Student actions arising out of the
Teaching and Examination Regulations 2021-2022

Art. 42: Combination of enrolments
Art. 59: Scope of enrolment
Art. 60: Enrolment period

Students who wish to request an exception (overriding prerequisites, scope of enrolment, deviation combined enrolment or enrolling and registering after the deadline) can use the online form “exceptional request”, which is available on https://student.vub.be/en/es#regulations-and-forms.

Art. 87, §1: Exemption request

Information regarding the exemption procedure and the template that is to be used can be found through the faculty page: https://student.vub.be/en/es#exemptions

Art. 91: Elective at another institution / from 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 rescheduling must be reported via the email address faces@vub.be and to the lecturer(s) concerned. Make sure to clearly state the reason for the rescheduling and all relevant departure and/or arrival dates.

The dean will then decide, 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
- 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 by to the faculty secretariat via faces@vub.be using the correlating form (https://student.vub.be/es#examens) 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.

The overlap must be reported:
- no later than three weeks before the start of the first and second examination periods of the first session,
- no later than one week before the start of the examination period of the second session.

* 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 majeur

The template and all proceedings can be found on the faculty website https://student.vub.be/en/es#exams.

Art. 114: The right to inspect examinations + right to copy exams

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:
  - Students that will be graduating early: no later than Sunday, February 13th 2022
  - All other students: no later than the 17th of February 2022
- Additional examination period after spring break: no later than May 23rd 2022
- Second examination period of the first session: no later than Sunday July 10th 2022
- Second session: no later than Sunday September 18th 2022

Students wishing to receive a copy of their exam can request one by filling in the template available on https://student.vub.be/en/es#regulations-and-forms and address it to the faculty secretariat via the email address faces@vub.be.

The request for a copy of an exam has to be made within 4 weeks after the end of the examination period.
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.

For the master’s thesis Handelsingenieur- Handelsmissie, the master’s thesis Business Engineering- Trade Mission, the master’s thesis: Pre-doctoraal traject and the master’s thesis: Pre-doctoral Track, a separate regulation will be included in the programme subsection, replacing the provisions in Chapter V of the OER.

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 non-publication can be requested according to the procedure described on the faculty student portal: https://student.vub.be/en/es#regulations-and-forms (see “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 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
- only have to complete their bachelor and/or master thesis and were registered during a previous academic year.

The students who wish to make use of this possibility, request 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.