

Enrolment Regulations for Academic Year 2011-2012

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Contents

Contents	2
CHAPTER I. FRAMEWORK AND DEFINITIONS	4
CHAPTER II. Enrolment and Study Contracts	4
<i>Section 1. Enrolment</i>	4
Article 1. – General provisions	4
<i>Section 2. Study contracts</i>	5
Article 2. – Types of study contract	5
Article 3. – Exam contract: characteristics and restrictions	5
CHAPTER III. Entry requirements	5
<i>Section 1. General</i>	5
Article 4. – Conditions for enrolment on programmes of study and course units	5
Article 5. – Time frame for decision on entry requirements	6
<i>Section 2. Bachelor programme</i>	6
Article 6. – Admission to a Bachelor programme	6
Article 7. – Exceptional admissions procedure for those who cannot produce a diploma	6
Article 8. – File to be submitted and further investigation	7
Article 9. – Admission after the SELOR test	7
Article 10. – Admission to Medicine	7
<i>Section 3. Master Programme</i>	7
Article 11. – Admission to a Master Programme: general rule	7
Article 12. – Admission to the Master in Medicine for overseas doctors	8
Article 12 bis. – Exceptional admissions procedure for those who cannot produce a diploma	8
Article 12 ter. – File to be submitted and further investigation	
Article 12 quater. – Taking the specific test	
Article 12 quinquies. – Decision on admission or rejection	
Article 13. – Admission to a Master after Master programme	9
Article 14. – Admission to Teacher Training	
<i>Section 4. Preparation of a doctoral thesis</i>	
Article 15. – Admission to the preparation of a doctoral thesis	
<i>Section 5. Framework and combination of enrolments</i>	9
Article 16. – Framework of an enrolment	10
Article 17. - Combination of enrolments in Bachelor and Master programmes	10
Article 18. – Other combinations	10
CHAPTER IV. Admissions files for requests on the grounds of a foreign diploma	10
Article 19. – Admission on the grounds of a foreign diploma	10
Article 20. – Admissions file	11
Article 21. – Exceptional procedures for scholarship students	11
CHAPTER V. Language proficiency	12
<i>Section 1. Requirements in relation to language proficiency</i>	12
Article 22. – Language of instruction	12
<i>Section 2. Proof of language proficiency</i>	12
Article 23. – Proof of language proficiency for EEA students	12
Article 24. - Proof of language proficiency for non-EEA students	12
Article 25. – Proof of knowledge of Dutch for non-EEA students	12
Article 26. – Evidence of knowledge of English for non-EEA students	13
Article 27. – Language test	13
Article 28. – Course units in a different language	14
CHAPTER VI. Enrolment arrangements	14
Article 29. – Enrolment period	14
Article 30. – Enrolment documents	14
Article 31. – Proof of Enrolment	15
CHAPTER VII. Amendments to enrolment	15

Article 32. – Amendments to the type of study contract chosen (diploma, credit, exam contract)	15
Article 33. – Change of chosen programme of study.....	15
Article 34. – Change of chosen course units	16
Article 35. – Adjustment of study credit.....	16
CHAPTER VIII. Deregistration without new enrolment.....	16
Article 36. - Deregistration	16
CHAPTER IX. Tuition fees.....	17
Article 37. – Calculation of Tuition fees.....	17
Article 38. – Time frame for payment.....	18
Article 39. – Methods of payment	18
Article 40. – Amount to be paid for a Bachelor programme or initial Master programme	18
Article 41. – Amounts to be paid for other programmes of study.....	18
Article 42. – Payment of tuition fees after changing the chosen programme of study...	19
Article 43. – Payment of tuition fees after changing chosen course units	
Article 44. - Reimbursement of tuition fees after deregistration.....	19
CHAPTER X. Nullification of Enrolment.....	20
Article 45. – Incorrect enrolment.....	20
Article 46. – Incorrect or false information	20

CHAPTER I. FRAMEWORK AND DEFINITIONS

These enrolment regulations contain the rules relating to the registration of students and the conditions of enrolment as provided for, amongst others, in article 77 of the Decree of 4 April 2003 relating to the restructuring of Higher Education in Flanders, and article 10 of the Decree of 30 April 2004 relating to creating more flexible Higher Education in Flanders. These regulations therefore form part of the Education Regulations of the University.

The following definitions are to be used when applying these regulations:

Commencement of lectures: the beginning of week 2 of the academic calendar.

Prospective student: every individual who applies for enrolment at the Vrije Universiteit Brussel. For ease of reading of this document, only the male pronoun will be used. All stipulations relating to prospective students apply without gender distinction.

Study programme information sheet: a document for each programme of study containing information about which degree level and qualification the course corresponds to, the study extent of the course, the major, the language of instruction, the objectives, the educational background requirements and conditions of enrolment, the available connecting and subsequent study programmes in accordance with the Education Regulations. The information sheet for each programme of study can be found on the website of the Vrije Universiteit Brussel.

Course unit information sheet: a document for each course unit containing information about which programme of study the unit belongs to, the pre- and co-requisites, the semester in which the course unit is taught, the number of study points associated with it, the methods of teaching, the teacher, the learning outcomes, the assessment method etc., in accordance with the Education Regulations. The information sheet for each course unit can be found on the website of the Vrije Universiteit Brussel.

University: the Vrije Universiteit Brussel

For the education terminology in these regulations (such as Bachelor, Master, diploma contract, transitional programme etc) statutory definitions apply.

CHAPTER II. Enrolment and Study Contracts

Section 1. Enrolment

Article 1. – General provisions

§ 1. The prospective student enrolls for:

- A degree course;
- Multiple programmes of study simultaneously;
- A course unit;
- Multiple course units, which are part of one or more programmes of study;
- A bridging programme;
- A preparatory programme;
- The preparation for a doctoral thesis.

§ 2. The student who is enrolled will subsequently need to register his annual course list.

Section 2. Study contracts

Article 2. – Types of study contract

The prospective student becomes party to an agreement with the University. Upon enrolment the student may choose between the following contracts:

- Diploma contract, with a view to obtaining a degree;
- Diploma contract, if the student registers for a transitional programme or preparatory programme;
- Credit contract, with a view to obtaining credits for one or more course units;
- Exam contract, with a view to obtaining a degree;
- Exam contract, with a view to obtaining credits for one or more course units.

Due to technical reasons it is not possible to conclude several contracts for one programme of study. The combination of a diploma contract and an exam contract for one programme of study is therefore not allowed.

Article 3. – Exam contract: characteristics and restrictions

§ 1. Those enrolled under an exam contract are not entitled to take part in the educational activities provided for the course units for which they are enrolled.

§ 2. Whether enrolment under an exam contract is permitted will be stated in the course unit information sheet. It is possible that enrolment under an exam contract for a course unit will be allowed provided that the student undertakes substitute activities. In that case the course unit information sheet will state which substitute activities are required.

CHAPTER III. Entry requirements

Section 1. General

Article 4. – Conditions for enrolment on programmes of study and course units

§ 1. The following entry requirements are applicable to enrolment in degree courses, bridging programmes, and preparatory programmes as well as for enrolment in course units. They apply without prejudice to the specific conditions that may additionally be required and which will be stated in the study programme and course unit information sheet for each degree course, bridging programme, and preparatory programme.

§ 2. The prospective student who wishes to enrol through means of a credit or exam contract with a view to obtaining credits should submit a reasoned request to the Dean, who will decide whether the prospective student possesses the relevant competences. The Dean can furthermore deviate from the general or specific entry requirements that apply to these course units.

§ 3. An enrolment which conflicts with the study progress control measures taken for a prospective student will be refused.

Article 5. – Time frame for decision on entry requirements¹

§ 1. Whether a prospective student meets the entry requirements will be decided at the time of enrolment.

Section 2. Bachelor programme

Article 6. – Admission to a Bachelor programme

§1. A prospective student who has obtained one of the following diplomas in Flanders will be admitted to a Bachelor programme:

- a certificate of secondary education;
- a diploma of profession-oriented bachelor studies (tertiary education) (hoger onderwijs van het korte type met volledig leerplan);
- a diploma of continuing education, with the exception of a Teaching Certificate for Teaching in Secondary and Higher Education (Getuigschrift Pedagogische Bekwaamheid);
- a diploma “gegradueerde” or a certificate of higher vocational education (hoger beroepsonderwijs).

§ 2. A prospective student will also be admitted to a Bachelor programme if he has obtained a diploma or proof of study outside Flanders:

- where the diploma or proof of study is recognised as equivalent to one of the diplomas mentioned under § 1 above in accordance with legal provisions, European guidelines or international agreement;
- where the diploma or proof of study is recognised as equivalent by the National Academic Recognition Information Centre – Flanders, NARIC Flanders (Agentschap van de Vlaamse Gemeenschap voor Kwaliteitszorg in Onderwijs en Vorming).

§ 3. If the prospective student cannot produce a diploma, enrolment is only possible in accordance with the exceptional admissions procedure provided for in article 7.

§ 4. If the prospective student produces a different diploma or proof of study, enrolment is only possible on the grounds of prior approval which the prospective student must request in accordance with the conditions and procedures provided for in these regulations.

Article 7. – Exceptional admissions procedure for those who cannot produce a diploma

§ 1. The prospective student who cannot produce any of the diplomas mentioned in the previous article can be allowed to sit a specific test, organised by the government selection office (SELOR). In order to do this he must submit a reasoned application to the Vice-Rector for Student Affairs. In this application he will cite either humanitarian, medical, psychological or social reasons, or his general level of qualifications, merit or competences. He will submit a file containing the information described below.

§ 2. The final date for the submission of the file is the last working day before 1 September.

§ 3. For each prospective student who intends to invoke this article there must be a minimum of three years between ending secondary education and the request for admission.

¹ The deviant entry requirement with regard to VLEX has been abolished.

Article 8. – File to be submitted and further investigation

§ 1. A file submitted on the grounds of humanitarian reasons must include the following documents:

- Proof that the prospective student is a recognised refugee, has the accompanying protected status now or has applied for it, or is someone for whom it is still under consideration;
- Declaration that he is not in possession of the required diploma;
- Overview of the study programme already undertaken, if possible with supporting documentation.

§ 2. A file submitted on the grounds of medical, psychological or social reasons must include the following documents:

- Evidence in support of the stated medical, psychological or social reasons;
- Overview of the study itinerary already achieved, with supporting documentation;
- Copy of the most recent diploma or certificate of secondary education.

§ 3. A file submitted on the grounds of general level of qualification, merit or competences must include the following documents:

- Overview and evidence of work experience;
- Overview of the study itinerary already achieved, with supporting documentation;
- Copy of the most recent diploma or certificate of secondary education.

§ 4. University services such as the Study Advisory Service, medical services etc, may, at the request of the Vice-Rector for Student Affairs, invite the student to meet them so that he can subsequently complete his file.

§ 5. The Vice-Rector for Student Affairs will inform the prospective student within the month after receipt of his request about the decision taken. If the decision is positive then the prospective student will be informed immediately that he can take part in the SELOR test.

Article 9. – Admission after the SELOR test

§ 1. The Vice-Rector for Student Affairs will decide if the prospective student may enrol for the degree course, programme or course units he wishes to register for after receiving the decision by SELOR. If SELOR decides, upon comparison with the standard group of high school graduates, that the prospective student has not reached the required level, he will not be allowed to enrol.

§ 2. The Vice-Rector for Student Affairs will inform the prospective student of the decision within a month of receiving the decision by SELOR.

Article 10. – Admission to Medicine

Those who wish to enrol for a Bachelor programme in Medicine or for course units within this Bachelor programme, are required to have passed an entrance exam as provided for by the legislation.

Section 3. Master Programme

Article 11. – Admission to a Master Programme: general rule

§ 1. To enrol in a Master Programme (initial Master, not a Master-after-Master/advanced Master programme) the prospective student must hold an academic Bachelor degree.

§ 2. For each Master programme, at least one academic Bachelor programme is referred to as the general entry requirement for that Master programme. Admission to a Master programme can be limited to an academic Bachelor programme with specific course characteristics.

§ 3. For someone with a different academic Bachelor degree, admission is possible if he successfully completes the preparatory programme specified for that purpose.

§ 4. For someone with a vocational/professional Bachelor degree, admission is possible if he successfully completes the bridging programme specified for that purpose.

§ 5. Someone who does not have a Bachelor degree can be granted admission on the grounds of a capacity assessment. On these grounds, and possibly also on the grounds of competences obtained elsewhere, an assessment will be made as to whether, and upon which conditions, an applicant can be granted admission. Before admission can be granted, the prospective student will address a request to the Dean who will provide a reasoned opinion. The decision of the Vice-Rector for Student Affairs will be based on the opinion expressed by the Dean.

§ 6. Exceptions to this general rule are provided for in the following articles.

Article 12. – Admission to the Master in Medicine for overseas doctors

A doctor whose degree was obtained outside the European Union, and who has only obtained partial equivalence for this degree, can enrol for the programme in Medicine in accordance with the exam result of the inter-university exam organised by the Flemish Inter-University Council.

Article 12 bis. – Exceptional admissions procedure for those who cannot produce a diploma

§ 1. The prospective student who cannot produce a bachelor degree can be allowed to sit a specific test that assesses the prerequisites of the student and that is based on the basic competences of the Master programme concerned. In order to do this he submits a reasoned request to the Vice-Rector for Student Affairs. In this request he will cite either humanitarian, medical, psychological or social reasons. He will submit a file containing the information described below.

§ 2. The final date for the submission of the file is the last working day before 1 September.

Article 12 ter. – File to be submitted and further investigation

§ 1. A file submitted on the grounds of humanitarian reasons must include the following documents:

- Proof that the prospective student is a recognised refugee, has the accompanying protected status now or has applied for it, or is someone for whom it is still under consideration;
- Declaration that he is not in possession of the required diploma;
- Overview of the study programme already undertaken, if possible with supporting documentation.

§ 2. A file submitted on the grounds of medical, psychological or social reasons must include the following documents:

- Evidence in support of the stated medical, psychological or social reasons;
- Overview of the study itinerary already achieved, with supporting documentation;
- Copy of the most recent diploma or certificate of higher or secondary education.

§ 3. University services such as the Study Advisory Service, medical services, the Department of Education etc, may, at the request of the Vice-Rector for Student Affairs, invite the student to meet them so that he can subsequently complete his file.

§ 4. The Vice-Rector for Student Affairs will inform the prospective student within the month after receipt of his request about the decision taken. If the decision is positive then the course board (opleidingsraad) of the Master programme that the student wants to register for will be informed of this immediately.

Article 12 quater. – Taking the specific test

§ 1. The specific test will be drafted and administered by the course board of the Master programme that the student wants to register for.

§ 2. The course board can decide to exempt the prospective student from the specific test on the basis of his file.

§ 3. The course board will immediately inform the Vice-Rector for Student Affairs on the decision of exemption or whether or not the student passed the specific test.

Article 12 quinquies. – Decision on admission or rejection

§ 1. The Vice-Rector for Student Affairs will inform the prospective student about the decision taken within the month after receipt of the appraisal by the course board.

Article 13. – Admission to a Master after Master programme

For each Master after Master programme (Ma-na-Ma) the entry requirements are specified in the study programme information sheet.

Article 14. – Admission to Teacher Training

§ 1. Enrolment in the University's specific teacher training programme is allowed for the prospective student who enrolls in a Master programme or has already obtained a Master's degree.

§ 2. Enrolment in the specific teacher training programme is also possible where the prospective student enrolls in a Master programme in combination with an academic Bachelor programme or a bridging programme.

§ 3. More specific entry requirements are provided for, per discipline, by the Interfaculty Department of Teacher Training. This is also true for language proficiency requirements. These requirements can be found on the website of Vrije Universiteit Brussel.

Section 4. Preparation of a doctoral thesis

Article 15. – Admission to the preparation of a doctoral thesis

These entry requirements are provided for in the central regulations for the assignment of the academic degree of doctor. These regulations can be consulted on the website of Vrije Universiteit Brussel.

Section 5. Framework and combination of enrolments at the University

Article 16. – Framework of an enrolment

§ 1. An enrolment in a degree course, bridging or preparatory programme is, under a diploma contract, credit contract and exam contract, or a combination thereof, only allowed for a maximum of 66 study points.

§ 2. An exception to this rule may be requested for extraordinary circumstances. To do this the student or prospective student should submit a reasoned application to the Dean.

Article 17. - Combination of enrolments in Bachelor and Master programmes

§ 1. Any student who was enrolled in a Bachelor programme and has not yet obtained the Bachelor degree required for entry into the subsequent Master programme, can simultaneously enrol for the Master programme under the conditions mentioned below. Restrictions as outlined in article 16 apply nonetheless.

§ 2. The student needs fewer than 20 study points to complete his Bachelor degree and presents a confirmation certificate signed by or on behalf of the Dean. He can enrol on the subsequent Master programme or course units, without prior approval, in accordance with the rules that apply to the order of enrolment.

§ 3. The student needs 20 study points or more to complete his Bachelor degree. He can enrol in the subsequent Master programme or course units, in accordance with the relevant rules on order of enrolment, providing he is granted permission to do so. For this, the student or prospective student must submit a reasoned request to the Dean.

§ 4. When deciding upon the student's request, the Dean will consider, e.g., the required knowledge base for the course units in the Master programme, the Master thesis and possible traineeship.

§ 5. The Master degree can only be awarded once the relevant Bachelor degree has been obtained.

Article 18. – Other combinations

§ 1. The same rules as outlined in the previous article apply equally to a student enrolled in a bridging or preparatory programme, who has not yet obtained the accompanying study points. He can already enrol in the subsequent Master programme, under the conditions mentioned in the previous article.

§ 2. The same rules also apply to a student who has not yet obtained a Master degree, which is required for admission to a Master after Master programme.

§ 3. A Teacher Training Certificate can only be awarded if the Master degree in the relevant area of study has been obtained.

CHAPTER IV. Admissions files for requests on the grounds of a foreign diploma

Article 19. – Admission on the grounds of a foreign diploma

§ 1. Enrolment on the grounds of a foreign diploma which does not entitle the holder to automatic entry is only possible if approval is granted by the Vice-Rector for Student Affairs.

§ 2. This rule also applies to the diploma that is awarded by the French or German speaking community and which does not grant direct access according to the stipulations of these regulations.

§ 3. The application for admission should be submitted to the Enrolment office. Non-EEA students need to do so before March 1st, EEA students before June 1st.

Non-EEA applicants who are authorized to stay in Belgium, and therefore do not need to apply for a visa, will be considered equal to EEA applicants for the purposes of this section.

§ 4. The Vice-Rector for Student Affairs will only allow the prospective student admission if he has obtained a diploma of a corresponding level to the diploma that is required by the University as a condition of entry to the programme of study. In examining the equivalence of foreign degrees, the provisions and principles of the Treaty of the Council of Europe and UNESCO on the recognition of diplomas of higher education in the European Region are applied, insofar as the country of origin has also ratified the Treaty.

Prospective students can already submit their application in the year during which they expect to be awarded their diploma. If the file is considered favourably and there are no conditions other than the obtaining of the diploma that need to be met, the student can be given a conditional letter of admission.

§ 5. A Chinese prospective student with a Chinese diploma must also produce an APS certificate (Akademische Prüfstelle). A Chinese student who has been awarded a diploma outside China must produce evidence of authenticity of his diploma issued by the embassy of the country where the diploma was awarded.

§ 6. After consideration of the file by the Enrolment Office and the Faculty, the prospective student will receive a letter of admission or rejection signed by the Vice-Rector for Student Affairs.

§ 7. Against the decision to recognize or reject the equivalence of diploma's can be appealed according to the stipulations in Article 53 of the Teaching Regulations.

Article 20. – Admissions file

The prospective student submits, with a view to obtaining the desired letter of admission, a completed application form and a file, which must at least include the following documents:

- For admission to a Bachelor programme:
 - diploma (and transcript of records) in the case of a request for admission to an abridged Bachelor programme);
 - copy of identity card or passport;
 - passport photo;
 - letter of motivation ;
 - any document required to attest that the entry requirements are met.

- For admission to a Master programme:
 - diploma and transcript of records;
 - copy of identity card or passport;
 - passport photo;
 - letter of motivation;
 - letters of recommendation;
 - any document required to attest that the entry requirements are met.

Article 21. – Exceptional procedures for scholarship students

All scholarship students except VLIR scholarship students hand in their application file at the International Relations and Mobility Office. VLIR scholarship students hand in their application file at the authorized faculty.²

CHAPTER V. Language proficiency

Section 1. Requirements in relation to language proficiency

Article 22. – Language of instruction

§ 1. The language of instruction for each programme of study is determined annually. It is indicated on the course unit information sheet.

§ 2. The student who enrolls for a degree course, a study programme, or a course unit must have a thorough command of the language in which the education is provided, of an academic level. Details of how he can prove his language proficiency are contained in the following section.

Section 2. Proof of language proficiency

Article 23. – Proof of language proficiency for EEA students

Students who are nationals of a Member State of the European Economic Area need not provide proof of their knowledge of the language of instruction at enrolment.

Article 24. - Proof of language proficiency for non-EEA students

Students who are not nationals of a Member State of the European Economic Area need to provide proof of their knowledge of the language of instruction at enrolment.

Article 25. – Proof of knowledge of Dutch for non-EEA students

§ 1. Prospective students who are not nationals of a Member State of the EEA can provide proof of sufficient knowledge of Dutch as the language of instruction by meeting one of the following conditions:

1. they have a diploma of primary, secondary or higher education where Dutch was the language of instruction;
2. they have successfully completed at least one school year of secondary education where Dutch was the language of instruction;
3. they have successfully completed course units in higher education with a minimum total of 15 study points where Dutch was the language of instruction;
4. they have passed the entrance exam for doctors or dentists organised by the Ministry of the Flemish government;
5. they have passed the inter-university exam for partial equivalence of qualification as a medical doctor organised by VLIR;

² The internal process description has been removed from this article.

6. they have obtained a certificate of continuing education where Dutch was the language of instruction;

7. they have passed the 'Nederlands Staatsexamen NT2, Richtgraad 2, Threshold 4A+B';

8. they have passed the Certificaat Nederlands als Vreemde Taal (CNaVT). In principle, the level of 'Profiel taalvaardigheid higher education (PTHO van de CnaVT)' will be considered sufficient.

§ 2. Each Faculty can require a higher level of language proficiency for a specific study programme. This will be mentioned in the study programme information sheet.

§ 3. The Interfaculty Department of Teacher Training can apply specific language requirements to courses that fall within its responsibility.

§ 4. Exceptions to language requirements may be granted by the person responsible for the study programme, either on the basis of an overall assessment of the file, or on the basis of a positive advice by the Interfaculty Department for Language Education (ITO).

Article 26. – Proof of knowledge of English for non-EEA students

§ 1. Prospective students who are not nationals of a Member State of the EEA can provide proof of sufficient knowledge of English as the language of instruction by meeting one of the following conditions:

1. they have a diploma of primary, secondary or higher education where English was the language of instruction;

2. they have successfully completed at least one school year of secondary education where English was the language of instruction;

3. they have successfully completed course units in higher education with a minimum total of 15 study points where English was the language of instruction;

4. they have successfully completed ASO secondary education in Belgium;

5. they have successfully completed one of the following language tests:

- a. TOEFL: minimum level 550 paper-based, 213 computer- based, 80 internet-based;
- b. IELTS: minimum level academic module 6.5;
- c. Cambridge Certificate of Advanced English (CAE), grade B;
- d. Cambridge Certificate of Proficiency in English (CPE), grade C;
- e. TOEIC: minimum level: 860.

§ 2. Each Faculty can require a higher level of language proficiency for a specific study programme. This will be mentioned in the course information sheet.

§ 3. Exceptions to language requirements may be granted by the person responsible for the study course either on the basis of an overall assessment or on the basis of a positive advice by the Interfaculty Department for Language Education (ITO).

Article 27. – Language test

§ 1. The Interfaculty Department for Language Education (ITO) will examine a prospective student who was unable to take such language test.

§ 2. A student who changes his enrolment and wants to transfer to a course that has different language requirements must take a new language test.

Article 28. – Course units in a different language

The prospective student who wishes to enrol for course units that are taught in a language that is different from that of the overall study programme need not produce evidence of knowledge of the language of instruction of the study programme, but must do so for the language of the course unit.

Proof of knowledge of the language of the course unit is to be submitted to the Dean, who will provide a certificate confirming knowledge of the language; the prospective student will produce this certificate when enrolling.

CHAPTER VI. Enrolment arrangements

Article 29. – Enrolment period

§ 1. The period for enrolling in a programme of study starts on the first working day after 22 June and ends on the last working day before the start of the academic year.

§ 2. After the start of the academic year, it is still possible to enrol in a programme of study, subject to the following restrictions:

- for first semester course units it is only possible to enrol up to the last working day before the start of the first exam session, and after 15 October permission from the Dean is required. The Dean can refuse the requested admission if teaching in the course unit is already too far advanced.
- for second semester course units enrolment is only possible up till the last working day before 1 March.

§ 3. These deadlines also apply to an enrolment on a credit contract or exam contract with a view to obtaining credits. For first semester course units the request must be submitted to the Dean at the latest on the last working day before 15 October. For second semester course units the final date is the last working day before 15 February.

§ 4. Enrolment for a doctorate is allowed throughout the academic year.

Article 30. – Enrolment documents

For a first enrolment at the University the prospective student must appear in person. He will be required to produce the following documents:

1. identity card or passport;
2. for Belgian students, a piece of evidence on which the identification number of the National Register of natural persons (National Number) is displayed (ID card or SIS card if the ID card does not display the National Number or is not presented);
3. for students who need a visa: a passport with a temporary residence permit for study – Authorisation for Provisional Sojourn (visa type D); for doctorandi who need a visa and are enrolling on a joint-PhD a C type visa will suffice;
4. the diploma that allows for admission to the study programme; a copy of the diploma will not be accepted; those who obtained a diploma of secondary education from the Flemish Community after 31 December 2004 will not be required to produce it;
5. for prospective Medical students:

- the certificate of successful completion of the entrance exam, or,
- the certificate of partial equivalence of qualification as a Doctor of Medicine issued by the Flemish Inter- University Council (VLIR)

6. for refugees and asylum seekers for whom an appeal or residence rights procedure is ongoing, the certificate issued by the Commissioner General for Refugees and Stateless Persons, unless he is in possession of a diploma of secondary education obtained in Belgium;

7. for VLIR and BTC scholarship students, the certificate of scholarship status;

8. for students who cannot enrol directly without prior approval the letter of admission signed by the Vice-Rector for Student Affairs;

9. any certificate required to prove that the entry requirements are met;

10. for overseas students, proof of medical insurance. Prospective students who have no such medical insurance, can apply for one via the International Relations and Mobility Office (IRMO) of the University.

Article 31. – Proof of Enrolment

§1. The student card and the certificates of enrolment are issued immediately if payment is made at the time of enrolment. If payment is made by bank transfer they are sent by post.

§2. The enrolment details are sent directly in electronic format, through the Higher Education Database, to the Department of Student Funding of the Flemish Community and the National Office for Child Allowances (Rijksdienst voor Kinderbijslag). This means that the documents are not addressed directly to the student.

§3. Additional certificates of enrolment can be obtained from the Student Information Hub.

CHAPTER VII. Amendments to enrolment

Article 32. – Amendments to the type of study contract chosen (diploma, credit, exam contract)

Amendments to the chosen study contract are possible, for the first semester, up till the last working day before 15 October and for the second semester up till the last working day before 1 March.

This rule will not be applied where the amendment is the result of a material error.

Article 33. – Change of chosen programme of study

§ 1. By choosing to change their programme of study students will deregister for the entire study programme for which they had enrolled and will immediately enrol in a different programme of study. During the first semester students can terminate their studies in the chosen programme of study and subsequently enrol in a different programme of study³.

³ For a change of study programme after 15 October: as stipulated in article 29 permission by the Dean is required.

§ 2. A change in a programme of study can only take place within a diploma contract.

§ 3. The change will affect the study credit of the student as provided for in legislation.

§ 4. In the event of a change, additional tuition fees will be forthcoming if they are owed. The rules for this claim will be stipulated in the following articles. No tuition fees will be refunded.

Article 34. – Change of chosen course units

§ 1. Choosing to change course units within the programme of study in which the student has enrolled is permitted within the following time limits.

§ 2. The student can request amendments without restriction up till 15 October.

§ 3. From 15 October until the last working day before the start of the first exam session, enrolment for first semester course units can only be amended subject to approval by the Dean; approval can be denied if teaching in the unit is already too far advanced.

§ 4. For second semester course units the student may request amended enrolment until 1 March.

§ 5. Amendments before 1 December and 15 March respectively will affect the student's study credit in accordance with legislation.

§ 6. In the event of a change of a chosen course unit the additional tuition fees will be forthcoming if they are owed. The rules for this claim will be stipulated in the following articles. No tuition fees will be refunded.

Article 35. – Adjustment of study credit

§1. If the administrative legal act which leads to the settlement, increase or reduction of the study credit is affected by a material error the student should request the material error to be corrected within 10 calendar days of being made aware of the administrative procedure. To this end, the student will address himself to the Dean, who will take a decision within 15 calendar days of receiving the request. The student will then be informed of the decision.

§2. If the administrative legal act which leads to the settlement, increase or reduction of the learning account is based on an inaccuracy the student should request the inaccuracy to be corrected within 10 calendar days of being made aware of the administrative procedure. To this end, the student will address himself to the Dean, who will take a decision within 15 calendar days of receiving the request. The decision will be reasoned and will be sent by registered mail.

CHAPTER VIII. Deregistration without new enrolment

Article 36 - Deregistration

§ 1. The student who does not wish to pursue his programme of study at the University will deregister himself. To do this he will inform the Student Information Hub in person or in writing. In the case of written notification the postal date counts as the date of deregistration.

§ 2. A student requesting deregistration must return his student card. If he does not do so immediately, his request for deregistration will nonetheless automatically include the obligation for the student to no longer use his student card or other such documents.

§ 3. Deregistration before 1 December or 15 March respectively affects the student's study credit in accordance with legislation.

§ 4. Deregistration is not possible between the beginning of the winter holiday and 15 February. Deregistration is also not possible from May 1 until the end of the academic year.

CHAPTER IX. Tuition fees

Article 37. – Calculation of Tuition fees

§1. Tuition fees for enrolment under a diploma contract, a credit or an exam contract consist of:

- a fixed amount; this is only due once per academic year;
- a variable amount, depending on the number of study points for which the student enrolls.

§2. The fixed amount is only due once per academic year. For the calculation of the tuition fees the enrolments of a student for one or several programmes of study and for one or several course units under a diploma contract and credit contract will be treated as a single registration. All credits will therefore be added.

§3. Scholarship students taking an additional enrolment, pay a flat rate that at the most equals 55 Euro for this additional enrolment.

§4. As a deviation from the general rule enrolments in the following programmes of study will be treated as individual enrolments (and not as additional enrolments):

- enrolment for an advanced Master;
- enrolment for a doctorate;
- enrolment for a postgraduate;
- enrolment under the form of an exam contract with a view to obtaining credits;
- enrolment under the form of an exam contract with a view to obtaining a degree.

The stipulations for scholarship students do not apply to these enrolments.

§5. Students pay the (indexed) tuition fee as applicable during the first year of his enrolment in the study programme, until this study programme is completed.

These stipulations do not apply to students resuming their studies after an interruption.

§6. Scholarship students from DGOS, BTC and from VLIR development cooperation programmes pay the same rate as EEA scholarship students.

§7. Further rules for calculating the tuition fees will be included in a spreadsheet and the accompanying note, which is yearly fixed by the Board of Directors of the University. These rules form an integral part of these Enrolment Regulations.

§8. The Enrolment Regulations, spreadsheet and accompanying note are submitted for advice to the Student Council, but not to the Education Board.

Article 38. – Time frame for payment

§1. Tuition fees become payable upon signing the study contract.

§2. When the study contract is signed the due amount is claimed as mentioned below. For any additional amount owed, the student will receive a claim notice. He will pay at once.

§3. Non-payment is sanctioned as further stipulated in the Exam Regulations. These regulations can be consulted on the website of the University.

Article 39. – Methods of payment

§1. The tuition fees are paid directly, on the spot, by means of an electronic payment card or credit card (Bancontact, Maestro, Mastercard or Visa), or by means of educational training vouchers (opleidingscheques). If this does not happen, tuition fees are paid immediately after enrolment by bank transfer including the mention of the structured communication provided at registration. Payment in cash will not be accepted.

§2. Paid tuition fees can be reimbursed in exchange for educational training vouchers (opleidingscheques).

§3. When a scholarship issuing body deposits the tuition fees of non EEA scholarship holders (who are not entitled to a reduced tuition fee) in an account reserved for this scholarship project, the holder of this account can issue a voucher. Upon enrolment the students use this voucher as a means of payment for their tuition fee.

Article 40. – Amount to be paid for a Bachelor programme or initial Master programme

§1. A student who enrolls for a programme of at least 54 study points will be required to pay for a full time programme upon enrolment. After registration of his annual (registered) course list he will receive an invoice for the total amount. If there are any outstanding tuition fees, he will be required to pay the outstanding amount within a month of receiving the invoice. If he has paid too much, the sum in excess will be refunded.

§2. A student who enrolls for a programme of fewer than 54 study points, will pay a minimum deposit of 80 Euros.

§3. A student who, upon first enrolment, states that he has applied for a grant from the Flemish Community, or that he intends to do so, pays the fee for students in receipt of a grant.

This is also true for a student who received a grant for the previous year and is continuing his education.

If his request or renewal is not approved, or if no decision relating to his grant application has been taken before 1 May, he must pay the remaining difference in tuition fees. If his grant is nonetheless awarded at a later stage, the surplus fee amounts will be reimbursed by the University.

Article 41. – Amounts to be paid for other programmes of study

§ 1. A student who enrolls for a programme of at least 54 study points pays for a full time programme upon enrolment.

§ 2. A student who enrolls for a programme of fewer than 54 study points pays a deposit equivalent to a programme of 30 study points upon enrolment. After registration of his annual course list he will receive an invoice for the total amount if he has any outstanding tuition fees. He will pay the outstanding amount within a month of receiving the invoice. If he has paid too much, this will be reimbursed.

Article 42. - Payment of tuition fees after changing the chosen programme of study

§ 1. Changing the chosen programme of study is possible as stipulated in article 33 and leads to the obligation to pay the tuition fees as follows.

§ 2. If the enrolment is changed at the latest on the last working day before 1 December the student is not required to pay any additional tuition fees, as long as the total number of credits for which he enrolled does not exceed the amount of credits he initially enrolled for.

§ 3. The same rule applies to the second semester if the enrolment is changed at the latest on the last working day before 1 March.

§ 4. If the change is not requested on time the student will need to pay the full amount that is required for the new enrolment, without balancing this with the tuition fee that was due for the previous enrolment.

Article 43. – Payment of tuition fees after changing chosen course units

§ 1. Changing chosen course units is possible, as provided for in article 34 above, and this will incur tuition fees to be paid as follows.

§ 2. If the student enrolls for first semester course units by the last working day before 1 December no additional tuition fees are owed provided the total number of study points for which the student is enrolled does not exceed the number for which he was originally enrolled.

§ 3. If the student enrolls for second semester course units by the last working day before 1 March no additional tuition fees are owed provided the total number of study points for which the student is enrolled does not exceed the number for which he was originally enrolled.

§ 4. If, after amendment, the total number of study points for which the student is enrolled rises above the number for which he was originally enrolled, then the tuition fees will be recalculated.

§ 5. The student may have to pay additional tuition fees. He is not entitled to refunding.

§ 6. For amendments after 1 December (for amendments for first semester course units) or after 1 March (for amendments for second semester course units) the student will pay tuition fees for the study points for all the additional course units for which he enrolls.

Article 44. – Reimbursement of tuition fees after deregistration

§ 1. Deregistration does not release the student from his financial obligations towards the University.

§ 2. If deregistration occurs at the latest on the last working day before the start of the lectures, the student will be reimbursed the tuition fees he has paid, minus 80 Euros to cover administrative costs.

§ 3. If deregistration occurs between the beginning of the lectures up till and including the last working day of the month of November, the student will be reimbursed part of the tuition fees paid. The University is owed half the amount owed for registration and 80 Euros to cover administrative costs.

§ 4. If deregistration occurs after and starting 1 December the entire amount of the tuition fees is owed to the University.

CHAPTER X. Nullification of Enrolment

Article 45. – Incorrect enrolment

Incorrect enrolments will be rectified. This rectification will lead to annulment in the DHO data base higher education (Databank Hoger Onderwijs).

Article 46. – Incorrect or false information

Enrolment which was undertaken on the basis of incorrect or false, though essential information, can be declared invalid by the Vice-Rector for Student Affairs.