Student actions arising out of the  
Teaching and Examination Regulations 2018-2019

**Art. 25, §3 and §4: Registration via credit or examination contract**

The candidate student who wants to enrol with a credit contract for courses for which he in principle does not meet the admission requirements, addresses a motivated request to the dean who will decide whether he has the necessary competences.

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 2018-2019, 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)**

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.

**Art. 60 (registration period)**

§1. The first enrolment period runs from 1 July to 8 October. Students who enrol for the first semester complete their online application at the latest on 8 October. 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 15. The student who enrolls for the second semester completes his online application at the latest on February 15. Enrolment outside the proposed enrolment periods is only possible with the explicit permission of the dean.

Students who wish to request an exception send an email to stbfaces@vub.be

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: 15 October 2018
- OR second semester: 15 February 2019

Art. 92: Elective at another institution / of another program

The student contacts the study counsellor of the program. The programme director will make a decision about this. 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.ac.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 2018
- Additional examination period of the first session: at the latest on March 15th 2019 (Master in Management)
- Second examination period of the first session: at the latest on May 1st 2019
- Second session: at the latest on July 15th 2019
Art. 106, &2: overlapping examinations

The examination overlap* must be reported to the faculty secretariat via faces@vub.ac.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 2018
- Second examination period of the first session: at the latest on May 1st 2019
- Second session: at the latest on July 15th 2019

* 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 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 majeur (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 (C.2.03).
- 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 period 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.

- Second examination period of the first session: no later than Sunday 7 July 2019
- Second session: no later than Sunday 15 September 2019
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.ac.be

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

Art. 124, §2.
The supplementary faculty education and examination regulations may provide that a master's thesis cannot be published in exceptional circumstances.

Supplementary faculty regulations to Article 124 §2
The non-publication can be requested according to the procedure described on the faculty student portal.

You can find this on: https://student.vub.be/en/es#regulations-and-forms
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 1 November 2018 via the Self Service students. Applications cannot be withdrawn after 1 November. The previous decision is final and irrevocable.