

Regulation concerning the appeal of decisions executed by the student services policy

Article 1. Decisions that can be appealed

A student – hereafter petitioner – who is of the opinion that their rights have been infringed can lodge an appeal against the following individual decisions which are unfavourable to them:

- A decision concerning the allocation of financial support¹;
- A decision concerning the allocation of student rooms from the VUB²;
- A decision within the organized student life³;
- Other decisions within the stipulated work areas of student services as defined in the Higher Education codex.

Student organisations sui generis⁴ 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 sui generis or recognized student society.

Article 2. Admissibility

The petitioner needs to lodge the appeal with the Vice Rector Education and Student Affairs against a decision by e-mail or by post⁵ (proof of delivery) 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 appeal:

- The identity: name (as stated on the identity card or passport), enrollment number and contact details of the petitioner. If applicable, the petitioner must also state for which student organisation sui generis or recognized student society they are acting and the capacity under which they are doing this.
- Indication of which decision of which service or which student organisation sui generis it concerns, and the date on which that decision was made.
- Explanatory notes why the petitioner does not agree with the decision, to be documented with arguments and supporting documents (certificates, letters, extracts, contracts, invoices).

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 their delegate;
- The Vice President of the Student Council or their delegate;
- The delegate of the Vice Rector Education and Student Affairs;

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

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

³ as foreseen by the [Student Life Codex](#)

⁴ BSGgtgv, Studiekring Vrij Onderzoek, de Moeial

⁵ Via vicerecator.owsb@vub.be or to the Vice Rector Education and Student Affairs, Pleinlaan 2, 1050 Brussel

- The Head of Student Affairs or their delegate.

A delegate of the Vice-Rectorate of Education and Student Affairs acts as an observer, without voting rights, during the student services appeal body.

In case of an appeal against a decision of the student council with regard to organised student life, the Chairperson and Vice Chairperson of the student council are replaced in the appeal body by two VUB students who were formerly members of the student council or the council for student services.

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

- The head of the student-orientated department or their delegate, if the petitioner lodged an appeal against a decision of said department;
- The president of a VUB student organisation sui generis or their delegate, if the petitioner lodged an appeal against a decision of said student organisation sui generis;
- The president of the student council or their delegate, if the appeal is made against a decision of the student council.

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

The chairmanship of the student services appeal body is always fulfilled by a student-member of the appeal body. The acting delegate of the Vice Rectorate for Education and Student Affairs acts as secretary.

Article 4. Examination of the appeal

The appeal will lead to:

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

For decisions concerning the allocation of financial support, the allocation of a VUB student room or other decisions within the decree fields of student services as defined in the Higher Education codex, the appeal body assesses the appeal against the original decision with full jurisdiction. In this case, the appeal body may confirm or revise the original decision in a reasoned manner.

For decisions within the organised student life, the appeal body assesses whether the motives underlying the original decision are well-founded. If the appeal body judges that the motives are well-founded, it confirms the decision in a reasoned manner. If the appeal body finds that the reasons underlying the original decision are unfounded, it annuls the original decision in a reasoned manner. The annulled decision shall be re-submitted to the body that took the original decision.

During the admissibility phase and the examination of the jurisdiction, 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 the decision made and announces it via e-mail to the petitioner within a time-limit of forty calendar days that starts the day after the appeal.