

# **Regulation concerning the appeal of decisions executed by the student services policy.**

## **Article 1. Decisions that can be appealed.**

A student – hereafter petitioner - to whom the decision pertains, who is of the opinion that his or her rights have been infringed by a particular decision can lodge an appeal against the following decisions:

- A decision concerning the allocation of financial support<sup>1</sup>;
- A decision concerning the allocation of student rooms from the VUB<sup>2</sup>;
- A decision within the organized student life<sup>3</sup>;
- Other decisions within the stipulated work areas of student services as defined in the Higher Education codex

Student organisations or recognized student societies – hereafter petitioner – who are of the opinion that their rights have been infringed can lodge an appeal against a decision concerning the student community life that has a negative impact on said student organisation or recognized student society.

## **Article 2. Formal requirements**

The petitioner needs to send in a written<sup>4</sup> request for the attention of the Vice Rector Education and Student Affairs at the latest fourteen calendar days after the notification of the contested decision. The petitioner needs to include at least the following elements in the written request:

- The identity and contact information of the petitioner;
- A factual description and motivation of the objections;

The appeal shall be considered inadmissible, if the formal requirements described in this article aren't fulfilled.

## **Article 3. Composition of the student services appeal body**

The student services appeal body consists out of four **voting members**:

- The Student Council President or his/her delegate;
- The Vice President of the Student Council or his/her delegate;
- The Vice Rector Education and Student Affairs or his/her delegate;
- The Head of Student Affairs or his/her delegate;

The Vice Rector Education and Student Affairs can invite the following people to act as **advising members** on the basis of their expertise, without their presence being a requirement for a valid

---

<sup>1</sup> as foreseen by the [general and specific terms and conditions](#);

<sup>2</sup> as foreseen by [the allocation conditions](#), [the priority list](#) and [the deadlines for the room application and the allocation procedure](#)

<sup>3</sup> as foreseen by the [Student Life Codex](#)

<sup>4</sup> Via email to [vicerector.owsb@vub.be](mailto:vicerector.owsb@vub.be) or by post (proof of delivery) directed to the Vice Rector Education and Student Affairs, Pleinlaan 2, 1050 Brussel.

decision by the appeal body, provided that the petitioner has not appealed against a decision of this student – orientated department:

- One or more representatives of a student – orientated department;
- The President of a VUB student organisation sui generis<sup>5</sup> or his/her delegate;

The appeal body can **seek the advice** of the following people:

- The head of the student – orientated department or his/her delegate, if the petitioner lodged an appeal against a decision of said department;
- The president of a VUB student organisation sui generis or his/her delegate, if the petitioner lodged an appeal against a decision of said student organisation;

Individuals with a **conflict of interest** cannot be a part of the student services appeal body.

The Student Council President will take on the **Chairmanship** of the appeal body. The Student Council President can request the Vice Rector to take on the Chairmanship. The Student Council President must provide a reason for this request.

#### **Article 4. Examination of the appeal**

The appeal will lead to:

- the reasoned dismissal of the appeal due to the inadmissibility of the appeal, a decision that both the Vice Rector Education and Student Affairs and the appeal body can make;
- a decision of the appeal body that either confirms the original decision or revises the decision.

During the admissibility phase, the appeal is treated by written procedure, without hearing the student.

The petitioner has the right to be heard by the appeal body on the substance of the matter; the petitioner may be assisted by no more than two individuals of choice. The session of the appeal body will take place behind closed doors, at a time decided by the Chairman.

After hearing from the stakeholders, the appeal body will make a decision based off an absolute majority of votes. In the event of a tied vote, the vote of the Chairman is decisive.

#### **Article 5. Informing the petitioner**

The appeal body provides a reason for their decision and announces it via email to the petitioner within a time-limit of thirty calendar days that starts the day after the appeal.

---

<sup>5</sup> BSG gtgv, Studiekring Vrij Onderzoek, De Moeial