



Student actions arising out of the Teaching and Examination Regulations 2020-2021

Art. 26, §3 and §4: Registration via credit or examination contract

Students who wish to enrol via a credit contract or an examination contract should send an e-mail to faces@vub.be

Art. 42: Combination of enrolments

Only students who can graduate in their basic programme (bachelor / bridging or preparatory programme) are eligible for a combined enrolment, with the exception of students who accept a spreading proposal discussed with the study counsellor. In practice, this means that you only need to take a limited number of ECTS credits within your basic education.

In accordance with article 42 of the teaching and examination regulations, combined enrolments within the same programme are limited to a maximum of 66 ECTS credits. The maximum number of ECTS credits applies to the total enrolment (basic + follow-up programme).

More information about the faculty guidelines can be found at <https://student.vub.be/en/es#trajectory>

More information on how to apply for a combined enrolment:
<https://student.vub.be/en/specific-info-for-students-with-a-combined-enrolment#apply-&-enrol>

Art. 59 (Scope of enrolment)

Enrolment within a programme, a bridging or a preparatory programme is only permitted for a maximum of 66 ECTS credits. This maximum also applies in the case of an enrolment in which different types of contracts are combined.

Students who wish to request an exception use the online form “exceptional request” available on <https://student.vub.be/en/es#regulations-and-forms>

Art. 60 (Enrolment period)

- §1. *The first enrolment period runs from July 1st to October 8th. Students who enrol for the first semester complete their online application at the latest on October 8th. Enrolling outside the proposed enrollment periods is only possible with the explicit permission of the dean.*
- §2. *The second enrollment period, for those who want to start in the second semester, runs until February 15th. The student who enrolls for the second semester completes his online application at the latest on February 15th. Enrolment outside the proposed enrolment periods is only possible*



with the explicit permission of the dean.

Students who wish to request an exception use the online form “exceptional request” available on <https://student.vub.be/en/es#regulations-and-forms>

Art. 87: Exemption request

Information regarding the exemption procedure and the template to be used is available via the faculty page: <https://student.vub.be/en/es#exemptions>

Respect the following deadlines (at the latest):

- first semester: October 15th
- OR second semester: February 15th (if you did not hand in a request in first semester and only for second semester courses)

Art. 91: Elective at another institution / of another program

The student contacts the study path counselor of the program.

The programme director will advise the dean on the request.

Written permission from the lecturer of the external course unit is required

Art. 105, §3: Request for rescheduling of examinations for international students or students participating in international exchange programmes

The request for a rescheduling must be reported via the email address faces@vub.be and to the lecturer(s) concerned. Clearly state the reason and all relevant departure and/or arrival dates. The dean decides, together with the lecturer(s) concerned, if the exception can be granted.

- First examination period of the first session: at the latest on December 1st
- Additional examination period of the first session: at the latest on March 15th (*courses of the Master in Management*)
- Second examination period of the first session: at the latest on May 1st
- Second session: at the latest on July 15th

Art. 106, &2: overlapping examinations

The examination overlap* must be reported to the faculty secretariat via faces@vub.be and to the lecturer(s) concerned at the latest 1 week before the start of the examination period concerned.

The dean decides, together with the lecturer(s) concerned, if an alternative examination can be organized.



- First examination period of the first session: at the latest on December 1st
- Second examination period of the first session: at the latest on May 1st
- Second session: at the latest on July 15th

** The definition of examination overlap: examinations that take place on the same day at the same time. An examination before noon and one in the afternoon on the same day is not considered overlap.*

Art.111: force majeure

The template and complete procedure is available on the faculty website <https://student.vub.be/en/es#exams> Submit the completed template via e-mail to the lecturer concerned, with faces@vub.be in cc, **at the latest on the day of the examination (!)**

- Submit a valid proof of force majeure (medical attestation, obituary, ...) at the latest **3 calendar days after the day of the examination (!)** by mail to faces@vub.be or in person at the faculty secretariat (PL5.307).
- For the sake of completeness, read the entire **articles 111 and 112** in the Teaching and Examination Regulations

Art. 114: the right to inspect examinations

Public access to the written examination is ensured by giving the student access to the copy after each examination period for a duration of five calendar days after announcement of the results.

The student sends his request for inspection by e-mail to the lecturer of the course concerned no later than 2 days before the expiry of the inspection period.

- First examination period of the first session: no later than Sunday, February 7th
- Additional examination period after spring break: no later than May 23rd
- Second examination period of the first session: no later than Sunday July 4th
- Second session: no later than Sunday September 12th

Students can request for a copy of his examination file, using the template available on <https://student.vub.be/en/es#regulations-and-forms>

Art. 120: subject and supervisor of the master's thesis

The administrative procedures for the master's thesis are conducted digitally in the Master Thesis Information System (MATHIS). The student applies for a subject and supervisor at the latest:

- December 1st of the graduation year, or



- November 1st of the graduation year if the student, in accordance to Article 133, wishes to graduate at the end of the first examination period

Exceptionally students can be allowed to hand in their master's thesis for the second session if a subject and supervisor is requested in MATHIS at the latest on March 1st

The agreement by the supervisor is given via MATHIS.

Not submitting in time automatically pushes forward the submission date of the master's thesis to the next submission date.

The master's thesis is written in the language of the programme. In Dutch-language programmes the master's thesis can be written in English or French, if the supervisor agrees to this.

Art.121: Change of subject/supervisor of the master's thesis

Every change of subject and/or supervisor must be requested by the student at least 2 months before the submission date of the master thesis to the master thesis coordinator. The student should send an e-mail to masterthesis.es@vub.be

Art.124: form of submission of the Master's thesis (non-publication)

The supplementary faculty education and examination regulations may provide that a master's thesis cannot be published in exceptional circumstances.

The non-publication can be requested according to the procedure described on the faculty student portal: <https://student.vub.be/en/es#regulations-and-forms> (complete the "embargo document")

Art.133: Early graduation

A deliberation at the end of the first examination period of the first sitting time can be organized for students who are in a graduation year:

- only have to take examinations for course units from the first semester;
- and/or only have to complete their internship, their bachelor and/or master thesis.

The student who wishes to make use of this possibility, requests this no later than November 1st via the Self Service students. Applications cannot be withdrawn after November 1st. The previous decision is final and irrevocable.