Art. 39, §3: Combination of enrolments

If a student needs less than 20 ECTS-credits to obtain his bachelor’s degree, he can enrol in a subsequent master’s programme or programme units of this master’s programme, without prior approval, in accordance with the sequence-rules that apply to the sequential order for enrolment.

If a student needs 20 ECTS-credits or more to obtain his bachelor’s degree, he can enrol in a subsequent master’s programme or programme units of this master’s programme, in accordance with the relevant sequence-rules for enrolment, providing he is granted permission to do so. To get permission, the student or prospective student must submit a reasoned request to the Dean (decaanes@vub.ac.be). Deadline is October 8th.

More information on how to apply for a combined enrolment: https://my.vub.ac.be/en/faq/how-can-i-apply-several-programmes-combined-enrolment

Art. 83: Exemption request

Information regarding the exemption request procedure and the template to use is available via the faculty MY.VUB website https://my.vub.ac.be/en/ES/Exemptionrequest

Art. 105: 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. You clearly mention the reason and all relevant departure and 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 1\textsuperscript{st}
- Additional examination period of the first session: at the latest on March 15\textsuperscript{th} (Master in Management)
- Second examination period of the first session: at the latest on May 1\textsuperscript{st}
- Second session: at the latest on July 15\textsuperscript{th}
Art. 106: examination overlap

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 1\textsuperscript{st}
- Second examination period of the first session: at the latest on May 1\textsuperscript{st}
- Second session: at the latest on July 15\textsuperscript{th}

* 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 MY.VUB website https://my.vub.ac.be/en/ES/exam-schedule-es-jun-2016

- Submit the completed template via e-mail to the lecturer concerned, with faces@vub.ac.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 (!) to the faculty secretariat (by mail to faces@vub.ac.be or in person at 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

The public nature of written preliminary and other examinations is guaranteed by allowing students to inspect copies of the examination papers after each examination period for a period of five days following the announcement of the results.

The student contacts the lecturer of the concerned course unit with the request to inspect the examination paper at the latest 2 days before the end of the inspection period via email.

- The first examination period of the first session: the latest on February 11\textsuperscript{th}
- The second examination period of the first session: deadline to be confirmed
- The second session: *deadline to be confirmed*

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

The administrative procedures for the master’s thesis are done through the online ‘Master Thesis Information System’ (MaThIS).

The student submits 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 132, 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 examination 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**

Any change of subject and/or supervisor must be requested from the Dean at the latest 2 months before the submission date of the master’s thesis. In your writing you state the reason of your change request and (if applicable) the agreement of the new supervisor. This statement has to be signed by the previous supervisor (“seen and signed”).

**Art.132: Early graduation**

Each examination board shall meet at least twice during the academic year. The first meeting will discuss the examination results from the first and second examination period of the first session. The second meeting will discuss the second session.

It is only for students in their final year that a deliberation may be held at the end of the first examination period in first session, in accordance with the procedures set out in the supplementary faculty teaching and examination regulations document:
- Student has only to complete 1st semester courses
- And/or the student has to complete only the internship, bachelor paper or master thesis

Students who wish to graduate at the end of the first examination period of the first session must submit a request to this end via Student SelfService. You find out how to do so on this website: https://my.vub.ac.be/en/graduation-january-after-first-semester