



Registration Application for the
Bachelor's Degree in Psychology and Education (option:
Speech and Language Therapy)

Academic Year 2019-2020

Information Brochure

General Information

The Decree of 16th June 2006¹ determines the number of “non-resident” students who can register for the first time on certain undergraduate (first cycle) degree programmes (Articles 3 and 7). As for the French Community of Belgium, these courses include Veterinary Medicine, Physiotherapy and Rehabilitation, Psychology and Education (option: Speech and Language Therapy), Medicine, and Dentistry.

This brochure is ONLY FOR UNDERGRADUATE (FIRST CYCLE) STUDIES IN VETERINARY MEDICINE, PHYSIOTHERAPY AND REHABILITATION, PSYCHOLOGY AND EDUCATION (SPEECH THERAPY).

This number of non-resident students on these courses is limited to 30% of the total number of students (resident and non-resident) who registered for the first time on the corresponding course the previous academic year, except for the Bachelor’s in Veterinary Medicine where this limit is set at 20%.

Note: students who registered before the 2019-2020 academic year on one of these courses in a university of the French Community of Belgium are not affected by these measures if they wish to re-register for the same course of study.

The provisions of the Decree of 7th November 2013, as well as those of the Decree of 11th April 2014, are also applicable in the specific areas which concern them. This is particularly the case for provisions related to the legal admission conditions and the concept of financeable students.

Furthermore, a decree which restructures the course in veterinary medicine came into force for the 2016-2017 academic year. The universities’ websites relay this information.

For the purposes of the Decree of 16th June 2006, two distinct registration procedures are foreseen, depending on whether the student is a resident or non-resident:

1. Registration requests for **resident students** can be made according to each institution’s schedule
2. Registration requests for **non-resident students** can be made only on 20th, 21st and 22nd August 2019.

Students who want to register on the Bachelor’s in Veterinary Medicine are required to have taken a placement test, which is organised on the following dates: 4th July and 6th September 2019 (Article 110/1 of the Decree of 7th November 2013).

Sitting the placement test in no way exempts the student from meeting the other conditions mentioned in this brochure (the placement test ranking may be useful for the draw for non-residents).

¹ <http://www.cdadoc.cfwb.be/gallilex.htm>

1. Registration Application Procedure for resident students: schedule set by each institution

The term “resident student” means:

A student who, at the time of registration at an institution of higher education, **provides proof of residence in Belgium and meets one of the following criteria. Students must demonstrate that they:**

1. *have the right to reside permanently in Belgium.*
2. *have been a permanent resident of Belgium for at least 15 months, and have been employed, or unemployed and receiving income replacement from a Belgian public service. Employment-related revenues must at least correspond to the guaranteed minimum monthly income in Belgium once averaged out over 15 months.*
3. *can stay indefinitely, based on Articles 9 and 10 of the Decree of 15th December 1980 relating to the entry, stay, settlement and removal of foreign nationals, or based on the Decree of 22nd December 1999 on the regularisation of stay for certain categories of foreigners residing in the territory of the Kingdom.*
4. *can stay in Belgium due to the recognition of their **refugee** status under Article 49 of the Decree of 15th December 1980 relating to the entry, stay, settlement and removal of foreign nationals, or a request to this effect; (UN refugee or UN asylum seeker).*
5. *can stay in Belgium through benefiting from temporary protection under Article 57/29 of the Decree of 15th December 1980 relating to the entry, stay, settlement and removal of foreign nationals.*
6. *have a parent, legal guardian, spouse, or legal cohabitant (as defined in Article 1475 of the Civil Code) who meets one of the conditions specified above. The 15-month period referred to in point 2 is, however, reduced to 6 months for the father, the mother, the legal guardian, the legal cohabitant, as defined in Article 1475 of the Civil Code, or the spouse.*
7. *have had their main residence in Belgium for at least 3 years at the time of registration in an institution of higher education.*
8. *possess a certificate attesting to their status as a recipient of a grant issued within the framework of development cooperation for the academic year, and for studies for which the registration request is submitted.*

For nationals of other EU Member States, the right to reside permanently, within the meaning of paragraph 1, means the right recognised under Articles 16 and 17 of Directive 2004/38/CE of the European Parliament and of the Council of 29th April 2004 on the right of citizens of the Union and their family members to move and reside freely within the territory of the Member States; for nationals of non-EU Member States, the right to be established in Belgium, by virtue of Article 14 of the Law of 15th December 1980 on access to the territory, the stay, establishment, and removal of aliens.

For the purposes of this Decree, the term "working day" means each day of the week except Saturday, Sunday and public holidays.

The student must prove that they fall under one of these categories, supplying **ONLY** the type of proof indicated in the registration application form at the time of its submission (see **Annexe 2**).

Files that do not conform to the procedures detailed on the registration application form will not be taken into consideration.

- **The application procedure for resident students is established by each institution.**

2. Registration Application Procedure for non-resident students: only on 20th, 21st or 22nd August 2019

If a student fails to justify their “resident” status, they will be considered a “non-resident”, and will go through a different registration procedure.

Non-resident students must submit their registration applications in person to the institution of their choice on 20th, 21st, or 22nd August 2019. Practical information and opening hours specific to each institution are available on their websites.

Please note: non-resident students may submit only one registration application for any higher education course (at universities and *haute écoles*). Submitting more than one application will result in refusal of the student’s application.

Files that do not conform to the procedures detailed on the registration application form will not be taken into consideration (see **Annexe 3**).

Note

- **The student must submit their application in person**
- **Applications submitted on behalf of the student will not be accepted**
- **The application cannot be sent by post**
- **No applications will be analysed at the time of submission**
- **The recipient institution will not be able to answer questions on the quality or admissibility of the application**
- **Applications cannot be withdrawn or modified once they have been submitted**

Applications cannot be submitted before 9 am on 20th August 2019.

The order in which the applications are submitted during these 3 days will not affect the order of priority of registrations.

The ‘first come first served’ principle does not apply.

When an application is submitted, the institutions record these registration applications **without verifying if the application is complete. It is the student’s responsibility to ensure that the application is complete and includes all the required documents listed on page 1 of the registration application form. Only complete applications will be classed; incomplete applications will be deemed inadmissible.**

If the number of applications exceeds the maximum quota established by the Decree of 16th June 2006, applications submitted during these 3 days will be classified based on a random draw, carried out under the supervision of a court bailiff.

The results of the draw, and verification of the applications, will be published on each institution's website:

- No later than 6pm on **3rd September 2019** for undergraduate studies in Physiotherapy and Rehabilitation and undergraduate studies in Psychology and Education (Speech and Language Therapy)
- No later than 6pm on **12th September 2019** for undergraduate studies in Veterinary Medicine.

Information relevant to this procedure will not be conveyed by other means.

Subsequently, each student that submitted an application will be informed of their eligibility for registration and their position in the order of priority by e-mail.

Students whose applications are accepted must confirm their registration in person at the chosen institution. The date to confirm registrations depends on the chosen curriculum and this date will be communicated to the students concerned (according to the institutions' schedules):

- **Between 04/09/2019 and 10/09/2019 at the latest** for undergraduate studies in Physiotherapy and Rehabilitation and undergraduate studies in Psychology and Education (Speech and Language Therapy)
- **Between 13/09/2019 and 19/09/2019 at the latest** for undergraduate studies in Veterinary Medicine.

Confirmation should be made along with immediate payment of registration fees. Payment methods are determined by each institution. Cheques, however, will not be accepted.

After the dates mentioned above, places that had been assigned to students who did not confirm their registration will be reassigned, according to the classification.

Note:

Pursuant to Article 96, §1, 3^o of the Decree of 7th November 2013 defining the structure of higher education and the academic organisation of studies, as well as Article 5 of the Decree of 11th April 2014 adapting funding of higher education institutions to the new organisation of studies, universities of the French Community of Belgium may refuse to register students whose academic backgrounds do not fulfil the set criteria.

This measure includes students who, according to the number of registrations they have already had, have not obtained enough credits in the last five academic years.

Credits are not awarded to students who have failed a competition or an exam which can lead to higher education studies outside the French Community following a year of preparatory or general graduate studies which lead to a competition or exam. Withdrawal and/or absence from these competitive examinations will be considered as a failure. In all cases, the student obtains 0 credits.

➤ **Register**

From 23rd August 2019, all non-resident students wishing to join one of the 3 study programmes referred to in this document may be listed on a register kept by the institutions.

Registration applications contained in this register will be considered only if, after the application procedure, the number of applications for the registration of non-resident students in the curriculum is lower than the set limit.

If the limit has been largely exceeded, there is no need to keep such a register as should a space become available, the institution concerned will simply contact the students who were in the draw, following the established ranking.

For students wishing to validate a previous degree for admission onto an undergraduate course (excluding studies in Veterinary Medicine).

Students who wish to have credits from a previous course² validated by the board must submit:

- a registration application for the desired year of study within the framework of the procedure foreseen by the Decree of 16th June 2006
- and**
- a request to validate credits (to have their programme modified).

These are completely independent of each other. Students **must** submit 2 separate applications. The documents submitted for one shall in no case be taken into account for the other. If similar documents are to be provided for both documents, two separate copies will have to be submitted.

Applications cannot be submitted outside of the set time periods for “resident” student applications, and 20th, 21st and 22nd August 2019 for “non-resident” student applications.

(⇒ **see procedure outlined in Annexe 5**)

Note:

1. In accordance with the position adopted by the academic authorities of universities organising the physiotherapy and rehabilitation course, universities will not admit holders of a degree in sports science (STAPS), regardless of the level, beyond the first 60-credit block in physiotherapy and rehabilitation.
2. Given the existence of a competition at the end of the first year of the veterinary medicine course, the success of which allows students to continue their undergraduate studies, credits obtained outside the French Community of Belgium will generally not be validated.

² Conforming to Article 151 of the Decree of the 7th November 2013

Appealing against refused applications

“Non-resident” students whose applications have been refused, and who consider the refusal unjustified, may lodge an internal appeal with the academic authorities of the institution concerned.

The Study Regulations of the institution specify the addressee as well as the appeals procedure and terms.

Appeals that do not comply with these terms, or that are incomplete, will not be considered.

In the case of the academic authorities’ refusal, the student will be informed of the external appeal procedures.

Annexes

- Annexe 1: Decree of the 16th June 2006 determining the number of students in certain undergraduate degree programmes in higher education
- Annexe 2: Registration Application Form for “Resident” Students
- Annexe 3: Registration Application Form for “Non-Resident” Students
- Annexe 4: Certificate attesting to academic activities or replacement income
- Annexe 5: Procedure for admission beyond the first 60-credit block of a programme referred to in the Decree of 16th June 2006