking university in Belgium.
§3 – This exam covers the following:
- an applicant's command of French (a written test and an oral test) and mathematics (the student can choose which maths aspect he would like to be examined in depth);
- four subjects taken from the following: a 2nd language (students can choose between Dutch, German, English or Latin), history, geography, physics, chemistry or biology. One of the subjects will be selected by the panel for an oral test.

Article 7. § 1 – Two general admission exam sessions giving access to first-cycle studies are available within an academic year.
§2 – On confirming their registration, students are informed of the exam schedules, as well as where they are being held.

5. SPECIAL ADMISSION EXAM FOR A BACHELOR COURSE IN ENGINEERING SCIENCE

Article 8. §1 - In application of Article 50 of the Decree, access to first-cycle study programmes in engineering is subject to passing a special admission exam.

§2 – The programme of the special admission exam is common to all universities. The aim of the exam is to test a student's general suitability for higher education and his specific competences for following a course in this field. The exam relates to the following subjects: French; mathematics; science (physics, chemistry, biology, geography); history; a second language: Dutch, English, German or Latin (as chosen by the student)

§3 – Students meeting the general first-cycle access requirements are exempted from all subjects apart from mathematics.

⁶ Decree of the CFWB Government of 29 May 1996
Article 9. Two special admission exam sessions are held. Maths-related exams: the first session takes place in the first two weeks of July, with results being announced before 15 July; the second session is at the start of September, with results announced before 20 September. The complete schedule is available on the website of the Brussels Polytechnic School: http://www.ulb.ac.be/facs/polytech/examen-admission.html

Article 10. For all students, whether exempted or not from all subjects apart from mathematics, registration for the maths exam takes place at the Secretary's office of the Brussels Polytechnic School. Registration for the other tests of the full university admission exam is done at the Registration Department.

Article 11. Passing the special admission exam in one of the four French-speaking universities entitles students to register in any first year of a first-cycle study programme (with the exception of the first cycle in medicine or dental science) at any university.

6. RECOGNITION OF (WORK) EXPERIENCE

Article 12. §1 – With a view to gaining access to second-cycle study programmes (but not "Masters Complémentaires"), the competent admissions commission (cf. Article 5) may, where deemed relevant, recognise the knowledge and skills gained by the student through personal or professional experience.

§2 – Such experience must have been gained over at least a 5-year period, not including years unsuccessfully pursuing higher education study programmes. At the end of an assessment procedure conducted by the academic authorities, the admissions panel decides whether the student's competences and knowledge are sufficient to successfully follow the programme. 7

§3 – Applicants are given individual support in compiling their application for recognition of their (work) experience. This support is crucial for them to be able to submit an application. The procedure to be followed is set forth on: http://formcont.ulb.ac.be/page/view/

7 Decree – Art. 53

7 REDUCTION OF STUDY PROGRAMME DURATION

Article 13. §1 – The admissions commission (cf. Article 5) responsible for making a positive or negative decision on whether to admit a student may recognise credits already gained in the course of a higher education programme or parts thereof to the benefit of the student, and thus grant corresponding exemptions. 7

§2 – The commission may also recognise a student's knowledge and skills gained through personal or work experience.

§3 – The commission may grant students coming under §1 and §2 a reduction in the minimum duration of the study programme proportional to the number of credits recognised on admission. However in such cases the number of credits still actually needing to be taken must not be lower than 60.

8. SANCTIONS ATTACHED TO THE FRAUDULENT COMPILATION OF AN ADMISSION APPLICATION FILE.

Article 14. §1 – The fraudulent compilation of an admission application file constitutes registration fraud. The applicant may subsequently be excluded from all admission procedures to all higher education institutions, in any capacity whatsoever, for the following five academic years. Considered as fraud is any false declaration (including not declaring certain academic activities), the presentation of falsified documents, etc.

§2 – It is the prerogative of the Rector or, in his capacity as the Rector's deputy, the Vice-Rector in charge of student affairs and social policy, or of the head of the Registration Department in the latter's absence, to decide on the sanction and to notify the student concerned of such. In the case of a sanction, all higher education institutions will be notified of the ULB's decision, in accordance with Article 47 of the Decree.
REGISTRATION

STUDIES LEADING TO AN ACADEMIC DEGREE

9. REGISTRATION

Article 15. - No student may participate in learning activities leading to an academic degree without being registered, for the year in question, for the study programme leading to this degree.

Article 16. §1 Registration is deemed to be duly fulfilled when it is attested that compliance with the legal requirements and any additional admission requirements (such as those defined by the heads of the study programmes in question) have been verified by the academic authorities and the Registration Department.

§2 - Registration comes into effect upon payment of the registration fees. As long as no such payment has been made, the student will not receive any official documents (especially those for tax or social security purposes) attesting his student status.

§3 - The burden of proving that the student fulfils the specified admission requirements and has not been rejected (see Article 31), lies with the student. Such proof may be provided via any official or, in the substantiated absence of such, a sworn statement of the student, specifying legitimate reasons why such documents cannot be produced. The university authorities and the Registration Department reserve the right to decide on the acceptability of such a sworn declaration.

§4 - The registration of a student for whom proof that he is duly registered is not forthcoming by 1 December is cancelled. As of this date, the student in question may no longer take part in any learning activity or assessment for the current academic year.

Article 17. - In the case of any fraudulent compilation of the registration application being discovered, the student will immediately lose his status of a duly registered student, as well as all rights associated with such status and the legal consequences associated with passing exams in the course of the academic year in question. Registration fees paid to the ULB are not refunded. The student may not be admitted to any higher education institution, in any capacity whatsoever, for the following five academic years.

Article 18. - Registration modalities

§1 – When registering for the first time at the ULB, the student connects up to the ULB website (the section on admission and registration) and fills out the online form found there. He will need to have available his ID documents, documents attesting that he meets the admission requirements of the programme he wants to study as well as documentation of what he has done for the last five academic years or since gaining his secondary school leaving certificate. (Identity) documents are accepted in the following languages: French, English, Dutch, Italian, Spanish, German, Portuguese. Documents in another language need to be translated by a sworn translator, with both the translation and the original being submitted. The absence of the original language document or the translation will lead to your application being rejected. A degree / diploma already containing a complete French/English translation certified by the awarding institution degree does not need to be translated.

Certain study programmes are subject to a "numerus clausus": i.e. the number of non-resident students registering for one of the programmes listed in the Decree of 16 June 2006 on the number of students in certain first-cycle higher education study programmes is limited. Following consultation with the other universities in the French Community of Belgium, the University publishes the admission and registration modalities of these programmes in the course of the month of June preceding the academic year in question.

§2 – The re-registration of students duly registered at the ULB for the preceding academic year is done via the web portal (information available online on the Registration Department’s website). In cases where the student needs to provide supplementary attestations for his file, the procedure will give the student precise details of what needs to be done. The student needs to keep track of the progress of his online request for re-registration on the same address. Where a student from a non-EU country is declared to be on a par with an EU student
(assimilé), he is required to provide proof of such each year on re-registering. Should the documents providing such proof not be forthcoming ad hoc, additional fees will be levied.

§3 – Students previously registered at the ULB, but not for the previous academic year, must fill out an online admission form (see registration website). The form lists which documents are necessary for renewing registration.

Article 19. §1 – On initial registration, the student receives a list of Internet links relating to the course catalogue, the General Study Regulations, the exam regulations and the regulations of the university selection panels, together with the user charter of the ULB network and website.

§2 – Students need to confirm receipt of this list online, with such confirmation implying acceptance of and compliance with the contents of the documents.

§3 – Students must also obtain from the secretary's office of their Faculty, School or Institute or from the Faculty's website the provisions relating to this Faculty, School or Institute, including exam regulations.

10. PROVISIONAL REGISTRATION

Article 20. – §1 – The ULB admits students on a provisional basis prior to their gaining a certificate of equivalence for their foreign secondary school leaving certificate or a DAES (diplôme d’aptitude à l’enseignement supérieur) certifying their eligibility for higher education, insofar as all that needs to be done to gain equivalence or a DAES is done within the set deadlines. This provisional situation needs to be regularised by 1 December of the academic year.

§2 – The total registration fees demanded for such provisional registration are listed as the "intermediate" fees in Chapter 20.

§3 - Registration fees received for a provisional registration are nor refundable.

Article 21. - Awaiting equivalence

§1 – To gain admission to a first-cycle study year, students holding a foreign school-leaving certificate must obtain a certificate establishing the equivalence of their foreign qualification with that issued by the French Community. These certificates of equivalence are issued by the Ministry of the French Community (for more details: http://www.ulb.ac.be/enseignements/inscriptions/equivalences.html).

§2 - This obligation applies both to students applying for a first-cycle university study programme and for students holding a foreign university degree who, at the end of the admission procedure, are entitled to register for a first-cycle study year.

§3 - If on the 10 September preceding the start of the academic year the student is not able to produce the certificate of equivalence, registration will take place on a provisional basis, subject to proof that an application for equivalence has been submitted to the Ministry of the French Community before the set deadline.

§4 - Once the certificate of equivalence has been received, the student must go to the Registration Department to regularise his registration. This will be confirmed as a regular registration once the outstanding registration fees have been paid.

§6 - Where a student is not able to present a certificate of equivalence by 1 December, his provisional registration will not be confirmed as a regular registration. The registration fees already received will enable the student - subject to the agreement of the faculty authorities - to attend certain individual courses as a guest auditor. In the case of the student successfully passing the exams for these courses, credits may be awarded and used in the following academic year.

Article 22. - Waiting for a DAES (diplôme d’aptitude à l’enseignement supérieur)

§1 – Where the certificate of equivalence issued by the Ministry of the French Community does not provide for admission to university studies or to the desired field of university studies, the student, with a view to overcoming this restriction, may take exams held by the French Community Panel with a view to obtaining the DAES.
supérieur) giving access to higher education.\[10\]. (http://www.jurys.cfwb.be/jurys-secondaire/degre-3/enseignement-professionnel/DAES_presentation.asp)

§2 - While waiting for the results of these exams, the student may provisionally register for the desired university study programme, subject to presenting proof that registration for this exam took place before the deadline set.

§3 - Once the exam results have been received, and by 15 November at the latest, a student benefiting from such a provisional registration must present to the Registration Department the original attestation of the exam results, together with a copy thereof.

Where the exam is passed, registration will be duly confirmed upon receipt of the outstanding registration fees.

Where the exam is failed, the provisional registration will not be confirmed for the desired study programme.

1° In the case of failure the student may either register for a course in the field of studies authorised by the restricted equivalence; such registration is effective on receipt of the balance of the registration fees. Non-EU students admitted to BA1 are not eligible for this provision under Article 4 of these Regulations.

He may also, in agreement with the faculty authorities, register for certain courses as a guest auditor. Where exams connected with these courses are passed successfully, credits may be awarded and used in the following academic year. Finally, a student may waive his registration. The registration fees already paid can be used to enable the student, in agreement with the faculty authorities, to follow certain individual courses as a guest auditor. Where exams related to such courses are passed successfully, credits may be awarded and used in the following academic year.

11. LATE REGISTRATION

Article 23. §1 – After the deadlines mentioned in Article 1, registration is subject to the dispensation of the academic authorities. In all cases, the complete application for admission is to be submitted before the deadlines stated in Article 1.

§2 - For studies leading to an academic degree, late registrations cannot be accepted later than 31 October.

§3 – To benefit from late registration, a student must come personally to the Registration Department, bringing with him the ad hoc form duly endorsed by the faculty authorities. He will be requested to finalise his registration.

§4 – A penalty payment covering administrative costs for late registration (for reminders) becomes due. The amount is that for registration in the student roll listed in Appendix 4.

12. SPREADING A STUDY YEAR OVER TWO YEARS

Article 24. §1 - A student may decide, in consultation with the academic authorities, to spread a study year over two years.\[11\]

§2 - Such a decision must be taken at the start of the academic year and is the subject of an agreement with the academic authorities concluded by 31 October at the latest.

The terms of the agreement are to be found in the form foreseen for such cases by the Registration Department.\[Erreur ! Signet non défini.\]

§3 – For studies leading to a Bachelor or Master degree, each part of the spread-out programme must cover 15 to 44 credits in one academic year, or even more than 44 credits when the content of the study programme consists of more than 60 credits. For upper secondary teacher training studies, each part of the programme must be worth exactly 15 credits.

§4 – Seminars, practical work, exercises, etc. must be followed in the same academic year as the courses with which they are associated. Similarly the sequence of courses must be respected.

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\[11\] Decree - Article 85
Article 25. §1 – The agreement may be revised insofar as the student's request for such revision leads to a new agreement being concluded by 31 October at the latest, and that this new agreement is officially documented via the respective form.

§2 – Whatever the cause, any revision of the agreement must not lead to the student taking part in assessments of learning activities for which he has already been assessed twice in the course of the previous academic years belonging to the spread-out programme. Credits awarded during the first part of the spread-out programme are finalised once the panel declares the student to be "eligible to continue" (admis à poursuivre).

Article 26. §1 – At the end of the first academic year of the spread-out period, the student’s progress is discussed. He is declared "eligible to continue" when he has successfully (in the sense of the exam regulations) completed his entire reduced programme, with all credits belonging to this programme becoming finalised. He may then continue with the second year without being considered a student repeating a year (a "bisseur")12.

§2 – A student declared to have failed may re-register as a "bisseur" for the study year, possibly in the context of a new spread-out agreement. If, at the end of this repeat year, the student has still not passed the exams in question, he may end up having his request for registration for this year being refused by the academic authorities, in accordance with the provisions of Article 31.

§3 – At the end of the second spread-out period, the panel deliberates on whether the student has successfully completed the study year defined in the agreement.

§4 – A student benefiting from having his study programme spread out is required to re-register at the start of each academic year and to pay the required registration fees, as defined in Article 40.

Article 27. §1 – A "first generation" student may decide to spread out his first-year bachelor programme over two academic years on registering for the programme, in accordance with the previous Article. He may also do so after the assessments conducted at the end of the first quadrimester. In the latter case, the agreement must be concluded by 15 February of the academic year at the latest.13

§2 – Where the agreement is concluded at the end of the first quadrimester assessments, it must specify whether the student opts for a specific remediation programme aimed at helping him to overcome the difficulties encountered and to prepare him for the remaining academic year with the best chances of success. The content of the individual remediation programme is set by the academic authorities in consultation with the student and after an individual appraisal of the student's situation.

§3 – Students who, at the end of the first year, successfully complete their individual programme - with or without remediation - and re-register for the first year are considered as only having registered once in higher education.

§4 – A student benefiting from having his study programme spread out is required to re-register at the start of each academic year and to pay the required registration fees, as defined in Article 40.

13. AD HOC REGISTRATION FOR DIFFERENT COURSES

Article 28. §1 – In agreement with the academic authorities, a student may accumulate several registrations for different courses leading to a further diploma in the same academic year, subject to academic approval14.

§2 – For such a supplementary registration, a student must use the ad hoc form available at the Registration Department or the secretary's office of the faculty in charge of the supplementary programme. Once filled out and endorsed by the faculty, this form must be submitted to the Registration Department before 30 September.

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12 In the sense of the University Financing Act
13 Decree - Art 85 §2
14 Decree - Art 46 §1
§3 – For calculating registration fees, one registration is deemed to be the main registration, with the other(s) being supplementary. Total registration fees are calculated in accordance with the provisions listed in Appendix 4.

14. CHANGING ONE’S REGISTRATION

Article 29. §1 - The last date for changing registration for a study year is 31 October of the academic year in question. No change may be made when registration is done on the basis of an admission by the Central Admissions Commission referred to in Article 4. Students are only allowed to change their registration once an academic year.

§2 – As an exception to §1, first-generation students may request to switch study programmes after the assessments at the end of the first quadrimester. Such a request must be submitted at the latest by 15 February of the academic year concerned and is subject to the approval of the chairman of the panel of the study year in question.

§3 – Where registration was dependent on an admission decision, the change can only take place with the explicit approval of the faculty and with a new admission decision.

§4 – A student wishing to change his registration must use the ad hoc form available at the Registration Department or the faculty secretary's office. Once filled out and endorsed by the faculty, this form must be submitted to the Registration Department before the deadline mentioned in §1 or §2. This provision is not applicable to students registered on the basis of an admission decision.

§5 - For first-year medicine students, successful completion of the end-of-quadrimester exams is a precondition for being admitted to the end-of-year exams. For students deemed to have failed these exams - i.e. with an average below 10/20 -. the panel will issue one of the following recommendations:

1. a remediation programme for the second quadrimester;
2. spreading out the study year over two years under conditions set by the panel;
3. switching to a different study programme within the health sector, either at the university or at a Haute Ecole.

These recommendations become the subject of an individual study programme; the panel hears the student concerned, negotiates with him the programme. The student is then given ten working days to decide whether to accept the proposal.

Failing agreement on a study programme negotiated and accepted by the student and the panel, and on presentation of the written report of the hearing, the panel may impose a remediation programme as foreseen under item 1 above, or, for students whose average is below 8/20, the spreading out of the programme over two years.

15. CANCELLING ONE’S REGISTRATION

Article 30. §1 - Cancelling registration for a study year, when recorded by the Registration Department before 1 December of the academic year concerned, means that academic year does not feature in the student's CV. Cancellations received after 1 December are accepted, but in this case the study year is recorded in the student's CV as a failed year.

§2 - Where cancellation is recorded before 31 October of the academic year in question, the student is entitled to a refund of his registration fees, minus administrative costs.

§3 – The Registration Department is to be notified of a cancellation via the ad hoc form.

16. REJECTION OF A REGISTRATION

Article 31. The academic authorities may reject a student's registration on one of the following grounds:

1. When, within the last five years, the student has been the subject of a penalty measure excluding him from higher education on grounds of serious fraud, in accordance with the various study regulations;
2. When the application for registration is for studies which do not lead to an academic degree;
3. When the student is not taken into account in the university's funding.15

Should registration be rejected on one of the grounds listed under Article 31, the student may file a substantiated appeal with the Rector, who empowers the Vice-Rector for student affairs and social policy to make exceptions to such rejections.

E-mails sent to students in accordance with the provisions of Articles 32 to 34, and printed copies thereof, act as proof of their contents, the date of sending and the identity of the sender until proven otherwise, without the Vice-President having to produce any other evidence.

**Article 32. Repeating a year a second time (triplement) - ULB students**

§1 - After deliberating on the second session, the panel issues its opinion on the future success chances of students having failed a repeat year. This opinion is sent to the Vice-Rector for student affairs and social policy.

§2 - In the case of the panel issuing a favourable opinion, the Vice-Rector sends the student an e-mail (to his @ulb.ac.be address) informing him of this opinion and allowing him to re-register for the same study year, in accordance with the procedure described under Article 18 §2. He also invites the student to a personal meeting.

§3 - Where the panel's opinion is negative, the Vice-Rector sends the student an e-mail (to his @ulb.ac.be address) informing him that he will not be allowed to re-register. Attached to the e-mail are the documents necessary for possibly filing an application for an exemption to be made.

§4 - The student may, where the study level allows such, decide to switch courses, registering (using the procedure set forth in Article 18 §2) for a different study year at the same level.

§5 - Where a student has been notified by the Vice-Rector that he will not be allowed to re-register, he may still file an application for an exemption to be made, allowing him to re-register for the same study year. Such an application must be filed within 8 calendar days of being notified of the rejection.

The application must indicate exceptional circumstances of a non-academic nature providing a possible explanation for the failure. The student must compile a file containing the completed ad hoc form, a letter explaining the reasons for applying for an exemption, supporting documents providing proof of the exceptional circumstances, lists of the grades achieved over the last 3 years and any other document considered useful.

§6. Under pain of inadmissibility, and except as stated in §8, the application must be complete at the time of submitting it to the Registration Department. The Registration Department provides the student with an acknowledgment of receipt, stating the date the application was filed and how many items it contains.

Attestations made out in a language other than French, Dutch or English must be accompanied by translations into French or English done by a sworn translator. The absence of the original language document or the translation will lead to the application being rejected.

§7. The Vice-Rector's decision is either personally handed over to the student, or e-mailed to him (to his @ulb.ac.be address) within 18 calendar days of the application being filed. In the case of a rejection, the student has the option of filing an appeal with the commission for registration rejection appeals. The regulations governing the latter are available on the ULB website under http://www.ulb.ac.be/ulb/greffe/documents/docs/DISCIPL-ETUD-REGL.pdf §8. When a student has not been able to file a complete application as required under §6 due to force majeure (duly substantiated in his application), he is allowed to complete his application before the Vice-Rector, or, if the Vice-Rector has already made his decision, before the above mentioned appeal commission. No decision on the inadmissibility of an application may be made where the body appealed to has prior knowledge of the force majeure.

**Article 33. Repeating a year a second time (triplement) - non-ULB students**

§1 - In order to be able to register for the first time at the ULB, a student wanting to repeat a year a second time must not only fill out an online application for admission before the deadlines stated under Article 1, but must also file an application for an exception to be made to a registration rejection.

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15 University Financing Act - Art. 27 §4 or §7 (with the exception of 10 (in Appendix)
§2 - The procedure to be followed is the same as that described under Article 32, §5 - §8. After initiating this procedure, the student must submit an application for re-registration to the higher education institution where he did his last study year; he must attach to his application for an exception to be made the decision of this institution and also provide an e-mail address to which the Vice-Rector's decision should be sent.

§3 - Filing an application for an exception to be made (for a repeat second or even third year) must be done between 1 September and 21 September.

Article 34. Repeating a year a third time (quadruplement)

§1 – All students failing a study year after repeating it twice receive an e-mail (to the @ulb.ac.be address) from the Vice-Rector notifying them that they will not be able to re-register.

§2 – A student nevertheless wishing to re-register for the same study year may file an application for an exception to be made within 8 calendar days of receiving notification.

§3 - For students who gained permission to repeat the year a second time and where such permission applied to the previous academic year, force majeure is the only ground allowable for justifying the renewed failure. The application for an exception to be made must state (in max. 10 lines) this force majeure, and be backed up by documentation substantiating such, as well as by lists of the official grades issued by the University for the last three academic years done by the student.

§4. The Vice-Rector's opinion is communicated in writing, within 18 calendar days of the application being filed. Should the application be rejected, the student may file an appeal to the commission for registration rejection appeals. The regulations governing the latter are available on the ULB website under http://www.ulb.ac.be/ulb/greffe/documents/CARIE.html

§5 - For students who have opted to switch to a different study programme in the course of one of the last two academic years, the procedure for gaining an exception is identical to that specified under Article 32 §5 - §8 and §2.

Article 35. Repeating a year when studying for the upper secondary teaching qualification (Agrégation de l’Enseignement Secondaire Supérieur or AESS)

AESS-registered students wishing to re-register after an adjournment must obtain, prior to re-registration, permission from the panel in question.

INDIVIDUAL COURSES (COURS ISOLÉS)

17. REGISTRATION

Article 36. §1 – Students registered for a certain curriculum may be admitted to follow individual courses (cours isolés) outside their curriculum. The maximum number of credits authorised in such cases is limited to 15.

§2 - Students may also, without being regularly registered, be admitted to individual courses. Registering for an individual course gives them the status of a “free student” (élève libre). This cannot be used to obtain a study visa or any official social security or tax attestations. The maximum number of credits authorised for "free students" is limited to 14.

§3 - Permission to follow such courses must be gained, for each course, from the course owner and be approved by the faculty authorities.

Students registered for individual courses may take the exams, and, in accordance with the exam regulations of the faculty managing the course, possibly gain the associated credits. Total registration fees are proportional to the number of credits attached to the course and detailed in Appendix 4 of these Regulations (with the exception of students of the Faculty of Philosophy and Arts and the Faculty of Law and Criminology for whom such additional registration is free of charge).

The Faculty of Law and Criminology will be creating - by 1 September at the latest - a list of courses available for this measure.

As regards the Faculty of Philosophy and Arts and the Faculty of Law and Criminology, students should refer to the specific Faculty procedures.
§4 – The form and registration details are available on the Registration Department website. For regular ULB students, registration for such courses closes on 31 October. For all others, registration for first quadrimester courses closes on 31 October and for second quadrimester courses on 28 February.

18. "ANTICIPATION" OF ACTIVITIES LISTED FOR THE PROGRAMME OF A LATER STUDY YEAR WITHIN THE SAME CURRICULUM

Article 37. §1 – Any student whose year’s programme has less than 60 credits may, in agreement with the panel and in addition to his registration for the study year, register for certain learning activities belonging to the following year of the same cycle of the same curriculum. These learning activities are referred to as "anticipated". Students currently in BA3 and meeting the following requirements may also benefit from this provision to "anticipate" MA1 courses for max. 12 credits, in agreement with the panel:
- A weighted average of 12/20 for the year, calculated on the basis of all 60 ECTS for the programme;
- Of the 48 ECTS (or more) successfully achieved, there must be no grade lower than 10/20;
- The faculties or the panel shall define, where necessary, the courses for which students must have achieved a 10/20 grade in order to benefit from this measure.

Article 38.
§2 – In the context of speeding up the curriculum, the total of credits corresponding to the learning activities of the current study year and "anticipated" credits may not exceed 60. Moreover, total "anticipated" credits must not exceed 30.
§3 – The registration fees required in such a case are limited to those demanded for a single study year in the main programme.
§4 - The list of activities available in this context is drawn up by the Panel and made available by 8 September. The approval of the course owner is also required.
§5 – The form and registration details are available on the Registration Department website.

19. GUEST AUDITOR

Article 39. §1 Guest auditor status allows students to attend university lectures. It does not allow guests to take part in practical or lab work. It also does not allow guests to sit exams.
§2 – Registration as a guest auditor requires authorisation from the Dean of the faculty in question. Registration is also dependent on available capacity.
§3 - ECTS credits cannot be acquired by a guest auditor. Similarly, no diploma or certificate is awarded to students registered as guest auditors. The only document that may be issued is an attestation of attendance.
§3 - Registration as a guest auditor does not entitle a student to the advantages enjoyed by regular students.
§4 - The fee for registering as a guest auditor is listed in Appendix 4 of these Regulations
§5 – The form, timetable and registration details are available on the Registration Department website.

STUDY COSTS

20. REGISTRATION FEES

Article 40. – §1 – Total registration fees for a study programme leading to an academic degree and demanded from an EU student or a student on a par with a Belgian student, are fixed by
Article 39 of the University Financing Act. These amounts are linked to the consumer price index and adjusted annually.

§2 - The registration fees demanded from students on a French Community grant are referred to as "reduced"; those demanded from students on low incomes are referred to as "intermediate"; all others are "normal".

§3 - Registration fees cover registration in the student roll, registration for courses and first-session exams, and various other administrative costs (insurance, medicals, "Reprobel" fees, course programmes, etc.). They are listed on the ULB website under http://www.ulb.ac.be/enseignements/inscriptions/frais-etudes.html. They are also to be found in Appendix 4 of these Regulations

Article 41. §1 - The thresholds which must not be exceeded to only have to pay "intermediate" or "reduced" fees are decreed by the Government of the French Community. They are listed in Appendix 5 of these Regulations.

§2 - Students deeming themselves eligible for reduced or intermediate fees must, on registering for the academic year aaaa/aaaa+1, have with them the following documents:
1. a photocopy of the tax return of their parents for the fiscal year aaaa-1 - aaaa-2, or their own tax return if they are no longer dependent on their parents. Failing such or in addition to such, further documents may be demanded.
2. a photocopy of their latest household declaration (composition de famille), obtainable from the local authorities administration of the place of residence;

§3 - Completed application files for a reduction in registration fees must be submitted at the latest by 31 October of the academic year in question; no documents will be accepted after this date. The procedure is described on the student welfare website.

Article 42. CAPAES applicants who are spreading out their training over several years must pay the registration fees for their whole training on first registration. For following years, the fees demanded are limited to registration in the student roll and administrative costs.

Article 43. §1 – Universities are entitled to demand a supplementary registration fee from stateless or non-EU students not on a par with Belgian students (assimilé). The maximum amount allowed is equal to five times the registration fee listed in Appendix 4, multiplied - dependent on the study programme's financing category - by a coefficient of 1, 2 or 3.

§2 – The amounts of the additional registration fees as well as exemption criteria are listed in Appendix 6 of these Regulations. The amount is also specified on the "admission letter" sent out prior to registration. The ULB does not demand any additional fees from students registered for third-cycle studies (PhD students). Any student declaring he is on a par (assimilé) on re-registration and not able to back up this declaration with the necessary proof will be charged the additional fees.

Article 44. - Students coming to the ULB in the context of an exchange programme or certain joint programmes are exempted from registration fees insofar as they can provide proof that they have paid registration fees at their home university. All they need to pay is the fee for registering them in the student roll.

21. FORMS OF PAYMENT

Article 45. §1 – On confirmation of his registration, a student will receive an e-mail requesting him to link up to his "student account" to make an online payment of his registration fee (online payment via banker's card, direct debit, etc.). Once the fees have been received by the University, the student ID card and the associated documents (certificate of attendance, certificate needed for obtaining a STIB (the Brussels public transport company) or SNCB (Belgian railways) student season ticket, certificates for the health insurance company and for the family allowance agency) will be sent to the student by post. Where students have not given any postal address in Belgium at the time of their admission, they will be requested to come personally to the Registration Department to pick up their student ID card and the associated documents.
22. PAYMENT DEADLINE

Article 46. §1 - Payment of registration fees must be registered on the ULB bank account by **31 October**.

Payment of registration fees for a student who has submitted an application for reduced fees prior to this deadline must be registered on the ULB bank account no later than **30 November**.

§ 2. Students who have not paid the fees by **30 November** will be deemed to have abandoned the January session and will not appear on the exam lists for this session. They are not entitled to any adjustment of subsequent sessions because of this situation. Students who have not paid the fees onto the ULB account by **31 January** will be de-registered.

As specified in Article 16 §2 of these Regulations, students in arrears with their payments are not deemed to have valid registration and will not be given any social security, tax or any other document. In the context of family allowance legislation, definitive registration (i.e. full payment of registration fees) is needed before 1 December for any allowance to be granted.

23 A. REDUCED REGISTRATION FEES

Applications for reductions in registration fees must be submitted by **31 October** using the application form found under [http://sse-c.ulb.ac.be/ba1/](http://sse-c.ulb.ac.be/ba1/)

23. ADDITIONAL FEES: INSTALMENT PAYMENTS

Article 47. §1 No instalment payment scheme is foreseen for the payment of first-time ULB registration fees.

However, should any major and totally unforeseen crisis occur, the student concerned may make an appointment with the social department, though without any commitment on the part of the University to come out in favour of this request.

§2 - Other than this first-time registration and still only in case of an unforeseen crisis situation, a request for paying the additional fees in instalments may be addressed to a social committee responsible for such matters. Consult the website of the University's social department for more details.

Article 48. §1 – Independent of the registration fees, foreign students wishing to study in Belgium must, under Article 58 of the Law of 15 December 1980 on access to Belgian territory, staying there, taking up residence and deportation, have sufficient means to live on.

§2 - The minimum monthly amount is **€755.08**.

§3 – To obtain a study visa, students must furnish proof that they will have, throughout their study programme, sufficient means to live on.

§4 – An assessment of the annual cost of studying for one year at a university in the French Community is to be found in Appendix 8 of these Regulations.

EXAMS

24. PROFICIENCY IN FRENCH

Article 49. § 1– To sit the end-of-year exams of a Bachelor or Master (specialisation in teaching) study programme, or to be taken into account in the AESS panel deliberations, students need to furnish proof of proficiency in French.

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17 Royal decree of 8 June 1983 setting the minimum means a foreign student needs to live and study in Belgium. This amount is updated annually, and is published by the Aliens Department in the course of June.

18 Decree - Art. 49 §3 and Art. 51 §5

19 Decree of 5 September 1994 on university studies and academic degrees - Art. 16
§2 - Such proof may be in the form of:

1. possession of an entitlement to first-cycle studies (titre d'accès aux études de 1er cycle) issued by the French Community or sanctioning studies with sufficient teaching in French; the Government sets the minimum requirements such courses need to meet;
2. passing an exam held specifically for this purpose in accordance with the provisions decreed by the Government;
3. a pass certificate for one of the higher education admission exams or competitions foreseen by the decree and held in the French Community.

§3 - Students are permitted to sit the French proficiency exam twice in the course of the same academic year.\(^{20}\)

§4 - The exam consists of two strands\(^{21}\): A written test consisting of a text summary (some twenty lines), a narrative (about a quarter of an hour) or a text (max. 2 - 3 pages) on a general subject; and an oral test consisting of a conversation on the subject of the written test; the aim of the oral test is to check how well the student has understood the base text and to check his ability for oral communication.

§5 – The pass certificate for the French language proficiency test is valid in all universities and Hautes Ecoles of the French Community of Belgium.\(^{22}\)

§6 – The registration fees are to be paid before the test. The amount is set by the Rectors and is to be found in Appendix 4 of these Regulations.

§7 – The form, timetable and registration details are available on the Registration Department website

25. REGISTRATION FOR EXAMS

Article 50.
§1 In the context of registering for a study year, a student is automatically registered for all mandatory courses belonging to the study programme for that year. Where the programme also has optional courses, a student must register for such before 15 October at the latest, following the procedure available on the portal. At the end of the first quadrimester, a student may change his selection of courses for the second quadrimester. Such changes are to be registered in the period 1 - 15 February. Only registration for the study year and the (optional) courses will guarantee access to the corresponding exams.

Article 51. Registration for additional individual or anticipated courses must be done before 31 October.

Article 52.
§ 1 – Every regular registration or registration for an individual course is automatically associated with registration for a first session of exams.
§2 – Where a student fails a first-session exam, he must register for a second session. This registration is done within the faculty using a procedure available in due course on the student portal. Registration fees for the second session must be paid before the session starts. The amount is set under Article 39 of the University Financing Act and may be found in Appendix 4 of these Regulations.

26. EXAM REGULATIONS

Article 53. §1 – The academic authorities set up a panel for each study year or for each cycle of studies responsible for acknowledging the successful completion of study years and for conferring academic degrees.

§2 - the names of the panel chairman and secretary are listed in the course programme.\(^{23}\)

§3 - A panel is similarly constituted for acknowledging the successful completion of courses not leading to an academic degree\(^{24}\)

\(^{20}\) Government Decree of 28 October 2010 - Art. 5 and 11
\(^{21}\) Government Decree of 28 October 2010 - Art. 6 and 12
\(^{22}\) Government Decree of 28 October 2010 - Art. 7 and 14
\(^{23}\) Decree - Art 68 §1
\(^{24}\) Decree - Art 69 §2
Article 54. §1 – The panel deliberates independently on all assessments of activities, appraising how well a student has accomplished the year for which he is registered, awarding the credits associated with the learning activities when it deems the results to be good enough, conferring academic degrees for the successfully completed cycle of studies and awarding honours on the basis of the learning activities pursued, in accordance with its own formula.

§2 - The exam regulations, the University's panels and the individual provisions adopted by the Panel are available on faculty websites as well as on the Greffe de l'Université website.

27. FRENCH COMMUNITY UNIVERSITY EDUCATION PANEL

Article 55. §1 – Admission to tests and exams held by the French Community University Education Panel is limited to persons who, on personal grounds decided upon solely by the panel, cannot regularly follow study programmes.25

§2 - Students authorised to take the exams for the study year before the panel do not have regular student status.

§3 - Only first-cycle studies and initial second-cycle studies may be examined by the French Community University Education Panel with a view to having their successful completion officially acknowledged.

§4 - A student who has been registered for the same study year in the same curriculum for two years, either at a university or with the French Community University Education Panel, may only register for the same exams after a period corresponding to three academic years.26

§5 - A student who has been examined and graded may only re-present himself for re-examination after re-registering.26

§5 - The cost of registering for a session is set in Article 39 of the University Financing Act. It is listed in Appendix 4 of these Regulations.

§6 - To register, an applicant needs to provide the following documents: a document attesting the impossibility of the student registering as a normal student at a university, one attesting what the student has done over the last 5 years, a certified photocopy confirming eligibility to the desired study programme, a photocopy of the ID card or passport (back and front), and a certificate of residence. This file is to be submitted to the panel of the study year in question, which will assess the relevance of the arguments put forward for this form of registration (medical or professional grounds, etc.).

§7 – The form and the procedure are available on the Registration Department website.

Registration periods: for the first session: 1 - 30 November; for the second session: 1 June - 15 July.

DIPLOMAS AND CERTIFICATES

28. DIPLOMAS AND DIPLOMA SUPPLEMENTS

Article 56. §1 Diplomas attesting the academic degrees achieved and certificates officially recognising the successful completion of studies are issued by the panels made up of the academic authorities or by the French Community University Education Panel.27

§2 - They may only be issued to students who have met the admission requirements for the study programme, who have been duly registered for a number of academic years at least equal to the minimum study programme duration, and who have gained the minimum number of credits associated with the programme.

§3 – The diplomas comply with the form fixed by the Government.28

They are signed by the Rector, and by the panel's chairman and secretary. Diplomas issued under the seal of the Academy (Masters complémentaires) are signed by the Chairman of the Academy in lieu and on behalf of the Rector.

Article 57. §1 – Diplomas are issued within three months of the proclamation in which the academic degree was conferred.

25 Government Decree of 8 July 2005
26 Government Decree of 8 July 2005 - Art. 5
27 Decree - Art 80 §2
28 Decree - Art 81 §2
§2 - Under no circumstances will the ULB issue a duplicate.
§3 – Students wishing to have certified copies of their diploma may do so by presenting the original and the copies to the Registration Department.

Article 58. §1 Diplomas are issued together with a diploma supplement listing which courses the student has taken, the admission requirements for the study programme and the assessments reflecting the academic degree conferred.29
§2 – The diploma supplement is signed by the panel secretary.
§3 - Personal data in the supplement relating to each student may be grouped together in an appendix to the supplement. In such a case, only the appendix must be signed by the panel secretary, with the common part of the supplement being certified by the university.
§4 - The diploma supplement complies with the form and content fixed by the Government.

29. CERTIFICATES AND ATTESTATIONS

Article 59. §1 – Supplementary studies do not lead to an academic degree. At the end of such courses, the ULB issues a certificate attesting successful completion.
§2 – Form and content of the certificates issued at the end of supplementary studies are fixed by the university.

Article 60. §1 – CAPAES assessment leads to a certificate of achievement without a grade.
§2 - Form and content are fixed by the University.

Article 61. §1 – The ULB issues, at the request of a student or ex-student, various attestations of registration, attendance, success or failure, etc.
§2 – The ULB Administration Board delegates the right to sign such attestations to the Coordinator-General of the Teaching Department, or in his absence to the head of the Registration Department, to the head of the faculty administration department of the Faculty of Medicine for attestations for (ex-) students of that faculty, and similarly to the head of the School of Public Health.

Attestations are only issued to the student concerned on presentation of his student card or his ID card and on payment of a fee (registration certificates for the French Community for grant-holders are exempted). A third party may also obtain such attestations, insofar as he is in possession of a power of attorney signed by the student and a countersigned copy of the student's ID card.

30. GRANTING EQUIVALENCE

Article 62. §1 – Equivalence is the term used for the process of putting a student's foreign qualifications and knowledge - certified by one or more foreign degrees, study certificates or diplomas - on a par with those issued at the end of studies in a French Community educational institution.
§2 – Equivalence can only be granted for a qualification / degree issued at the end of the studies and recognised / accredited by the educational authorities of the issuing country. Study programmes organised by private operators outside the control of the public authorities are excluded from the equivalence process.
§3 – Putting all qualifications and knowledge required for granting an academic degree on a par is referred to as 'complete'; putting only some of the qualifications and knowledge on a par is referred to as 'partial'.

Article 63. §1 – The Government decides on granting full equivalence to studies done outside French Community, where master degrees, and degrees in medicine and veterinarian medicine are involved. Granting full equivalence may be made subject to passing a special test in particular cases, the bounds of which are specified by the Government.
§2 – The procedure to be followed for gaining equivalence is described on the French Community's website, under the address http://www.ulb.ac.be/enseignements/inscriptions/equivalences.html

29 Decree - Art 82 §2
Article 64. §1 – The university panels conferring academic degrees, whether bachelor, master or doctor, appoint from their midst 'equivalence commissions' responsible for recognising on their behalf and independent of any admission procedure, the full or partial equivalence of foreign diplomas or certificates and the grades/degrees they confer.

§2 – The decisions taken by these commissions, whether positive or negative, must be substantiated.

§3 - To the extent that a degree conferred by one university allows a student to take a study programme organised by another one, an equivalence decision taken by a panel in one university allows a student to follow a study programme in another one.

§4 - Partial equivalence, where expressed in terms of years of a study year, has no other academic effect than to grant access to the following study year of the curriculum in question; in practice it thus has the effect of reducing the minimum duration of a study programme, as defined in Chapter 7. A traditional admission procedure may act as a substitute.

Article 65. - The form and content of certificates of equivalence issued by the university panels are set by the university in question.

OTHER REGULATIONS GOVERNING STUDENTS

31. PARTICIPATION IN STUDENT ELECTIONS AND REGULATIONS GOVERNING SUCH

Article 66. §1 – The decree of the French Community of 12 June 2003 defines student participation in a university’s governance, fixing the missions and rights of student representatives in the university's various management bodies.


32 A. Students with special needs

Any student whose personal situation (for instance someone ill or disabled, a top athlete or a well-known performer) could prevent him pursuing his studies or sitting exams, may turn to the panel of his faculty and/or the student support department (contact person: Anita Mathieu: anita.mathieu@ulb.ac.be)

Subject to compliance with study/exam regulations and in collaboration with all involved, the Faculty will check whether alternative arrangements can be made for limiting or eliminating the obstacles preventing the student from pursuing his studies, dependent on the student's specific needs.

32. DISCIPLINE

Article 67. - Students' duties, the disciplinary sanctions foreseen for disregard of these duties, application and appeal procedures are set forth in the regulations on discipline. They can be consulted on http://www.ulb.ac.be/ulb/greffe/documents/docs/DISCIPL-ETUD-REGL.pdf

33. E-MAIL ACCOUNT AND IT NETWORK

Article 68. – §1 – Every student registered at the ULB has his own e-mail box and access to the student portal. On confirming his registration, he will be requested to activate his net-ID, his ULB address and to regularly check the portal.

§2 - Official ULB e-mails are always sent to a student's @ulb.ac.be address and via the student portal.
These provisions apply in particular to information of an administrative nature.
In addition, when the course has a domain in the virtual University, this will also be considered as an official channel for e-mails of an academic nature.
§3 - The network and, generally speaking, all IT tools made available to students, may only be used for learning and research purposes, in compliance with the law and copyright legislation. Its use for private, malicious or illegal purposes constitutes wrongful behaviour liable to sanction. All students undertake to abstain from consulting or attempting to consult documents on the Internet (or one any other medium) whose publication is prohibited by law, and from consulting or attempting to consult information to which they have no legal right of access. The User Code for the ULB network and website are available on http://www.ulb.ac.be/ulb/greffe/documents/reseau.html.

34. LIBRARY REGULATIONS - LIBRARY USER CODE

Article 69. §1 – The ULB libraries may be used by registered students.

§2 - Library usage by students is subject to compliance with the Library User Code available on http://www.bib.ulb.ac.be/fr/reglements/reglement/index.html

§3 - On checking in at the lending desk, students undertake to adhere to the ULB Library User Code available on http://www.bib.ulb.ac.be/fr/reglements/charte-de-bonne-conduite/index.html

35. ACCESS TO ULB CAR-PARKS

Article 70. Use of the ULB private car-parks is subject to the parking regulations handed out to the user when his parking permit is issued.

Article 71. Non-bachelor students may apply for a vignette giving them access to the car-parks. Vignettes are issued by the "Surveillance générale", 157 Avenue Buyl, and are to be affixed to the car windshield.

Application forms for a parking permit are available on http://www.ulb.ac.be/services/docs/formulaire-etudiant.pdf

With regard to the Erasmus campus, all practical car-parking details are to be found in the Health Cluster (Pôle santé) section of the student portal.

Article 72. Any vehicle improperly parked or not in possession of a vignette will first be given a parking ticket and, if not moved, will then be removed at the owner's expense.

36. SECURITY AND/OR REGULATORY PROVISIONS

Article 73. - All students must comply with the security provisions applying to the learning activities in which he takes part. When on a work placement, when studying abroad or when taking part in an extramural activity, students must comply with the provisions set by the organiser.
APPENDICES

1. ADMISSION AND REGISTRATION SCHEDULE

**ADMISSIONS SCHEDULE 2013 - 2014**

Applications for admission to the 2013-2014 academic year are accepted from 15 January 2013 onwards for non-EU, non-resident and non-assimilated (not on a par with Belgian or EU students) students, and from 1 April for all other students.

Admission files must be submitted, in full and at the latest by the 30 April preceding the academic year for which registration is requested for non-resident and non-assimilated students from non-EU countries; **between 1 March and 31 August** for students coming from another EU country and not resident in Belgium; at the latest by **21 September** for Belgian students or assimilated or resident students; and at the latest by **30 September** for students holding a diploma entitling them to access to the desired programme (and where registration is not subject to the application file being verified by the academic authorities).

**REGISTRATION SCHEDULE 2012 - 2013**

From 25 June to 15 October 2012, 09:30 - 16:00. insofar as the applications have been submitted in accordance with the deadlines specified above for 2012-2013.

(Between 25 June and 31 August, the Registration Department is closed between 12:00 and 13:30).
2. Admissions Panel for Foreign Students for 2012-2013

Representative of the academic authorities ...................... M. Marc VAN DAMME, Chairman

Academic staff members ......................................................... M. Assaad Elia AZZI

M. Raymond DEVILLERS

M. Jean-Michel KAUFFMANN

Secretary ................................................................. Mme Anne-Aymon Pillet
3. **University Financing Act - Art 27 § 7**

4. 2012 - 2013 REGISTRATION FEES - EU STUDENTS (INCLUDING BELGIANS AND STUDENTS ON A PAR WITH BELGIANS)

REGISTRATION FOR ADMISSION EXAMS

- University admission exam ................................................................. €132
- Special admission exam for a Bachelor course in engineering science ........................................ €50
- French language proficiency test ....................................................... €50

REGISTRATION IN THE STUDENT ROLL ..................................................... €12

REGISTRATION ADMINISTRATIVE FEES .................................................... €20

REGISTRATION FOR A 1ST AND 2ND CYCLE STUDY YEAR

1. Main registration

Regular study years
- Normal" fees ................................................................. €835
- Intermediate" fees (for students on low incomes) ................................ €374
- "Reduced" fees (holders of an SAE grant) ........................................0
- "Reduced" fees (holders of a DGCD grant) ......................... €112

- 2nd year (when spreading studies over 2 years) ......................... €66
- 2nd year (when spreading studies over 2 years)
  - students on low incomes (only BA1) ....................................... €24
- 2nd year (when spreading studies over 2 years)
  - holders of SAE grants (only BA1) ......................................... €0

AEESS, CAPAES or registration for another specialisation of the same 120-credit master programme
- Fees ................................................................. €279

1.2. Special case: MCs in the field of medicine leading to a professional title recognised by Federal law, as well as MCs in clinical biology (in the field of pharmaceutical science) and MCs in dentistry, orthodontics and periodontics (all in the field of dental science).

- First two study years
- Fees ................................................................. €485
- "Reduced" fees (holders of DGCD grants) ........................................ €112

- Subsequent years
- Fees ................................................................. €32

French Community University Education Panel ........................................ €384

2. Additional registration

- Fees ................................................................. €247
"Reduced" fees (holders of DGCD grants) .......................................................... €237

3. Registration for BA3 students for 12 credits
   when registration is in addition to an MA1 registration
   Fees .............................................................................................................. €247

"Reduced" fees (holders of DGCD grants) .......................................................... €237
   When registration is solely in BA3
   Fees .............................................................................................................. €279

THIRD CYCLE REGISTRATION (PhD / DOCTORATE AND DOCTORAL TRAINING (DT))
1. Normal fees
   1st year of registration (registration solely for DT or registration for DT + doctorate or registration for the doctorate without DT)
   Fees .............................................................................................................. €835

   "Reduced" fees (holders of DGCD grants) .......................................................... €112
   Subsequent years
   Fees .............................................................................................................. €32

2. Special case: registration for doctoral training in addition to MC registration in the health sector
   Fees .............................................................................................................. €247

   "Reduced" fees (holders of DGCD grants) .......................................................... €112

REGISTRATION FOR AN EXAM SESSION
Normal and intermediate fees ........................................................................... €34
Intermediate fees ................................................................................................. €24
Reduced fees ........................................................................................................ €0

REGISTRATION FOR INDIVIDUAL COURSES (COURS ISOLÉS): per credit ......................... €27

REGISTRATION FEE FOR SITTING IN ON LECTURES (AUDITEUR LIBRE): ....................... 85 €

FOR STUDENTS OF THE FACULTY OF ARCHITECTURE
   WHEN REGISTERED PRIOR TO THE 2010-2011 ACADEMIC YEAR, THE FOLLOWING FEES WILL BE REQUESTED:
   BA1 BA2 and MA1:
   Normal fees: 450 €
   Intermediate fees: 374 €
   Reduced fees: 0 €
   BA3 and MA2:
   Normal fees: 520 €
   Intermediate fees: 374 €
   Reduced fees: 0 €
5. CEILINGS FOR GRANT-HOLDERS AND STUDENTS ON LOW INCOMES FOR 2012-2013

Plafonds de référence pour obtenir les aides financières sociales et les réductions de minerval 2012-2013 *

<table>
<thead>
<tr>
<th>Nombre de personnes à charge</th>
<th>Plafond &quot;Boursier SAE&quot;</th>
<th>Plafond &quot;TI&quot;</th>
<th>Plafond &quot;SSE&quot;</th>
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<tbody>
<tr>
<td></td>
<td>Communauté française</td>
<td>Condition modeste</td>
<td>Service social Etudiants</td>
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<tr>
<td>Avantages :</td>
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<td></td>
<td>Réduction de minerval</td>
<td>Réduction de minerval</td>
<td>Aide financière</td>
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<td>Allocation d'études</td>
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<td></td>
<td>Aide financière</td>
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<td></td>
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<td>0</td>
<td>12.150,09 €</td>
<td>15.430,09 €</td>
<td>21.995,09 €</td>
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<td>19.742,73 €</td>
<td>23.022,73 €</td>
<td>29.587,73 €</td>
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<td>2</td>
<td>25.816,24 €</td>
<td>29.096,24 €</td>
<td>35.661,24 €</td>
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<td>3</td>
<td>31.512,26 €</td>
<td>34.792,26 €</td>
<td>41.357,26 €</td>
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<tr>
<td>4</td>
<td>36.824,65 €</td>
<td>40.104,65 €</td>
<td>46.669,65 €</td>
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<td>5</td>
<td>41.759,56 €</td>
<td>45.039,56 €</td>
<td>51.604,56 €</td>
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<td>6</td>
<td>46.697,56 €</td>
<td>49.977,56 €</td>
<td>56.542,56 €</td>
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<td>7</td>
<td>51.635,56 €</td>
<td>54.915,56 €</td>
<td>61.480,56 €</td>
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<td>8</td>
<td>56.573,56 €</td>
<td>59.853,56 €</td>
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<td>9</td>
<td>61.511,56 €</td>
<td>64.791,56 €</td>
<td>71.356,56 €</td>
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<td>66.449,56 €</td>
<td>69.729,56 €</td>
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<td>71.387,56 €</td>
<td>74.667,56 €</td>
<td>81.232,56 €</td>
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<td>12</td>
<td>76.325,56 €</td>
<td>79.605,56 €</td>
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<td>81.263,56 €</td>
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<td>86.201,56 €</td>
<td>89.481,56 €</td>
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<td>15</td>
<td>91.139,56 €</td>
<td>94.419,56 €</td>
<td>100.984,56 €</td>
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* Explications :
Pour tout avantage, il existe des conditions multiples à remplir.
Le calcul du nombre de personnes à charge dans un ménage est particulier. Il ne s'agit pas seulement de personnes physiques au sens où on l'entend en général.
Les revenus et ressources de 2010 ne peuvent dépasser les plafonds repris ci-dessus . Tout changement de situation (perte de salaire, perte d'emploi, …) peut être pris en considération.
Consultez le site du service social : http://www.ulb.ac.be/dscu/servicesocial/index.html
6. **REGISTRATION FEES 2012-2013 - STUDENTS FROM NON-EU COUNTRIES AND CRITERIA FOR EXEMPTION**

<table>
<thead>
<tr>
<th>Study cycle</th>
<th>Less-developed countries*</th>
<th>Industrialised countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st cycle (Bachelor) and 2nd cycle (Master)**</td>
<td>€1 923</td>
<td>€3 845</td>
</tr>
<tr>
<td>Masters complémentaires (MC) and additional 2nd cycle years</td>
<td>No additional fees</td>
<td>€3 845</td>
</tr>
<tr>
<td>3rd cycle: PhD, doctoral training) and additional 3rd cycle year</td>
<td>No additional fees</td>
<td>No additional fees</td>
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</table>

* The term "less-developed country" refers to the OECD list of countries receiving development aid (see Appendix 7)
** Including preparatory years.

**Exemption criteria**

**Automatic exemption** is foreseen for the following programmes:

- 3rd cycle studies (PhD / doctorate and doctoral training and additional 3rd cycle years) for all students.
- MC programmes for students from less-developed countries

**Exemptions based on academic criteria:**

The current scheme applies to all registrations for the 1st year of 1st or 2nd cycle study programmes and for any new individual admission to a year other than the first year (students benefiting from a reduction in study programme duration).

The subsequent study year of his curriculum:

- he is exempted when he has successfully completed the previous year (even if he has switched universities),
- he has to pay the additional fees if he has failed the previous year.

Additional fee exemption (in the case of successful completion) cannot however be granted to a student registered for a 2nd, 3rd, etc. study programme at the same or lower level of studies than the last diploma obtained in the French Community.

Acquired rights are retained within the same curriculum.

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30 The term "curriculum" refers here to the two cycles of a given programme.
31 For the transition from the 1st to the 2nd cycle, the new system applies. This means that the successful completion of BA3 leads automatically to exemption for MA1.
Automatic exemption is provided in the following cases:

- holders of grants from approved institutions, such as holders of French Community grants;
- holders of grants from approved institutions: holders of training ("frais de formation") grants from the CTB, DGCD, CUD, APEFE, VVOB,
  - VLIR and other recognised NGOs and holders of CUD "international course" grants;
- non-EU holders of WBI and AUF grants;
- Erasmus Mundus grant-holders;
- holders of SAE (*Service des Allocations d'études* of the French Community of Belgium) grants;
- the spouses of PhD students;
- graduates of non-university higher education institutions in the French Community (CfWB) who have access to 2nd-cycle university studies by virtue of Art. 51 §3 of the Decree of 31 March 2004;
- non-EU students who have gained a Belgian CESS (*Certificat d'études secondaires supérieures*) after having successfully completed the last three years of secondary education in the CfWB;
- students from Haiti.
<table>
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<tr>
<th>LESS-DEVELOPED COUNTRIES</th>
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<td>Afghanistan</td>
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<td>South Africa</td>
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<td>Albania</td>
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<td>Algeria</td>
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<td>Anguilla</td>
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<td>Angola</td>
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<td>Antigua and Barbuda</td>
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<td>Argentina</td>
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<td>Armenia</td>
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<td>Azerbaijan</td>
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<td>Bangladesh</td>
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<td>Barbados</td>
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<td>Bosnia-Herzegovina</td>
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<td>Brazil</td>
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<td>Zimbabwe</td>
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<td>Notes:</td>
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8. **2012-2013: Annual Budget for Studying at the ULB 2012-2013**

In addition to the registration fees (see Appendices 4 and 6), the annual budget needed for living and studying in Brussels should cover the following items:

- Educational material (course material, books, etc) ........................................... €500
- Accommodation (12 × €400) ............................................................................. €4,800
- Food (12 × €306) ........................................................................................................ €3,672
- Clothing (the first year of one's stay) ................................................................. €750
- Healthcare (insurance, medical expenses) ......................................................... €350
- Transport ................................................................................................................. €400
- IT fees (IT flatrate: 12 x €40) ............................................................................... €480
- Miscellaneous expenses (telephone, leisure, etc.) ............................................ €600

Total: ...................................................................................................................... 11,552 EUR €

This is the amount calculated for a single student. For a household, one needs to reckon with an additional 4,000 EUR (minimum) for each person.

In addition, one will need more if one has to take French-language preparatory courses.