

STUDY REGULATIONS 2019-2020

Decision n° 98/XVII of the Board of Directors of 13th May 2019, modified by decision n° 99/XIV of the Board of Directors of 1st July 2019

Preliminary Note

In the event of a divergence between the English and French versions of these regulations, the French version shall prevail.

These regulations are likely to be amended during the academic year. If necessary, an updated version will be made available on the website of the University of Mons (www.umons.ac.be/reglements).

The UMONS Faculties may establish specific regulations and procedures, particularly for any points that are not covered in these regulations.

Unless otherwise specified, the provisions foreseen in these regulations take precedence over those of the regulations specific to the UMONS Faculties that could be to the contrary.

CHAPTER I – FIELD OF APPLICATION

Article 1. These regulations are applicable, in their entirety, to students registered on a study programme, as defined by the Decree of 7th November 2013 (“Paysage” decree), for the academic year 2019-2020.

These regulations are applicable to UMONS students registered on university or non-university level programmes, without prejudice to specific regulatory provisions in these programmes. Some provisions do not apply to students registered with the Examination Board of the French Community of Belgium.

CHAPTER II – DEFINITIONS

Article 2. The following definitions are relevant to these regulations and the annexed documents:

- ⇒ ARES: Academy for Research and Higher Education, which unites higher education institutions in the French Community of Belgium.
- ⇒ Learning outcomes (AAP): Statements of what a learner knows, understands and is able to do on completion of a learning process or a validated curriculum or educational component; learning outcomes are defined in terms of knowledge, skills and expertise.

- ⇒ Remedial activities: activities that are not part of a study programme but are intended to fill any gaps in a student's knowledge or education and to help them undertake or resume a study programme with the best chance of success.
- ⇒ Professional integration activities: teaching activities of certain study programmes consisting of activities related to the implementation of courses in a disciplinary or interdisciplinary framework. These activities can include work placements, clinical training, dissertations, theses, seminars, artistic creations and case studies.
- ⇒ Admission: an administrative and academic process verifying whether a student fulfils the requirements to undertake a particular course of study and defining any other potential conditions.
- ⇒ AESS (*Agrégé de l'Enseignement Secondaire Supérieur*): Certificate of Teaching for Upper Secondary Education, a level 7 postgraduate teacher training degree, specialising in upper secondary school education, in accordance with the Decree of 8th February 2001 defining the initial training of specialist upper secondary education, and in accordance with the Decree of 17th May 1999 on higher arts education.
- ⇒ Academic year: a 12-month period, covering teaching missions, commencing on 14th September and ending on 13th September the following year. The activities, decisions and actions associated with these missions are applicable to the academic year in question, but may be extended beyond this period. For legislation concerning staff, the academic year ends on 30th September.
- ⇒ Academic authorities: the University bodies authorised to enforce the regulations pertaining to the organisation of education.
- ⇒ Bachelor's degree: a level 6 academic qualification awarded on completion of undergraduate (first cycle) studies comprising at least 180 credits.
- ⇒ CAPAES (*Certificat d'Aptitude Pédagogique Approprié à l'Enseignement*): The *Certificate of Teaching for Higher Education (UMONS translation)* established in the Decree of 17th July 2002, which defines the application of the CAPAES in *Hautes Écoles* (non-university higher education institutions) and schools of continuing education, and the requirements for obtaining this qualification.
- ⇒ Certificate: a document, which does not award the holder with an academic title, evidencing the successful completion of a structured training programme, which details the number of credits awarded and the level of the programme. This programme must be comprised of at least 10 credits awarded by an institution of higher education.
- ⇒ Certification: the formal outcome of an assessment and validation process, which, on completion of a course, establishes that an individual has attained a specific level and will receive a degree or other qualification.
- ⇒ Joint degree programme: a particular way of carrying out the joint organisation studies which are then awarded jointly by any partner universities in the French Community who are authorised to do so. The teaching activities are organised, managed and delivered jointly, and passing is certified collectively and leads to the award of a single degree or of degrees according to the specific legislation of each partner university.
- ⇒ Skill: assessable ability for an individual to mobilise, combine, transpose and implement individual and collective resources in a particular context and at

- a given time; here, “resources” means knowledge, know-how, experiences, abilities, life skills, and attitudes.
- ⇒ Knowledge: a consistent set of know-how and experience resulting from the learning of information, facts, theories, practices, and techniques, related to one or more artistic or socio-professional areas of study or work.
 - ⇒ Joint organisation: partnership between two or more institutions that agree to effectively participate in the administrative and academic organisation of teaching activities of a degree programme or of a joint study programme. At least one of the institutions needs to have been authorised to do this. Such an agreement may cover the provision and organisation of teaching, exchange of staff or infrastructure sharing.
 - ⇒ Co-requisites of an educational component: specific educational components of a study programme that must have been completed prior to or at the latest during the same academic year.
 - ⇒ Credit (ECTS): credits express the volume of learning based on the defined learning outcomes and their associated workload. 60 credits are allocated to the learning outcomes and associated workload of a full-time academic year or its equivalent, which normally comprises a number of educational components to which credits (on the basis of the learning outcomes and workload) are allocated.
 - ⇒ Curriculum: a coherent set of one or more study cycles forming specific basic training. Within a curriculum, the intermediate stages can be “transitional”, therefore if the student is prepared accordingly, the degree can ultimately be considered “professional”.
 - ⇒ (Study) Cycle: studies leading to an academic degree; higher education is divided into three cycles.
 - ⇒ Decree of 31st March 2004 (Bologna): the decree defining higher education, promoting its integration into the European Higher Education Area and refinancing universities.
 - ⇒ Decree of 7th November 2013 (“Paysage”): the decree defining the structure of higher education and the academic organisation of studies (implemented only in French-speaking universities of Belgium).
 - ⇒ Degree certificate: a document evidencing successful completion of studies in accordance with the provisions of the decree in force and the title or academic degree awarded at the end of this cycle.
 - ⇒ Doctor: a level 8 academic degree awarded on completion of doctoral (third cycle) studies (PhD) and defence of a thesis.
 - ⇒ Dean: the Deans of the UMONS Faculties, the Heads of the UMONS Schools and the academic leaders of the UMONS Institutes authorised by the Board to organise degree courses.
 - ⇒ Equivalency: the process of assimilating a student’s skills and knowledge, certified by one or more titles, certificates, degrees (including foreign degrees), to those concerned at the end of a degree programme organised or funded by the French Community of Belgium.
 - ⇒ Referral institution: as part of the joint organisation of a joint study programme, particularly joint degrees, this is an institution responsible for the centralisation of the administrative and academic management of the programme and of the students appointed by those who are authorised to do so in the French Community for the studies in question.

- ⇒ Continuing Education Studies: a structured set of learning activities organised by a higher education institution, but not leading to a qualification or an academic degree, with the exception of certain continuing education programmes, designed to complement, broaden, improve, update or improve the learning outcomes of higher education graduates or those who can benefit from similar professional or personal achievements.
- ⇒ Special needs student: a student with a disability, a proven deficiency, a specific learning disability or a disabling illness whose interaction with various barriers may hinder their full and effective participation in their academic life on the basis of equality with others.
- ⇒ Fundable student: a duly registered student who, by virtue of their own characteristics and the type of registration or study programme on which they are registered, is considered for funding, which pays for their tuition at the institution offering their desired course.
- ⇒ Faculty: All nine of the UMONS Faculties and Schools, as well as the UMONS Research Institute for Language Science and Technology.
- ⇒ Specialist focus: a consistent set of course units representing 30 credits for a master's degree programme of at least 120 credits leading to additional expertise attested by a separate academic degree.
- ⇒ Initial training programme (basic training): a degree programme that leads to a Bachelor's or Master's degree, excluding all specialised Bachelor's and Master's degrees.
- ⇒ Academic degree: qualification awarded on successful completion of a cycle, recognised by the decree in force and certified by a degree certificate.
- ⇒ Institution or Campus: an infrastructure or a group of infrastructures combined together in which an institution offers teaching or research activities.
- ⇒ Standard registration: as agreed by the Board, registration for one academic year on a degree programme comprising a coherent set of educational components (for which the student meets the conditions of admission and fulfils their administrative and financial obligations).
- ⇒ Panel: The academic body primarily responsible for considering admissions, tracking students' progress, assessing and awarding certification of learning outcomes, and organising the corresponding examinations.
- ⇒ Master's Degree: a level 7 postgraduate degree programme (second cycle) accounting for at least 60 credits, or 120 credits if a specialist focus is studied.
- ⇒ Advanced Master's Degree: a level 7 academic degree awarded on completion of specific graduate (second cycle) studies comprising at least 60 credits, supplementing an earlier Master's programme.
- ⇒ Option: a coherent set of educational components of a programme of a study cycle accounting for 15 to 30 credits.
- ⇒ Pre-requisite of an educational component: all other educational components of a study programme, the learning outcomes of which must be certified, and the corresponding credits awarded by the Panel before registration onto another particular educational component, unless exemption is granted by the Panel.
- ⇒ Programme description: a structured set of educational components described in learning outcomes, consistent with the competency reference framework or study cycles to which they belong, specific to a higher

- education institution offering all or part of a study programme and awarding the corresponding degree certificates.
- ⇒ Student's annual programme (PAE): as approved by the Panel, a coherent set of educational components of a study programme on which a student is duly registered for an academic year, during which they attend classes, sit the corresponding examinations and are assessed by the Panel.
 - ⇒ Study programme: All teaching activities in a cycle, grouped into educational components, some of which are compulsory while others are selected by the student, consistent with the competency reference framework of a study cycle; the programme specifies the corresponding credits and time organisation as well as the pre-requisites and/or co-requisites of the various educational components.
 - ⇒ Term: period of the teaching activities of an academic year covering approximately 4 months; the academic year is divided into 3 terms.
 - ⇒ Competency reference framework: a structured set of skills specific to an academic degree, title or certification.
 - ⇒ Sector: several fields of study grouped together.

The human and social sciences sector groups together the following fields of study:

- Philosophy
- Religious Studies and Theology
- Languages, Literature and Translation Studies
- History, Art and Archaeology
- ICT
- Political and Social Sciences
- Legal Science
- Criminology
- Economics and Management
- Psychology and Education

The health sector groups together the following fields of study:

- Medical Science
- Public Health Science
- Veterinary Science
- Dentistry
- Biomedical and Pharmaceutical Sciences
- Movement Science

The science and technology sector groups together the following fields of study:

- Construction and Urban Planning
- Science
- Agronomy and Biological Engineering
- Engineering Sciences and Technology

- ⇒ Situation of *force majeure*¹: *force majeure* is traditionally defined as an unforeseeable and unavoidable event, independent of the will of the parties concerned. The concept of *force majeure* originates from private liability law and constitutes an external cause exonerating responsibility.² Jurisprudence³ sets several conditions for a case of *force majeure* to be legally recognised. It must be unforeseeable, unavoidable, and external to the person concerned:
 - unforeseeable: “the external cause is independent of human will and is something the student could not have foreseen or prevented⁴”
 - unavoidable: the student “must not be able to overcome or withstand the case of *force majeure*⁵”
 - lack of responsibility/fault of the person concerned: suggestion of any fault of the student “is excluded in the events which preceded, prepared or accompanied the *force majeure*.”
- ⇒ (Work) Placement: a specific professional integration activity carried out in a socio-professional environment relevant to the student's field of study, recognised and assessed by the Panel concerned.
- ⇒ Educational component (UE): one or several learning activities (AA) grouped together because they have common objectives and constitute a training programme at the level of the expected learning outcomes.
- ⇒ Accreditation of prior learning: process for the assessment and recognition of the learning outcomes through experience or training and of the skills of an applicant for admission onto a course.

CHAPTER III – ENTRY REQUIREMENTS

Article 3. Higher education is divided into 3 cycles.

Universities offer 5-year programmes which are made up of 2 cycles:

- 1) 1st cycle: undergraduate transitional studies of 180 credits, certified by a Bachelor’s degree.
- 2) 2nd cycle: postgraduate vocational studies which lead to one of the following academic degrees:
 - a Master’s degree of either 60 or 120 credits; Master’s degrees of 120 credits offer a teaching, research or specialist focus;
 - an academic degree in Medicine or Veterinary Science of 180 credits.

1 Definition inserted at the request of Minister Marcourt (Minister Marcourt’s letter of 1st March 2017 regarding the management of strikes or any other event affecting the organisation of assessments).

2 De Jonghe D., Simar R., Vanderstraeten M., “*Force majeure* in administrative law: theoretical markers and illustrations” in “*force majeure: state of the art*”, Anthemis, Louvain-la-Neuve, 2013.

3 State Council, 14th February 2012, n°217/957

4 Civil Code, Article 1148

5 Court of Appeal of Liège, 15th December 2003

Universities also offer:

- 3rd cycle degree programmes include doctoral training and work related to the preparation of a doctoral thesis;
- the AESS (2nd cycle);
- the CAPAES;
- Advanced Master's degree programmes (2nd cycle) of at least 60 credits designed for the student to obtain a specialised vocational qualification.
- Graduate certificates and other non-degree programmes. These do not lead to an academic degree.

Article 4.

Subject to other specific legal provisions and in view of obtaining the corresponding academic degree, students who possess one or more of the following credentials may be admitted onto an undergraduate degree programme (1st cycle / Bachelor):

1° a Belgian school leaving certificate (CESS) issued during or after the academic year 1993-1994 by a fully-fledged secondary school or a school of continuing education of the French Community. Where appropriate, this certificate must be accredited if issued by a school before 1st January 2008 or duly signed and sealed by the French Community if issued after this date.

2° a Belgian school leaving certificate (CESS) issued before the end of the 1992-1993 academic year along with a confirmation of the student's aptitude for higher education.

3° a degree awarded by a higher education institution of the French Community that officially recognises academic degrees, in accordance with previous legislation;

4° a certificate or degree of higher education, issued by a school of continuing education from a date specified in the corresponding decree;

5° a transcript of results stating the passing of the relevant entrance examination(s) coordinated by higher education institutions or by the Board of the French Community; this document will allow admission onto courses in relevant sectors or fields of study; the regulations and practical procedures regarding the organisation of this examination at UMONS are available on the UMONS website as well as at the Registration Office;

6° study credentials similar to those abovementioned, issued by the Flemish Community of Belgium, the German Community of Belgium, or the Royal Military School;

7° a foreign qualification identical in level to those outlined in points 1° to 4° of this article, in accordance with local, national or European law or international convention; in this case, equivalency is needed for admission onto the desired studies. If this is not obtained, and without prejudice to article 5, the student must obtain a DAES (as referred to hereafter in point 8) for admission onto the desired studies;

8° Confirmation of the student's aptitude for higher education (a "DAES" in the French Community) issued by the Board of the French Community.

9° *A decision on the study level equivalency* issued by the Government of the French Community.

Admission onto undergraduate study programmes through Accreditation of Prior Experiential Learning (referred to as VAE at UMONS) is reserved for students who are not able to meet the conditions of admission listed above. This requires personal or professional experience of at least five years of activity. Years of higher education can be taken into account only if they have been successfully passed and were for a maximum two-year period (60 credits acquired per year). After an assessment, the Panel decides whether the student's skills and knowledge are sufficient to pass a course.

Applicants admitted thanks to their prior experience are requested to contact the UMONS VAE advisor (Continuing Education Unit) for advice and support in their admissions application. Applications based on prior experience will not be taken into account after 31st August (just before the start of the academic year concerned).

Article 5. Only those students who have passed the specific entrance examination may register on an undergraduate course in engineering (general focus or a specialist focus on architectural engineering).

This entrance examination is organised in collaboration with other universities that are authorised to do so and that offer undergraduate degree programmes (first cycle) in engineering.

The examination is designed to assess the applicant's ability to pursue higher education studies as well as the specific skills required for studies in this field. It covers the following subjects:

- 1° French
- 2° Mathematics
- 3° Sciences: Physics, Chemistry, Biology, Geography
- 4° History
- 5° a foreign language: Dutch, English, German, or Latin (the student's choice).

Students who meet the general entry requirements for admission to undergraduate (first cycle) studies (listed in Article 4) are exempt from the subjects listed above, except Mathematics.

The full content of the examination is determined by order of the Government of the French Community.

The regulations and practical procedures for the organisation of this examination are available on the UMONS website and at the Secretariat of the Faculty of Engineering.

The Board for undergraduate (first cycle) studies in engineering may admit students onto undergraduate degree programmes if their current study credentials attest to sufficient knowledge of the subjects listed above (subparagraph 3 of this article).

Article 5a.

§1. With the exception of students benefiting from an exemption due to their academic background⁶, students have access to undergraduate studies in medical sciences (Bachelor's degree in medicine) providing they meet the general conditions for access to undergraduate studies, referred to in section 4, and hold a certificate for the entrance and access examination for undergraduate studies in medical or dental sciences, organised by the Government of the French Community from the 2017-2018 academic year onwards.

§2. The entrance and access examination for medical sciences and/or dental sciences is organised as a two-part written test and covers the following subjects:

Part 1: Knowledge and understanding of science subjects

- a) Biology
- b) Chemistry
- c) Physics
- d) Mathematics

Part 2: Communication and critical analysis of information

- a) Assessment of reasoning, analysis, integration, synthesis, argumentation, criticism and conceptualisation skills
- b) Assessment of the ability to communicate and perceive conflict, or potentially conflictual, situations

⁶ The list of cases in which students can receive an exemption from taking the entrance exam is available on the ARES website (in French) (<https://www.ares-ac.be/fr/etudes-superieures/en-pratique/conditions-d-acces/exmd/tout-savoir-sur-l-examen-d-entree/parcours#01-vous-%C3%A9tiez-%C3%A9tudiant-au-1er-bloc-en-sciences-m%C3%A9dicales-ou-dentaires-en-2016-2017-ou-en-2017-2018-en-f%C3%A9d%C3%A9ration-wallonie-bruxelles>)

- c) Assessment of the ability to perceive the ethical dimension of decisions to be made and their consequences on individuals and society
- d) Assessment of the ability to demonstrate empathy, compassion, fairness and respect

The Government's decree specifying the detailed examination programme is included in Annexe 6.

To pass the entrance and access examination, the candidate must obtain an average of at least 10/20 for each part, with a minimum of 8/20 for each subject in both parts of the examination. In order to obtain the overall score, the Entrance and Access Examination Board adds the averages obtained for each part.

§3. For the 2019-2020 academic year, there are two exam dates for the entrance and access examination: Wednesday 10th July 2019 and Wednesday 4th September 2019⁷. The deadline for registration is Thursday 20th June 2019 for the first exam, and Monday 19th August 2019 for the second.

§4. To sit the entrance and access examination, the candidate must register on a computer platform centralised by ARES (<http://www.ares-ac.be/fr/etudes-superieures/en-pratique/conditions-d-acces/exmd>).

The registration fee for the examination is set at 30 euro, which is paid to ARES, who then reimburses the candidate once they have sat the entrance and access examination.

When registering, the candidate must indicate:

1° Their choice of course (medical sciences or dental sciences)

2° If they can be considered a resident student according to Article 1 of the Decree of 16th June 2006 regulating the number of students on certain undergraduate courses in higher education. They must transmit the necessary documents that prove their status as a resident student.

The applicant must specify the university institution which organises undergraduate studies in medical sciences and/or dental sciences, and which is authorised to do so, at which they wish to continue their registration if they pass the entrance and access examination.

The candidate may cancel their registration for the entrance and access examination up to three working days before the date of the examination. The registration fee for the examination is then reimbursed by ARES.

⁷ Subject to the adoption by the Government of the Wallonia-Brussels Federation of the decree determining the dates on which the examination is held.

§5. Notwithstanding paragraph 1, students who take first cycle courses in medical sciences as part of their Master's degree programme in order to obtain a particular professional title, also have access to the Bachelor's in Medicine.

§6. Students who wish to register on the Bachelor's degree in Medicine, and who have obtained credits from having an academic degree for which the additional requirement mentioned in §1 is not applicable, with the exception of some Advanced Master's programmes, must sit the entrance and access examination.

§7. The Entrance and Access Examination Board sets the examination questions and the assessment procedures for the examination, as well as the reasonable adjustments referred to in the Decree of 30th January 2014 on inclusive higher education.

They assume the academic responsibility for the exam.

§8. No later than 3 days after the deliberation, the President of the Entrance and Access Examination Board communicates the results of the examination to the candidates via ARES and submits the list of successful candidates to the academic institutions concerned.

No later than 10 days after the examination, the Entrance and Access Examination Board issues these candidates their certificates of achievement for having passed the Entrance and Access Examination through ARES. Without prejudice to the other access conditions, students with these certificates are registered with the university institution they specified when registering for the examination.

The certificate of achievement is valid for registration for the academic year following the exam only. It is personal to each candidate and not transferable. In the event of *force majeure*, duly assessed by the Entrance and Access Examination Board, this certificate may be valid for two consecutive academic years.

§9. When deliberating, the Entrance and Access Examination Board applies the following procedure: according to course option, a T number is established, which is equal to the total number of candidates who have passed the entrance and access examination. An NR number is also established, according to course option, and this is equal to the number of candidates who have passed the entrance and access examination but who are not considered as resident students according to the definition of this term in Article 1 of the Decree of 16th June 2006 regulating the number of students on certain undergraduate courses in higher education.

When the ratio between this NR number and the T number reaches a percentage higher than 30%, a ranking is made by the Entrance and Access Examination Board of the candidates who have passed the entrance examination, but who cannot be considered resident students, to designate to whom a certificate of achievement will be issued. The board ranks these candidates in descending order

of the overall marks obtained by each of the candidates for the entrance and access examination. It awards certificates of achievement to candidates who pass the entrance examination until the proportion of candidates who cannot be considered as resident students is 30% of the total number of successful candidates.

At the end of this procedure, according to course option, an L number is established which is equal to the number of students receiving a certificate of achievement for passing the examination.

§10. The candidate may sit the entrance and access examination only during one academic year in the five academic years following the date of first sitting the examination, except in cases of *force majeure* duly assessed by the Entrance and Access Examination Board.

Article 6.

§1. Students who have one of the following qualifications may be admitted onto a Master's degree (second cycle) programme:

- 1° a Bachelor's degree from the same study domain as the Master's degree;
- 2° the same Master's degree but with another focus;
- 3° another Bachelor's or Master's degree, providing this qualification is accepted by the academic authorities' and the student has fulfilled any additional requirements as determined by the authorities;
- 4° an academic degree similar to those abovementioned issued by an institution of higher education in or outside the French Community, providing this qualification is accepted by the academic authorities' and the student has fulfilled any additional requirements as determined by the authorities;
- 5° a foreign qualification *identical in level to those mentioned above and subject to the same conditions*, pursuant to the present decree, European directive, international convention, or other legislation. This therefore represents a qualification similar to an academic degree awarded in the French Community which leads to the same professional skills or further studies in the original system.

The additional entry requirements, as outlined above in points 3 and 4, are designed to ensure that students have obtained the pre-requisites for the programme concerned. Any additional courses taken to fulfil the additional entry requirements cannot exceed 60 extra credits, taking into account all of the credits that can be validated on admission. These courses are part of the study programmes for Master's degrees.

At least 45 credits of the 60-credit Master's programme must be obtained and validated before the student is able to continue with their studies for a 120-credit Master's programme.

§2. Students who have one of the following qualifications may also be admitted onto a Master's degree (second cycle) programme:

1° a vocational Bachelor's degree, in accordance with the Government's or the academic authorities' decision and the additional requirements they determine. The conditions set by the academic authorities cannot be more restrictive than those set by the Government, nor can any distinction be made between the institutions having issued the academic degree;

2° a similar academic degree awarded by an institution of higher education in or outside the French Community, providing this qualification is accepted by the academic authorities' and the student has fulfilled any additional requirements as determined by the authorities.

3° a foreign qualification identical of the same level, and subject to the same conditions, as those abovementioned, pursuant to the decree in force, European directive, international convention, or other legislation.

The additional entry requirements are designed to ensure that students have the required the appropriate qualifications (pre-requisites) for the studies to be pursued. When these additional entry requirements consist of one or more extra courses, they represent a maximum of 60 extra credits, taking into account all of the credits that can be validated on admission. These courses form part of the student's study programme.

§3. As an exception, students who have successfully completed the first cycle (Bachelor) can continue on to the second cycle (Master) if the number of remaining credits at Bachelor level is less than or equal to 15, in which case they would be primarily registered on a Master's programme and may also be registered on the original Bachelor's programme.

At the end of the first cycle (Bachelor), if the number of credits at Bachelor level is between 16 and 30, the student may be granted permission by the Panels for Bachelor and Master programmes, on a case-by-case basis, to follow part of the desired Master's programme. In this case, the student would be primarily registered on a Bachelor's programme and may also be registered on a Master's programme. The total number of credits of the student's PAE may not exceed 75.

§4. Under the conditions established by the academic authorities, and in accordance with the conditions laid out in the preceding paragraphs, students who have an academic degree from outside the French Community which does not allow admission to postgraduate (second cycle) studies can, however, be admitted onto a study course as long as it has been validated by the Panel for at least 180 credits.

Regarding extra courses, the conditions that the students must fulfil in order to be admitted are the same as those referred to in §2.

§5. Students can take the examinations of a teaching-focused Master's degree only if they can provide evidence of sufficient command of the French language.

This can be achieved by one of the following methods:

1° Providing official documentation attesting to one of the following qualifications:

- the CESS (Belgian school leaving certificate) issued by a fully-fledged secondary school or a school of continuing education in the French Community (+ DAES if the CESS was awarded during or before the academic year 1992-1993);
- a higher education teaching degree issued by a school of continuing education;
- the DAES awarded by a Board of the French Community.

2° Passing a specific examination for this purpose, *organised by a higher education institution, which is based on the terms and conditions set by ARES and* according to the provisions established by the Government;

3° Providing official documentation attesting to the passing of the relevant entrance examination organised by a higher education institution or a Board of the French Community;

4° Providing official documentation attesting to the passing of a French language proficiency test as outlined in a list established by the Government⁸,

5° Possessing a qualification that attests to sufficient knowledge of the French language; the Government establishes the minimum requirements that these studies must meet.

6° Possessing a higher education qualification issued in the French Community for which access is conditional on proof of sufficient command of the French language.

The examination referred to in point 2 aims to confirm that students can express themselves appropriately in their work, during assessments covered in their study programme, and particularly during the work placements they have to carry out in secondary schools.

Any applicant wishing to sit this test at UMONS must register for it at the Registration Office 15 days before the test date at the latest.

Article 7.

Students who have one of the following qualifications may be admitted onto the AESS course:

- a Master's degree (second cycle studies) of a similar domain awarded in the French Community, the German Community, the Flemish Community, or by the Royal Military School;

⁸The Government orders referred to in points 4 and 5 have not yet been established for the 2019-2020 academic year, therefore students who do not possess official documentation, as listed above in points 1 and 3, are obliged to sit the specific examination as outlined in point 2.

- an equivalent foreign qualification subject to the same conditions, pursuant to the decree in force, European directive, international convention, or other legislation;
- Students approaching the end of their 120-credit Master's course at an institution in the French Community, and whose PAE is not greater than 60 credits, may also register onto the AESS course. However, they will not officially graduate before successfully completing their Master's programme.

No student can be admitted onto the AESS course unless they can provide proof of sufficient command of the French language.

This can be achieved by one of the following methods:

1° Providing official documentation attesting to one of the following qualifications:

- the CESS (Belgian school leaving certificate) issued by a fully-fledged secondary school or a school of continuing education in the French Community (+ DAES if the CESS was awarded during or before the academic year 1992-1993);
- a higher education degree awarded by a school of continuing education in the French Community;
- the DAES awarded by a Board of the French Community.

2° Passing a specific examination for this purpose, *organised by a higher education institution, which is based on the terms and conditions set by ARES and* according to the provisions established by the Government;

3° Providing official documentation attesting to the passing of the relevant entrance examination organised by a higher education institution or a Board of the French Community;

4° Providing official documentation attesting to the passing of a French language proficiency test as outlined in a list established by the Government⁹;

5° Possessing a qualification that attests to sufficient knowledge of the French language; the Government establishes the minimum requirements that these studies must meet³;

6° Possessing a higher education degree awarded in the French Community which certifies studies, access to which is conditional on the proof of sufficient command of the French language.

⁹The Government orders referred to in points 4 and 5 have not yet been established for the 2019-2020 academic year, therefore students who do not possess official documentation, as listed above in points 1 and 3, are obliged to sit the specific examination as outlined in point 2.

The examination referred to in point 2 aims to confirm that students can express themselves appropriately in their work, during assessments covered in their study programme, and particularly during the work placements they have to carry out in secondary schools.

Any applicant wishing to sit this test at UMONS must register for it at the Registration Office 15 days before the test date at the latest.

Article 8.

Subject to the provisions established by the academic authorities, students who fulfil the entry requirements and have either a Master's degree awarded by a university in or outside the French Community, or a qualification that accounts for at least 300 credits validated by the Panel, can be admitted onto an Advanced Master's degree course at UMONS.

Article 9.

§1. Subject to the legal provisions fixed by the academic authorities, and pursuant to the UMONS Doctoral Regulations, students who possess one or more of the following credentials can register for a doctoral programme (PhD) at UMONS:

- 1° a Master's degree which accounts for at least 120 credits;
- 2° a similar academic degree awarded by an institution of higher education in or outside the French Community, providing this qualification is accepted by the academic authorities' and the student has fulfilled any additional requirements as determined by the authorities.
- 3° a foreign qualification equivalent in level to those mentioned in points 1 ° and 2°, awarded under the same conditions, and issued in accordance with the relevant decree, European directive, international convention, or other legislation in force.

The additional access conditions referred to in 2° are intended to ensure that students have acquired the subjects and skills required for the studies concerned. When these additional access conditions consist of one or more additional courses, these cannot represent more than 60 additional credits, taking into account all the credits which they can also have on admission. These courses form part of their study programme.

§2. Subject to the provisions established by the academic authorities, and pursuant to the preceding paragraph, the holder of a Master's degree (second cycle studies) issued in or outside the French Community which does not grant access to third cycle (doctoral level) studies but accounts for at least 300 credits validated by the Panel, can, however, be admitted onto a PhD programme.

§3. Notwithstanding the aforementioned provisions, the Panel may also admit holders of the following qualifications onto a PhD programme: a degree or other qualification issued outside the French community which, under the original system, can lead directly to doctoral studies or studies and/or work relating to

the preparation of a doctoral thesis, even if these degree courses are not arranged in separate cycles or completed in at least five years.

Such admission is an exception and requires formal and authentic evidence of the applicant's ability to pursue doctoral studies under the original system.

Article 10.

§1. Students cannot gain the title of 'Doctor' if they do not pass the corresponding doctoral training.

§2. Applicants who hold a research focused master's degree in the same field are exempt from having to obtain certain credits within their doctoral training (maximum 30 credits).

Article 11.

§1. Applicants who have a Master's degree can be admitted onto university courses in accordance with the specific conditions set by the programme committees of these courses and approved by the Education and Training Panel.

§2. Notwithstanding §1, the Panel may also validate the knowledge and skills of students who do not have the required Master's degree, but who have acquired knowledge and skills from other courses of higher education, or as a result of their personal or professional experience.

Article 12.

§1. To be admitted onto a degree course, the Panels can validate the credits that the students have obtained from a previous course of higher education. Subsequently, this exempts them from certain parts of the study programme. The Panel cannot validate more credits than those granted by the panel of the institution where the relevant courses were followed, evaluated and awarded.

§2. To be admitted onto a degree programme, the Panels can validate the credits that the students have acquired through personal or professional experience.

For admission onto a study programme through Accreditation of Prior Experiential Learning (VAE), this personal or professional experience must correspond to at least five years of activity. Up to 2 years of higher education can be taken into account only if these years have been successfully passed (60 credits acquired per year). After evaluating the evidence, the Panel decides whether they deem the student's skills and knowledge sufficient to follow the desired course successfully.

Through this evaluation the Panel also decides whether the student's personal or professional experience is sufficient for admission onto a degree programme.

If a student is admitted onto a course based on previous experience, the Panel can decide whether or not to validate this experience and exempt the student from following certain educational components from their study programme.

§3. UMONS offers customised support and assistance to those admitted onto courses as a result of their prior experience. Anyone who thinks they possess valuable experience related to their Master’s programme is invited to contact the UMONS VAE advisor (Service Formation Continue - Continuing Education Unit) in order to start the process, and for guidance in completing their admissions application. Applications based on prior experience will not be taken into account after 31st August (just before the start of the academic year concerned).

Article 13. No academic degree can be awarded by UMONS to a student who has not followed at least 60 credits of the corresponding programme in the French Community of Belgium, or who has not been duly registered at the University. In all cases, with some exceptions, at least 30 credits of the cycle must have been effectively taken at UMONS.

As an exception to the previous paragraph, holders of a 120-credit Master’s degree may be awarded an academic degree corresponding to another specialist focus of the same Master’s degree after takings the relevant credits. Similarly, the Certificate of Teaching for Upper Secondary Education (AESS) may be awarded to students who are registered for these studies and who have passed the tests of the corresponding study programme.

As an exception to the first paragraph, and for justified reasons, an Advanced Master’s degree may be awarded to a student if they have completed only 30 credits of the corresponding programme and if they were registered for the studies leading to that degree for at least one academic year.

CHAPTER IV - REGISTRATION AND THE STUDENT’S PROGRAMME

Article 14.

§1. Registration is valid for one academic year and covers a coherent set of educational components (UE) of a particular curriculum. This list of educational components makes up the student's annual programme (PAE) for the academic year.

With the agreement of the relevant Deans, a student may be registered on several different curriculums during the same academic year.

§2. The PAE of a student who registers for the first time onto an undergraduate degree programme (first cycle studies) must correspond to the first 60 credits of the study programme (1st block of 60 credits), unless a reduced workload has been envisioned (as outlined in Chapter X).

At the end of the first year,

- If the student has obtained at least 45 of these 60 credits, they can continue with this cycle. Their PAE will be composed of educational components from the 1st 60-credit block, for which they have not acquired the corresponding credits, and the educational components

from the next part of the cycle. The PAE must include at least 60 credits, except in the following cases:

1° if a reduced workload has been envisioned (as outlined in Chapter X);

2° in case of co-organisation with higher education institutions outside the French Community, or in case of mobility

3° when students have to attain a minimum of 60 credits, but their PAE should include educational components for which they have not yet acquired pre-requisites that cannot be converted into co-requisites

4° for duly motivated pedagogical and/or organisational reasons, providing the PAE is still not less than 55 credits.

- If the student has not obtained at least 45 of 60 credits, they cannot continue to the next part of the cycle. Their PAE will be made up of educational components (UE) for which they have not yet obtained the corresponding credits, as well as, if the student wishes, remedial or complementary activities to increase their chances of passing. It is also possible for the student to change their choice of optional courses.

If they have obtained at least 30 of the 60 credits, and with the Panel's agreement, the student's PAE may also include educational components (UE) from the following cycle, provided that the pre-requisites and co-requisites are observed and respected. The PAE cannot, however, exceed 60 credits. Students wishing to complete their PAE with educational components from the next part of the cycle must request to do so, in accordance with the procedure established by the Faculty.

- If the student decides to change their Bachelor's programme, the Panel assigned to this cycle may validate all or part of the credits already obtained.

If the Panel validates at least 45 credits of this part of the cycle, the student can continue to the next part of the cycle. The student's PAE will be composed of educational components from the 1st 60-credit block, for which they have not acquired the corresponding credits, and educational components from the next part of the cycle. Their PAE must correspond to at least 60 credits, unless a reduced workload has been envisioned (as outlined in Chapter X).

If the Panel validates less than 45 credits, the student cannot continue to the next part of the cycle. Their PAE will include the educational components (UE) from the 1st 60-credit block of this cycle for which they have not yet gained the credits and, if at least 30 credits have been validated by the Panel, the educational components from the next part of the cycle. The student can also register for remedial or complementary activities to increase their chances of passing.

§3. After the first block of 60 credits of the 1st cycle (or a minimum of 45 acquired or validated credits of this block), a student’s programme includes:

- 1° educational components of the study programme on which the student had previously been registered and for which they have not yet acquired the corresponding credits, with the exception of the optional educational components that the student had previously selected but may now decide to take others instead
- 2° educational components from the rest of the cycle, or from extra courses defined as a condition of access to the cycle, for which the student meets the pre-requisites
- 3° Students who successfully complete the first cycle (Bachelor) can continue to the second cycle (Master) if the number of unobtained credits at Bachelor level is less than or equal to 15, in which case they would be primarily registered on a Master’s programme and may also be registered on the Bachelor’s programme. Their Master’s PAE includes educational components totalling at least 60 credits, which may be reduced on account of the number of unobtained credits at Bachelor level; their PAE will include the educational components for which they did not obtain at Bachelor level.

Students cannot include dissertation-related educational components in their Master’s PAE until they have acquired a Bachelor's degree.

At the end of the first cycle (Bachelor), if the number of unobtained credits at Bachelor level is between 16 and 30, the student may be granted permission by the Panels for Bachelor and Master programmes, on a case-by-case basis, to follow part of the desired Master’s programme. In this case, the student would be primarily registered on a Bachelor’s programme and may also be registered on a Master’s programme. The total number of credits of the student’s PAE may not exceed 75. Students cannot include dissertation-related educational components in their Master’s PAE until they have acquired a Bachelor's degree.

The student’s programme is subject to the agreement of the Panel who will ensure that the co-requisites and pre-requisites have been observed and respected and that the student’s programme corresponds to at least 60 credits, except at the end of a cycle or if a reduced workload has been envisioned (as outlined in Chapter X).

On a case-by-case basis, to enable a student to continue studying with a sufficient annual workload, based on the student’s choice of studies the Board may decide to transform a pre-requisite into a co-requisite.

As an exception, and based on a case-by-case justified decision of the Panel, besides the cases of a reduced workload and the end of a cycle, a PAE can be less than 60 credits in the following situations:

- 1° in case of co-organisation with higher education institutions outside the French Community, or in case of mobility

2° when students have to attain a minimum of 60 credits, but their PAE should include educational components for which they have not yet acquired pre-requisites that cannot be converted into co-requisites

3° for duly motivated pedagogical and/or organisational reasons, providing the PAE is still not less than 55 credits.

Except in exceptional circumstances, the student's annual programme is finalised by 31st October at the very latest.

For students who have obtained the first 60 credits of a Bachelor's programme, the PAE comprises 60 credits of the next block, unless specifically requested by the student.

In all cases, students who do not comply with the PAE validation procedure are considered to have accepted the Panel's proposal.

Article 15.

§1. Subject to the agreement of the Dean(s) concerned, a student registered on a particular course can, without having to pay extra tuition fees, register on single module courses (option, module or UE) that do not appear in their programme. This type of registration cannot exceed 30 credits.

§2. Subject to the agreement of the Dean(s) concerned, it is possible for a student to register onto one or more single module courses (for a maximum of 16 credits per academic year).

Students registered on single-module courses may take the assessments associated with the educational components concerned, but no credits can be granted by the Panel. However, in the event of subsequent registration onto a certifying course, the Panel of these studies may possibly validate the educational components of these single-module courses if the student achieves at least 10/20 (the pass mark).

Registration on single module courses does not provide for a study visa or official social or tax certificates.

Students must register at least 15 days before the beginning of the semester in which the teaching takes place.

The amount of the tuition fees for single-module courses is proportional to the number of credits associated with the educational components taken, with the minimum corresponding to 10 credits. The fees are fixed as follows:

- up to 10 credits: 139 euros
- 11 credits: 153.12 euros
- 12 credits: 167.04 euros
- 13 credits: 180.96 euros
- 14 credits: 194.88 euros

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- 15 credits: 208.80 euros
- 16 credits: 222.72 euros.

As an exception, refugee or asylum-seeker students who took FLE courses organised by UMONS during the previous academic year, but could not be admitted as a “regular” student due to lack of sufficient qualifications, are exempt from this fee.

Articles 26 to 34 of these regulations apply to those registered on single module courses.

Article 16.

§1. The admissions and registration application is submitted according to the procedures defined on the University's website.

Students whose application must be examined by a Panel must submit an admissions application by the following dates:

- Students from a non-EU country who are non-residents in Belgium and who need a study visa: 30th April
- Belgian, European and non-European students who do not require a visa: 31st August for students graduating in July or earlier; 30th September for students graduating in September of the registration year, and for students applying for an Advanced Master's degree course.

If an admissions application is submitted late, the Registration Office will notify the Dean of the Faculty concerned, who decides whether to examine the candidate's application or not. This provision does not apply to non-EU students, who require a visa to enter the territory.

Non-EU students must also meet the minimum academic admissions criteria as published on the University's website.

§2. The admissions and registration application will be rejected if the applicant does not meet all the requirements for admission or if they do not comply with the provisions of these regulations. The applicant will be notified directly of their rejected application by e-mail via the e-mail address that they provided at time of application, and will be informed of the reasons for this decision and the extract of this article which gives details of the appeal process. If the applicant does not provide an e-mail address, they will be notified in writing via recorded delivery or personal delivery.

A refused admissions application cannot be completed at a later date. The candidate whose application was refused may submit a new application before the deadline, provided that the refusal was not based on the lack of sufficient means.

If the applicant does not agree with this decision, they can request an appeal by the Government Commissioner of UMONS (Place du Parc 15, 7000 Mons).

In the case that University has not made a decision by 31st October, the student may also submit an appeal.

Applicants can appeal from the first working day following the notification of the decision to reject the admissions application *or, if the University does not make a decision, from the 2nd November.*

The appeal process is determined as follows:

The applicant submits their appeal either (1) in person and receives an acknowledgment of receipt signed by an authoritative member of the Commissioner's unit, (2) by recorded delivery with proof of receipt to the following address: Place du Parc 15, 7000 Mons, or (3) by e-mail to commissaire.gouv@umons.ac.be; the appeal must be submitted within 15 working days from the first working day following the notification of the contested decision *or, if the University has not made a decision, by the 16th November.*

- For the appeal lodged by the applicant to be accepted, it must include the following:

1° to be deemed admissible, the applicant's full name, address, contact details (including phone number and e-mail address), and nationality;
2° to be deemed admissible, the subject of and the reason for the appeal;
3° the full legal name of the higher education institution responsible for the contested decision;
4° The degree programme subject to the application for admission or registration;
5° to be deemed admissible, a copy of the decision refusing admission, where appropriate.

- The appeal can be accompanied by any document deemed useful and should contain an inventory of any accompanying documents.
- As long as the application has been submitted in the correct way and by the deadline, any applicant who has not received a decision from the University following their application by 15th November may appeal. Registration remains provisional pending the decision of the appeal.
- Appeals must be submitted within 15 working days from the first working day following 31st October, or 30th November for registration onto PhD programmes and for students benefiting from an extension due to *force majeure*. The student must provide evidence that they have submitted a request to the University.
- The Government Commissioner makes a decision based only on actual evidence and any disputes put forward by the University within 7 working days from receipt of the complete dossier, transmitted by the higher education institution. The institution is required to communicate the

complete file and its comments within 7 working days following the request for information by the Government Commissioner.

- If the Commissioner's decision concludes that the appeal is inadmissible, the decision of the higher education institution is final.
- If the appeal is admissible, the Government Commissioner shall either confirm the decision of inadmissibility of the application or registration, or invalidate it and confirm the admissibility of the application for admission or registration.
- The applicant will be notified of the Government Commissioner's decisions by recorded delivery, or by e-mail via the e-mail address provided by the student in their application for admission. A copy of the decision is also addressed to the higher education institution.

§3. It is the applicant's duty to provide evidence that they meet the conditions for admission onto a UMONS study programme. This can be in the form of an official document or, in the absence of a duly justified document for reasons of *force majeure*, a sworn statement attesting to the applicant's inability to provide such a document can be provided.

§4. Any misrepresentation or forgery in the constitution of an admissions or registration application constitutes fraud and automatically results in the refusal of registration of the person concerned for a period of three academic years at any higher education establishment in the French Community. An omission may, under certain circumstances, be considered a false representation.

The person suspected of submitting a fraudulent application will be informed of this fact by the Registration Office. This person may contest the allegation by writing to the Rector within fifteen days of this notification. Based on the information transmitted by the Registration Office and by the student/applicant, the Rector decides whether or not to refuse the registration. If he deems it necessary, the Rector may hear the student's defence in person.

In case of refusal of registration, a copy of this decision shall be sent to the Government Commissioner at UMONS. After verifying compliance with the procedure and the reality of the fraudulent application, the Government Commissioner sends the name of the fraudster to ARES, who is responsible for establishing a database containing the names of fraudsters, which is managed in accordance with the law of the 30th July 2018 on the protection of individuals and the processing of their personal data. Fraudsters are automatically deleted from this database after a period of three academic years.

UMONS notifies the person concerned of their registration in the database and informs them of the appeals procedure.

§5. Registration is refused if the applicant has been excluded from an institution of higher education within the last three academic years for reasons of fraud linked to registration or due to serious misconduct;

§6. Registration can be refused for any of the following reasons:

- 1) The course concerned is not liable for funding
- 2) The applicant is no longer entitled to receive funding
- 3) The applicant has been excluded from an institution of higher education within the last three academic years due to serious misconduct.

Exemption is necessary in the following cases:

- For new Belgian applicants, applicants from the European Union or assimilated non-fundable non-EU students
- For non-fundable students who have previously been registered at the University (Belgians, EU nationals or non-fundable EU students)
- If the applicant has been excluded from an institution of higher education within the last three academic years due to serious misconduct.

The registration application must be submitted according to the procedure defined on the University's website (the application for registration or re-registration for non-fundable students is conditional upon the Rector's approval). The application must be submitted to the Registration Office.

The applicant is notified of the reasoned decision of refusal of registration by e-mail (to the e-mail address provided by the student) or by letter, sent via recorded delivery, no later than 15 days after receipt of the final registration application. The registration or re-registration application is considered final when it has been submitted in person to the Registration Office complete with all required documents. No application will be considered between 15th July and 15th August.

The applicant may lodge an internal appeal against this decision within 15 days of this notification. To be deemed admissible, the appeal must always be sent by recorded delivery to the Chairman of the Appeals Board, which deals with registration refusals, at the following address: Academic Affairs Department, UMONS, Place du Parc 20, 7000 Mons. The appeal must clearly indicate the applicant's identity and the exact purpose of the appeal, and must contain all the elements and evidence that the applicant considers vital for the appeal.

If registration has been refused because the student is not eligible for funding, the Appeals Board will forward the appeal to the University's Government Commissioner who will decide whether or not to fund the student.

The Commission shall notify the student of the decision by recorded delivery, or by e-mail to the address provided by the student, within *30 days* of the referral. In the absence of such notification within this period, the student may serve the University notice to inform them of the decision made. To be deemed admissible, this notice must be sent by recorded delivery to the Chairman of the Appeals

Board, which deals with registration refusals, at the following address: Academic Affairs Department, UMONS, Place du Parc 20, 7000 Mons.

The notification must arrive within 15 days from the date this notice. Failing this, the decision will be deemed positive. This student will be notified of this decision on the same day.

The notification procedure is suspended between 24th December and 1st January and between 15th July and 15th August.

Following this internal appeals process, the student may lodge an appeal with the ARES Appeals Board, the authority responsible for receiving with complaints from students who have been refused registration. This must be done by recorded delivery within 15 days from the date of notification of the decision by the UMONS Appeals Board.

For the appeal to be accepted, it must:

- be sent by recorded delivery or as an attachment in an e-mail
- clearly indicate the identity and home address of the student and the precise purpose of the appeal
- bear the student's signature
- include a copy of the decision of the internal appeal and the notification of this to the student.

The student must also enclose all the elements that they consider necessary to justify their appeal. The student may also mention their telephone number and personal e-mail address.

The ARES Appeals Board verifies the appropriateness of the formal reasons for the decision and gives their decision within 15 working days from receipt of the complaint. If elements likely to favourably influence the registration application have not been taken into account in this internal appeal, this will invalidate the decision.

§7. Since the 2009-2010 academic year, the number of "non-resident" students who can register for the first time in the French Community of Belgium onto Bachelor programmes in Psychology and Education, majoring in Speech and Language Therapy, has been contingent on the Decree of 16th June 2006, which regulates the number of students registered on certain undergraduate (first cycle) programmes higher education.

The registration procedure for these curricula varies depending on whether the student is a "resident" or "non-resident". This concept is explained in Annexe 6 (table stating the criteria required to be considered a "resident" and a comprehensive information note on the registration procedure for these curricula). Notification of registration refusal is in accordance with the specific procedure as described in Appendix 4.

§8. Since the 2012-2013 academic year, the number of "non-resident" students registering for the first time on a Bachelor's course in medicine in the French Community of Belgium has been limited by the Decree of 16th June 2006

regulating the number of students on certain undergraduate courses in higher education.

Since the 2017-2018 academic year, the registration procedure for the entrance examination for access to undergraduate studies in medical and dental sciences involves checking the resident or non-resident status of the candidate as defined in Article 1 of this decree.

Article 17.

§1. Registration closes on 31st October. For certain students, the deadline is earlier:

- Non-resident students wishing to register on courses leading to the Bachelor's degree in Psychology and Education (specialist focus on Speech Therapy) must submit their application in accordance with the specific procedure detailed on the University's web pages and by the deadline specified (see Annexe 4).
- Students who were registered at UMONS in the previous academic year must, if applicable, re-register by 30th September;
- Students who wish to register or re-register on a Bachelor's degree in Medicine, and who have to take the entrance and access examination, must register to take the examination via the ARES platform (<http://www.ares-ac.be/fr/etudes-superieures/en-pratique/conditions-d-acces/exmd>) before the deadline for registration.

They can submit their application to register on the Bachelor's in Medicine via the UMONS website from 21st June 2019. Students who have passed the entrance and access examination must confirm their registration, following the specific procedure detailed on the University's web pages.

§2. Re-registration is not automatic. Students who wish to continue their studies at UMONS are required to re-register upon obtaining their results. This must be done no later than 30th September of each academic year according to the re-registration procedure as detailed on the UMONS website and pay the registration fee due (see Annexe 3).

In exceptional circumstances, the Rector can allow a student to re-register after this date as long as the application has been submitted by 25th October, if the student is considered financeable and 15th October if the student is non-financeable.

This deadline is extended to 30th November for students whose assessment session has been extended for reasons of *force majeure*.

§3. For registration to be considered, students are required to have provided documents supporting their eligibility for registration and admission, as well as any other documentation that may be necessary to demonstrate the authenticity of the documents provided, by 31st October at the latest. On the day of

registration, students are also required to have cleared all debts owed to all institutions of higher education in the French Community and have paid the tuition fees due.

If, by 31st October, the student has not paid, the University will notify them that their appeal will not be considered.

Students who cannot prove that they meet certain conditions of admission may be admitted provisionally and must meet all conditions for admission by 30th November at the very latest. However, if any documents are submitted late and this is not the student's fault, additional time will be granted, provided that the student has submitted their application to the Registration Office by 30th November.

§4. Except in cases of *force majeure*, any remaining balance of tuition fees must be paid by 1st February at the very latest. If payment has not been made by this date, the student can no longer take learning activities and can neither take examinations nor benefit from any deferral or official recognition of credits, but they are, nevertheless, considered to have been registered on a study programme for the academic year. Any outstanding balance will be considered as a debt to UMONS.

This student will be notified of this decision in writing.

Notwithstanding the preceding paragraph, students who have requested a study grant, but have not received it by the 1st February, *may continue to have access to their learning activities and will be assessed and may benefit from deferral or validation of credits.*

If the application for a study grant is denied, students have 30 days from the date of the decision to pay the balance of tuition fees in full.

The student may appeal against the University's decision to the Government Commissioner of UMONS (Place du Parc, 15, 7000 Mons). Information on the appeals procedure is outlined in Annexe 7.

§5. The student has until 1st December to cancel their registration; in this case, only a 50€ deposit is due. The Registration Office and the Faculty Secretariat concerned must be notified, in writing using the specific form available via the University's intranet site (sent by e-mail, by recorded delivery, or in person), of any cancellation of registration (withdrawal from studies).

§6. To be duly registered, registration must meet the conditions as set out in Articles 100 and 102 of the Decree of 7th November 2013.

§7. Revoked.

§8. For each academic year, registration and re-registration onto PhD and doctoral training programmes (3rd cycle) must take effect no later than 15th January (the application must have previously been considered and approved by the Faculty Panel concerned and sent in full to the Registration Office by this date).

In particular circumstances, registration can, however, be considered after this date, subject to the approval of the Faculty concerned.

Article 17 a.

§1. If a registration application is deemed fraudulent when the person concerned is already registered as a student, this leads to a disciplinary penalty of exclusion, following the procedure described in Article 35.

Exclusion automatically implies refusal of registration for a period of three academic years in any higher education institution of the French Community. The three-year period begins on the first day of the academic year in which the fraud is punishable.

§2. In the event of registration fraud, the student immediately loses their status as a regularly registered student, as well as all the rights related to this status and the legal rights linked to passing tests during the academic year concerned. Any tuition fees that have already been paid are definitively acquired by UMONS.

Article 18.

§1. Applications to transfer onto a different programme during the academic year must be submitted to the Registration Office:

- for students registered on the first 60-credit block of their Bachelor's programme: either by 1st December, or between the end of the first term assessment period and 15th February; no applications will be processed between 1st December and the end of the first term assessment period.
- by 1st December for all other students.

Transfer requests must be justified by the student and require approval from the Panel of the programme to which the student wishes to transfer.

In the event of refusal, the student may lodge an internal appeal against this decision within 15 days of notification. To be deemed admissible, the appeal must always be sent by recorded delivery to the Chairman of the Appeals Board, which deals with registration refusals, at the following address: Academic Affairs Department, UMONS, Place du Parc 20, 7000 Mons. The appeal must clearly indicate the student's identity and the exact purpose of the appeal, and must contain all elements and evidence that the student considers vital for the appeal. The Appeals Board shall notify the student of the decision by recorded delivery within three weeks of the referral.

This period is suspended between 24th December and 1st January.

Anyone who changes their course at UMONS or at another institution is obliged to inform the UMONS Registration Office immediately.

§2. Students registered in the first 60-credit block of the Bachelor's who, between 1st and 30th November, transfer to another institution of higher education in the French Community are considered reoriented students. No declaration of withdrawal from studies will be accepted.

§3. If, during the same academic year, a student cancels their registration for the first year of the first cycle and submits a new application for registration on another course or at another establishment between 31st October and 15th February, this application will be considered as a request for reorientation as referred to in §1.

Upon acceptance of this application, the student is liable to pay the full tuition fees to the institution from which they cancelled their registration.

Article 19.

§1. Tuition fee amounts are set by decree.

These amounts include registering as a student, registering for an academic year and registering for assessments held during the academic year.

Students from a European Union country and students from one of the countries included on the list of LDCs (Least Developed Countries) of the United Nations, as well as a complementary list which has been approved by the rectors of the universities in the French Community (11 countries¹⁰), are subject to the same tuition fees as Belgian students.

Students from countries outside the European Union may be considered in the same category as Belgian students according to the cases listed in Annexe 2 of these Regulations.

The student's status is set for a whole study cycle. They are required to prove that they still fulfil the assimilation criteria in effect when changing study cycle.

Non-EU students who are not considered in the same category as Belgian students are required to prove that they have sufficient means of financial support and can pay any increased tuition fees. The minimum monthly amount is set annually pursuant to Article 2 of Royal Decree of 8th June 1983.

Students who meet the requirements to qualify for an allowance granted by the French Community (through the department for study grants), or who can benefit from lower (intermediate) tuition fees, are required to submit an application each year regarding the reduced tuition fees to the University's Social Services by 31st October.

¹⁰ Ivory Coast, Zimbabwe, Papua New Guinea, Cameroon, Nigeria, Syria, Swaziland, Pakistan, Kenya, Ghana, Congo (Brazzaville).

This application is to be completed by the student and can be obtained from the Registration Office, the UMONS Secretariat at Charleroi, or from the UMONS intranet.

Students with official documentation attesting to a grant issued by the general administration of the Development Cooperation Commission, are exempt from paying tuition fees.

This also applies to senior staff members of UMONS and to the researchers that it hosts when they register onto an Advanced Master's degree or PhD.

Students who have applied for a study grant from the French Community's Study Grant Service will not be charged any fees when registering. If the request for a study grant is refused, they must pay the tuition fees within 30 days of being notified of the refusal by the French Community's Study Grant Service. If the student has registered at another institution after 1st December, this amount must still be paid to UMONS.

Students who do not meet the requirements to obtain a study grant or benefit from intermediate tuition fees, but have difficulty paying the full amount, may submit an application to the UMONS Social Services to spread out the payment for tuition fees, by 15th December, provided that they have paid a 50€ deposit by 31st October at the very latest.

Students for whom the tuition fees depend on the number of credits on their PAE are required to pay a 50€ deposit, due by 31 October at the latest, unless they are eligible to receive an allowance (study grant) from the French Community. Failing this, their registration will not be taken into account. Any remaining balance, as calculated by the Registration Office based on the number of credits on the PAE, must be paid by 1st February at the latest.

Details on the amounts to be paid for tuition fees are annexed to these regulations (Annexe 3).

§2. The tuition fee rate for courses not leading to an academic degree is determined by the University. Students can obtain information regarding the fee rate from the Continuing Education Department.

CAPAES applicants who spread their course over several years pay a one-time registration fee but must pay the relevant administrative costs and tuition fees each year.

§3. Tuition fees can be paid only by bank transfer or debit card. In exceptional circumstances, they can be paid by credit card, with any associated credit card fees charged to the student.

§4. When students register for the first time, they receive the following documents:

- ⇒ the complete study programme;
- ⇒ the UMONS Study Regulations, including the Assessment Panel Policy and Examination Regulations;

- ⇒ the UMONS IT Charter;
- ⇒ the regulations on intellectual property, protection and exploitation of the results of research conducted at or under the responsibility of UMONS;

The Study Regulations, study programmes, other regulations, and any important information for students, are subject to change over time and are, in all cases, adapted accordingly every new academic year.

They are communicated to students the University's intranet as soon as they are available.

Students are required to obtain the regulations of their Faculty every year from the Secretariat of the Faculty to which they belong. Where applicable, students should also obtain a document explaining the rules and restrictions on accreditation and on the institution, specific to the professional title regarding the studies the student is following, and must acknowledge the receipt of this document.

§5. Course material, as listed and approved by the University's Board of Directors, is available to students on the University's intranet.

If a grant holder so requests, this material is provided free of charge, within the limits set by the decree in force. Students are informed of the terms and conditions of these free resources via the paper and electronic notice boards. The syllabi will be provided free of charge once a year; if they are modified, the modified version will be made available on the University's intranet.

If the status of issuing the grant has not been confirmed by the department in charge of student allowances of the French Community, any student who has provisionally benefited from free course materials may be required to pay the amount corresponding to the price of the syllabi received.

Article 20. To be duly registered, the student must produce the following documents at the time of registration, which will be integrated into their personal file¹¹:

- 1) a photocopy of both sides of their identity card, a copy of their residence permit, a copy of their visa or passport, and, if they are a foreigner who does not fall into the same category as Belgian students, a copy of their student visa;
- 2) the original or a copy of the certificate, degree certificate or official documentation stating the qualification that allows the student to embark on higher education studies. If, at the time of registration, the student does not have any of these documents, they must produce a provisional version attesting to the qualification. They are required to submit the definitive version to the Registration Office as soon as they receive it, and at the latest by the end of the 2nd term;

- 3) the equivalency decision if the degree is not Belgian, or official documentation attesting to the passing of either the entrance examination for admission onto undergraduate studies or the special entrance examination for admission onto the undergraduate courses in engineering sciences. The latter is necessary if the applicant's School Leaving Certificate (CESS) has not been obtained or if they have not obtained the official equivalency of their foreign school leaver's certificate. If, at the time of registration, the student does not yet have this equivalency, they must produce the provisional version. They are required to submit the definitive version to the Registration Office as soon as they receive it, by the end of the academic year at the latest;
- 4) for admission onto the Bachelor's course in Engineering (general) or Architectural Engineering, official documentation attesting to the passing of the special entrance examination for such studies;
- 5) to register on the Bachelor's degree in Medicine, evidence of passing the entrance and admissions examination for undergraduate studies in medical sciences;
- 6) the supporting documents relevant to the student's education since their graduation, or for at least the five years preceding registration, allowing access to higher education studies at the University, including:
 - official school certificate (indicating the results obtained);
 - if the student was registered at another higher education institution in the French Community in a previous academic year (from 2014-2015), documentation attesting to no tuition fee debt from this institution for the last year of registration;
 - declaration of employment;
 - declaration of unemployment;
 - official documentation attesting to a stay abroad, including departure and return dates;
 - official documentation attesting to a medical condition;
 - or any other official documentation detailing the student's past.

In the absence of supporting documents, the student must sign, for each year concerned, a sworn statement indicating that they did not embark on higher education studies in Belgium or abroad, and specify the reason for not being able to provide such supporting documents;

- 7) the registration application form dated and signed (by the student, or by their parents or their legal guardian if they are a minor) for students registered for credits after the first block of 60 credits of the 1st cycle;
- 8) for non-EU students who fall into the same category as Belgian students, the documents listed in Annexe 2;

- 9) non-EU students who do not fall into the same category as Belgian students are required to submit an admissions application in full, in accordance with the terms and conditions outlined on the University's website;
- 10) students who wish to register for studies leading to the Bachelor's degree in Psychology and Education with a specialist focus on speech-language therapy, are required to submit an application containing the documents listed in Annexe 4.

At the time of re-registering, the following documents (which must be relevant to re-registration) must be re-submitted each year:

- a photocopy of both sides of the student's identity card, a copy of their residence permit, a copy of their visa or passport, and, if the student is a foreigner and does not fall into the same category as Belgian students, a copy of their student visa (if the documents previously are no longer valid);

The student's dossier must be complete with all the necessary administrative documents required by the University. Any documents requested throughout the year must be sent to the Registration Office as soon as possible.

Article 21. - Auditing Students

Registration as an auditing student must be approved by the Dean of the Faculty concerned within the set deadline.

An auditing student is not considered a fully registered. Their status allows them to attend lectures only; they are not allowed to participate in practicals or laboratory work.

They are not permitted to take assessments and no credits may be attributed under such status.

The auditing student is therefore not assessed, and no degree or qualification can be awarded to them.

Terms and conditions of registration: the applicant submits a written application, or a digital application via the online form available on the University's website, to the Dean of the Faculty concerned (cover letter + CV). If agreed, the Secretariat of the Faculty gives the applicant signed permission from the Dean. On presentation of this document and once the tuition fees have been paid, the Registration Office registers the applicant as an auditing student.

Tuition fees applicable to auditing students are 300 euros per academic year. As an exception, in order to take FLE courses at UMONS during the 2018-2019, refugee or asylum seeker students may be registered as auditing students, and not as duly registered UMONS students, and are therefore exempt from these tuition fees.

Articles 28 to 34 of these regulations apply to auditing students.

Article 22. - Submitting an Equivalency File

a) Authorities responsible for equivalency

The authorities responsible for recognising the equivalency between a foreign degree and a certificate of teaching for higher education are, depending on each case, the Minister of the French Community whose responsibility includes higher education, or the academic authorities of UMONS.

Further information is available in French at <http://www.equivalences.cfwb.be/>

b) Equivalency awarded by the University

The Boards are qualified to recognise the equivalency of Doctorate degrees.

Equivalency applications must be submitted to the Faculty concerned. The following must be attached to the application: a cover letter, a copy of the identity document, a certified copy of the degree certificate (in its original language), a certified copy of the degree certificate supplement (in its original language) if issued by the institution, as well as a translation, into French, of the degree certificate and degree certificate supplement produced by a sworn translator (if the original documents are not written in French or in English).

A committee, whose composition is determined case by case by the Faculty Board according to the subject of the thesis, examines the application. The application may, if deemed it appropriate, require the original degree certificate. The Board's (commission's) decision is then communicated to the student by the Faculty Secretariat.

Article 23. - All duly registered students receive a student card (student ID/badge) which allows them to access certain areas of the University. The student card is strictly personal to each individual student, is not transferable, and shows a recent photo of the student.

It may be required by the academic authorities and members of staff. It is deactivated once the student is no longer registered at the University.

In case of loss or theft, a new badge may be issued by the Registration Office at a cost of 5 euro.

Article 24. -

§1. At registration, students receive a user account with two e-mail addresses: a "student" address (firstname.lastname@student.umons.ac.be), which is their main address to send and receive e-mail, and an "alumni" address (firstname.lastname@alumni.umons.ac.be). If students have not re-registered by 31st December of the following academic year, their user accounts are deactivated (with the exception of the "alumni" address, which is kept in case of obtaining a degree awarded by UMONS).

Official or personal communications may be sent to this address. They must be read no later than three working days from the sent date. This period is interrupted when the University is closed.

§2. General information is communicated to the students via the electronic notice boards and via the student Intranet portal. Personal information is sent by post or e-mail to the student's university e-mail address as specified in §1. Reminders for payment of tuition fees and other priority communications may, where appropriate, be sent by SMS.

§3. Any student registered at UMONS has access to their "MyUMONS" space, through which they can consult various documents, such as: their personal timetables, their transcripts of records, proof of their having no debt, confirmation of registration (for public transport subscriptions, family allowance, health insurance, etc.). Through this platform, students can also access their personal data (last name, first name, legal address, e-mail address, telephone number, photograph, etc.) that they can check and update at any time, either directly via their MyUMONS space or by contacting the UMONS Registration Office.

Article 25. The University regularly gives its students surveys, which serve to improve teaching and other related fields. Students are required to complete these surveys issued by the general administrative departments of the Faculties in charge of investigations. Unless otherwise explicitly stated to students, their answers are kept anonymous in order to avoid linking the student to their answers during the investigations.

CHAPTER V – ORGANISATION OF THE ACADEMIC YEAR

Article 26. The academic year begins on 14th September and ends 13th September the following year. It is divided into three terms. The academic year calendar is determined by the University's Board of Directors and is annexed to these regulations (Annexe 5).

CHAPTER VI - DISCIPLINE

Article 27. Should any student damage UMONS property any repair costs must be borne by the student, without prejudice to any disciplinary action that can be inflicted upon them.

All students shall respect the work of UMONS staff by maintaining order and cleanliness in the University and its surrounding areas.

Article 28. It is forbidden to:

- carry, keep or consume illicit substances on the University's premises;

- consume alcoholic beverages of more than 5% on the University's grounds without prior consent from the academic authorities. This rule does not apply in the student halls of residence, bars and restaurants¹²;
- violate the rules that prohibit smoking in the University's public areas;
- consume food in lecture theatres and classrooms.

Article 29. At UMONS, students cannot, without prior authorisation from the Rector or his deputy:

- organise sales;
- display documents;
- invite unauthorised people into teaching spaces (except during assessment periods, taking into account the restrictions implemented given that these assessments are public);
- use any of the University's telecommunication devices in any way contrary to the University's IT Charter.

Article 30. At UMONS, in political, ideological, religious or philosophical fields, students shall comply with the neutrality specific to education organised by the French Community, or face sanctions under the disciplinary system, as specified in Article 35 hereafter.

Article 31. Notwithstanding the constraints of attendance at some laboratories, except during festive events authorised by the authorities, students shall not cover or conceal, fully or in part, their face with a mask or any other item of clothing.

Article 32. Students and members of staff must show each other mutual respect. They are required to ensure and maintain decorum and decency. UMONS staff are responsible for managing discipline during their own learning activities. They have the right to ask any student to leave the classroom if they feel the student is being disrespectful or is disturbing the class. The Deans belong to the UMONS Academic Authorities. A Dean's role within this team is to represent the students of their Faculty. When deemed necessary, the Dean summons a student before him/her and communicates to them any information they consider useful.

Article 33. Students must not act in a way that could be harmful to themselves or others. They must familiarise themselves with the instructions posted on firefighting and respect them fully. All students are required to participate in fire drills.

Article 34. Any student that contracts a contagious disease which could be harmful to others (for example, suspected meningitis, diphtheria, polio - for the complete list, please consult: https://www.wiv-isp.be/matra/CF/liste_matra.aspx) must report this to Michaël Boulvin, head of the SIPPT, on 0490/57.13.34, as well as the Faculty Secretary. They must

¹² As permitted by the regulations of the University's halls of residence.

communicate their doctor's contact details. They must follow their doctor's advice and comply with the guidelines provided for this type of situation and, in particular, the procedures to follow in case of an epidemic.

Article 35. Disciplinary actions taken by the University are:

- A caution
- Suspension from classes, labs and seminars, in whole or in part, for a period of up to one month
- Suspension from the University or from one class, lab or seminar, for a period of more than one month but not more than one academic year. This period of suspension cannot exceed more than one academic year.
- Exclusion.

The first three penalties are imposed by the Rector. Exclusion is imposed by the UMONS Board of Directors, as voted by a majority of members present. As an exception, when the intended exclusion is based on elements of a fraud at admission or registration, the Rector has jurisdiction to rule on the exclusion.

In all cases where facts are likely to lead to disciplinary action, the Rector may request a preliminary enquiry. Depending on the case, and particularly the nature of the facts, this enquiry may be entrusted to the Dean of the Faculty to which the student belongs, or to one or more members of the University's Management Team.

An academic penalty can be imposed only if the student has previously been summoned or heard. They may be accompanied by a person of their choice.

The student will be summoned to this hearing in writing via recorded delivery. The procedure will still take place even if the summoned student does not attend the hearing without giving a valid reason.

The name of the student excluded for registration fraud is sent to the Government Commissioner at UMONS. After verifying compliance with the procedure and the reality of the fraudulent application, the Government Commissioner sends the name of the fraudster to ARES, who is responsible for establishing a database containing the names of fraudsters.

In case of exclusion, a copy of this decision is sent to both the Minister and the excluded student.

CHAPTER VII – INSURANCE

Article 36. Throughout university life (curricular and extra-curricular) and during activities within or outside the University (e.g. lessons, university canteens; homes; other rooms on campus; laboratories; visits; placements; travel; sports; patriotic protests, and other socio-cultural activities):

- All civil liabilities under articles 1382 to 1386a of the Civil Code for personal injury or property damage allegedly inflicted by third parties, the fault of which could be attributed to a student registered at the University of Mons, during a University related activity, are covered by a general policy on the terms and exclusions subscribed to it.
- For any personal injury to a student registered at the University of Mons that occurred during the activities referred to above, as well as those that take place on the way to the University or within the place of activities, the cost of treatment, which is included in the nomenclature of the INAMI price and up to such tariff, as well as lump sum payments in case of death or permanent disability, is covered by a general policy on the terms and exclusions subscribed to it.

Responsibility, personal injury and property damage resulting from intentional acts or the use of a vehicle by the student on their way to their lessons or to extracurricular activities organised by the University are excluded from policies taken out by UMONS.

If the missing or late declaration causes prejudice to UMONS or its insurers, any student responsible, or a student who is the victim of personal injury, is required to immediately notify the Secretariat of their Faculty and complete the administrative document which will be given to them under penalty of forfeiture of their rights to the insurance coverage concerned.

The University accepts no liability for theft or loss of any objects belonging to students which may occur on the University's premises or at the locations of extracurricular activities and work placements.

CHAPTER VIII – ATTENDING LESSONS

Article 37.

§1. All students are required to regularly attend the learning activities of the programme on which they are registered, unless they are exempt from doing so.

§2. Teachers can address the absences of students and communicate this information to the Dean prior to the assessment period. The Dean meets with the Board concerned when a student's attendance is below satisfactory. They may decide not to allow a student to take the assessments relevant to the learning activities for which attendance was below satisfactory, even in cases of absences justified by a medical certificate. This ban may cover one or all of the assessment periods of the academic year concerned, except for the first semester assessment period of the 1st 60-credit block of the Bachelor's programme.

The student is notified of the Board's decision prior to the assessment period.

§3. Every student is required to follow all their courses, and take the assessments associated with them, on the site where they are officially registered (Mons or Charleroi).

This may be subject to the following exceptions:

- 1) For organisational reasons, the Faculty can decide that either the courses or the assessments will take place on another site;
- 2) The Faculty accepts an exemption, justified by the fact that the student is unable to follow a course and/or to take an assessment on the site where they are officially registered. To request such an exemption, the student must contact the Secretariat of the Faculty concerned, following the procedures set by the Faculty, so that a solution can, if necessary, be considered in due course by mutual agreement with the Dean and the teacher(s) concerned.

CHAPTER IX - SPECIAL NEEDS STUDENTS

Article 38. As part of the implementation of the Decree of 30th January 2014 regarding inclusive higher education, UMONS has delegated the responsibility of welcoming special needs students to the non-profit UMONS Centre for Research and Action for people with special needs ("*Les Cèdres*"), Avenue Maistriau, 19, 7000 Mons (business number 0425 617 885).

Article 39. Students who wish to benefit from the special needs student status must contact *Les Cèdres* who will inform the student of the regulations and give them an application form to complete in order to apply for such status.

Students must submit the completed application form to *Les Cèdres*, along with any documentation attesting to their special needs student status. *Les Cèdres* will then decide whether to grant this status or not.

The following are considered conclusive:

1. either the decision of a public body responsible for the integration of people with disabilities;
2. or a detailed report on the student's level of autonomy within UMONS, or another higher education institution, established by an expert in the medical field or by a multidisciplinary team, which dates back no more than one year at the time of application.
3. for information purposes, the reasonable accommodations that the student would have received during their secondary school education.

If the student changes institution during the course programme, these documents remain valid. At the request of the new higher education institution, and if the student agrees, they are transmitted to the new establishment.

Les Cèdres informs the secretariat of the Faculty concerned, the student, the psycho-pedagogical counsellor of the Educational Support Unit (SAP), and the Registration Office of this decision. The Faculty then notifies the Chairperson of the Board and the teachers concerned.

Article 40. In the event that the special needs student status is refused, the student, if they are of age, or the parent(s) or legal guardian(s), if the student is a minor, can appeal this decision *internally* before the Rector. This appeal request must be sent by recorded delivery within 15 days of the student being notified of the decision. The appeal must clearly indicate the student's identity and the exact purpose of the appeal, as well as contain all elements and evidence that the student considers vital for the appeal.

The student will be notified of the reasoned decision in a letter sent via recorded delivery no later than 15 working days after receipt of the internal appeal. Following this internal appeals procedure, the student who considers that they have a disability may appeal to the *Commission d'Enseignement supérieur inclusif* (CESI) of ARES, by recorded delivery or by e-mail within 5 working days of the notification of refusal. If the student is a minor, the appeal is lodged by the student's parents or legal guardian.

Article 41. – Individual Support

§1. *Les Cèdres* analyses the student's material, educational, medical and psychological needs and, in consultation with the student, shall establish a personalised support plan within two months following the acceptance of the application.

This support plan is signed by *Les Cèdres* and by the student, if they are of legal age. If the student is a minor, the support plan will be signed by the student's parents or legal guardian.

The support plan is valid for one academic year and is renewable. It may be modified by mutual agreement during the year at the request of the student or *Les Cèdres*.

In case of disagreement concerning the support plan, or the modification of it, the student can submit an internal appeal to the Rector.

This appeal must be submitted within calendar 15 days following the notification of the decision. The appeal must clearly indicate the student's identity and the exact purpose of the appeal, as well as contain all elements and evidence that the student considers vital for the appeal.

The student will be notified of the reasoned decision by letter sent via recorded delivery no later than 15 working days after receipt of the internal appeal.

Following this internal appeals procedure, the student with a disability, if they are of age, or their parents or legal guardian if they are a minor, may appeal to the CESI, by recorded delivery or e-mail within 5 working days of the notification of the decision.

§2. In exceptional circumstances, the plan may be terminated by mutual agreement, during the year, at the request of the student or *Les Cèdres*. In case of disagreement, the student or *Les Cèdres* may notify the Rector in writing within 15 calendar days. The Rector will then make a reasoned decision on the disputed matter. The student with a disability, if they are of age, or their parents or legal guardian if they are a minor, may lodge an appeal against the Rector's decision

before the CESI. This appeal must be submitted within 5 working days following the notification of the decision by recorded delivery or e-mail.

§3. The personalised support plan includes at least:

- 1° a study project or the student's PAE;
- 2° the accompaniment terms and conditions and reasonable arrangements regarding the material, educational, medical and psychological needs;
- 3° a choice of support staff;
- 4° the possible designation of one or more student guides;
- 5° the student guide's agreement;
- 6° if the student is a minor, consent from the parent(s) or legal guardian(s).

The student's agreement is required for confidential data to appear in the plan.

Article 42. Reduced Workload

The procedure to follow in order to benefit from a reduced workload is detailed in Chapter X. In exceptional circumstances, the student with a disability or severe illness may apply for a reduced workload after 31st October until the deadline, which is 15 days before the start of the assessment period of the 2nd term. If the application is submitted after 31st October, tuition fees are not calculated based on the number of credits in the reduced PAE.

Article 43. Timetables and Deadlines

1. Attending Lessons

Under justified circumstances, and upon decision of the Chairperson of the Board, special needs students may be excused from having to attend lessons (learning activities).

2. Assessments

Depending on the special needs student's situation, adjustment to the arrangements of examinations are possible. During the assessment period, the date of an oral examination may be changed at the student's request. A written examination may replace an oral examination (or vice versa), without prejudice to the student. Such measures are decided by the Chairperson of the Board.

If the nature of the disability so justifies, an extension of the time scheduled for each assessment (up to half the time given to other students) may be authorised.

Special needs students may take their assessments in an environment better suited to their disability than in the rooms in which the examinations

are supposed to take place, but must still be in the buildings of the University and in the presence of a member of staff.
They can use adapted materials.

3. Other

Special needs students can ask the teacher concerned for an extended deadline for handing in personal work.

CHAPTER X – REDUCED WORKLOAD AND REMEDIATION PROGRAMMES

1. Rules applicable to students registered on the 1st 60-credit block of their Bachelor’s programme

Article 44. Students who register for the first 60-credit block of their Bachelor programme may request a reduced workload, either at the time of registration or after the assessments organised at the end of the first term and by 15th February at the latest.

Students must submit their applications for a reduced workload in writing accompanied by the documents proving that the student’s request for a reduced workload is justified, to the Secretariat of the Faculty concerned by 31st October, or by 15th February, as applicable.

For students to benefit from a reduced workload at the beginning of the academic year, they must be in one of the following situations:

- The student has a job or is a jobseeker;
- The student has been granted special needs student status;
- The student has the status of elite athlete, aspiring athlete or training partner;
- The student has artist status;
- The student has student entrepreneur status;
- The student presents a social reason;
- The student presents academic reasons;
- The student presents medical reasons.

Students must attach the documents stating the reason(s) for a reduced workload to their application, namely:

- If they have a job or are a jobseeker: a certificate of employment, or a declaration from the ONEM (Belgian National Employment Office), valid at the time of registration
- If they are a student with special needs: proof of the decision of the Faculty recognising this status
- If they are an elite athlete, an aspiring athlete or a training partner: proof of the decision of the Faculty recognising this status
- If they have been recognised as an artist: proof of the Faculty’s decision recognising this status
- If they are a student-entrepreneur: proof of the decision of the Faculty recognising this status

- If they can provide a social reason: any document to prove the reason given
- If they can provide an academic reason: any document to prove the reason given
- If they can provide medical reasons: a document provided by a doctor which attests confirms that the student's health does not allow them to follow a full timetable.

All students registered for the first 60-credit block of a Bachelor's degree may, without giving a reason, request a reduced workload after sitting the 1st term assessments. The reduced workload may apply only to the activities organised during the second term. The educational components taken during the first term must form part of the student's reduced workload.

Notwithstanding the preceding paragraph, students registered on the first 60-credit block of the Bachelor's who change course at the end of the first term assessment period, or (re-)register late (during or after the first term assessment period), can apply to withdraw the first-term educational components from their reduced PAE and replace them with second-term educational components.

A draft agreement clearly stating the list of educational components to be followed by the student during the academic year, as well as the number associated credits, is drawn up following a meeting between the student and the Dean of the Faculty concerned, or the Dean's delegate. The Educational Support Unit (SAP) may be involved in this procedure.

Except under exceptional circumstances, the lightened PAE cannot be less than 16 credits.

The draft agreement is reviewed by the Dean, who decides whether or not to grant the student a reduced workload, according to the terms and conditions established in the draft agreement.

The Faculty concerned informs the student of the final decision.

The agreement for a reduced workload is signed by the student and the Dean.

In the second term, students can also choose to take a specific remediation programme to help them pass their assessments. This programme can also be partially maintained during the third term.

Students wishing to follow such a programme should apply to do so via the Secretariat of the Faculty concerned by 15th February at the latest.

The Board carries out a personalised assessment of the situation and establishes the content of the programme with the student. This may include remedial activities. The programme is then sent to the Dean for approval. The student is informed of the final decision.

The Faculty Secretariat will send a copy of the agreement, signed by the student and the Dean, accompanied by the justification documents,¹³ to the Registration Office by 25th November at the latest.

2. Reduced workload after the first 60-credit block

Article 45. The student can request a reduced workload at registration.

The application for a reduced workload is to be submitted in writing, accompanied by the documents proving that the student's request for a reduced workload is justified, to the secretariat of their Faculty. Without prejudice to the special needs students whose special needs student status has been granted during the year, applications for a reduced workload will not be considered after 31st October.

For students to benefit from a reduced workload at the beginning of the academic year, they must be in one of the following situations:

- The student has a job or is a jobseeker;
- The student has been granted special needs student status;
- The student has the status of elite athlete, aspiring athlete or training partner;
- The student has artist status;
- The student has student entrepreneur status;
- The student presents a social reason accepted by the Faculty;
- The student presents medical reasons.

Students must attach the documents stating the reason(s) for a reduced workload to their application, namely:

- If they have a job or are a jobseeker: a certificate of employment, or a declaration from the ONEM (Belgian National Employment Office), valid at the time of registration
- If they are a student with special needs: proof of the decision of the Faculty recognising this status
- If they are an elite athlete, an aspiring athlete or a training partner: proof of the decision of the Faculty recognising this status
- If they have been recognised as an artist: proof of the Faculty's decision recognising this status
- If they are a student entrepreneur: proof of the decision of the Faculty recognising this status
- If they can provide a social reason: any document to prove the reason given
- If they can provide an academic reason: any document to prove the reason given
- If they can provide medical reasons: a document provided by a doctor which attests confirms that the student's health does not allow them to follow a full timetable.

¹³ When a student is granted a reduced workload because they have a special status (special needs student, student-athlete, student-artist, student-entrepreneur), only the decision recognising this special status is sent to the Registration Office.

A draft agreement clearly stating the list of educational components to be followed by the student during the academic year, as well as the number associated credits, is drawn up following a meeting between the student and the Dean of the Faculty concerned, or the Dean's delegate. The Educational Support Unit (SAP) may be involved in this procedure.

Except under exceptional circumstances, the lightened PAE cannot be less than 16 credits.

The draft agreement is reviewed by the Dean, who decides whether or not to grant the student a reduced workload, according to the terms and conditions established in the draft agreement.

The Faculty concerned informs the student of the final decision.

The agreement for a reduced workload is signed by the student and the Dean.

The Faculty Secretariat will send a copy of the agreement to the Registration Office.

The Faculty Secretariat will send a copy of the agreement, signed by the student and the Dean, accompanied by the justification documents¹⁴, to the Registration Office by 25th November at the latest.

3. Common Provisions

Article 46.

§1. At the end of the academic year, the Board decides on the granting of credits for each educational component taken during the year.

CHAPTER XI – MASTER'S DISSERTATION

Article 47. Students whose PAE includes a Master's dissertation are required to obtain the applicable regulations from the secretariat of their Faculty at the beginning of the academic year.

Article 48bis of the present regulations, regarding the protection of personal data, must also be respected.

¹⁴ When a student is granted a reduced workload because they have a special status (special needs student, student-athlete, student-artist, student-entrepreneur), only the decision recognising this special status is sent to the Registration Office.

CHAPTER XII – “BOARD FOR HIGHER EDUCATION IN THE FRENCH COMMUNITY” STATUS

Article 48.

§1. Admission to examinations organised by the Board for Higher Education in the French Community is reserved for those who meet the conditions of admission, but, for objective reasons accepted by the Board, cannot attend the lessons of the learning activities covered in the curriculum.

§2. These students, who are allowed to take the assessments of the study year concerned before the Board, do not have the status of “duly registered student”.

§3. Only examinations concerning degree courses of the original first and second study cycles, for the purpose of gaining the corresponding qualifications, can be taken before a Board for higher education in the French Community.

§4. Students who are not financeable for standard registration on a particular course cannot register for assessments presided over by an examinations board in the French Community of Belgium within a period of three academic years.

§5. Students who were the subject of assessment can take examinations before the Board only after re-registering.

§6. Details on the costs of registering for one session are outlined in Annexe 3 of these regulations.

§7. Deadlines for registering with the Board for Higher Education in the French Community:

- for the 1st examination period: by 30th November
- for the 2nd examination period: between 15th June and 15th July

§8. Prior to registration, the applicant must, for their application to be considered by the Board, submit the following documents to the Secretariat of Faculty concerned: official documentation attesting to the fact that standard registration at a university is impossible, official documentation attesting to the applicant's activities over the past five years, official documentation attesting to a qualification allowing admission onto the higher education course concerned, a photocopy of both sides of the applicant's identity card or passport, and a copy of the applicant's residence permit.

The Board's decision is sent by the Secretariat of the Faculty concerned to the Registration Office.

CHAPTER XIIa - PROTECTION OF PERSONAL DATA

Article 48bis. The University of Mons is required to respect the regulations on data protection.¹⁵

As part of their academic activities (e.g. completion of a Master's dissertation, participation in an internal commission, etc.), students needing to access personal data¹⁶ state that they recognise the confidentiality of said data.

Students therefore ensure that they take all usual precautions to protect the confidentiality of the information to which they have access, and in particular to prevent it from being communicated to persons not expressly authorised to receive this information. They will immediately identify the University's Data Protection Officer (dpo@umons.ac.be) or the Director of the Information Technology Department (alexandre.amorison@umons.ac.be) of any data leakage (e.g. loss of data, unauthorised access, etc.) of which they should be aware.

With the help of their representatives at UMONS, they will ensure that they take all usual precautions to preserve the physical and logical security of the personal data and that only secure means of communication will be used to transfer these data.

They are required to fully restore all computer files and all information supports relating to personal data as soon as they no longer need them.

CHAPTER XIII – TRANSITIONAL AND FINAL PROVISIONS

Article 49. Holders of a Master's degree issued under the provisions previous to the Decree of 31st March 2004 (Bologna decree) are able to pursue the same further and vocational education as holders of a Master's degree of at least 120 credits.

Article 50. Holders of a qualification in architecture awarded by an architecture school in the French Community before the academic year 2010-2011 are considered to have the corresponding Master's degree that would allow them to continue their studies.

Pursuant to the amended Article 2 of the Decree of 30th April 2009 on restructuring higher education in architecture, holders of a Bachelor's degree awarded by an architecture school can register directly onto the corresponding Master's degree programme without any further conditions set by the academic authorities.

¹⁵ The General Data Protection Regulation (EU) 2016/679 ("GDPR") of the European Parliament and the European Council of 27th April 2016, on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and the Belgian legislation in force on data protection.

¹⁶ Personal data (GDPR meaning) means any information relating to an identified or identifiable natural person. The following are deemed to be an "identifiable natural person": an individual who can be identified, directly or indirectly, particularly by reference to an identifier, such as a name, an identification number, location data, online identifier or to one or more factors specific to their physical, physiological, genetic, mental, economic, cultural or social identity. The following are therefore considered personal data: first and last name, postal address, e-mail address, photo, date of birth, health data, bank account details, etc.

Students not referred to in the preceding paragraphs, and who have passed at least one year of study leading to a Bachelor's or Master's degree organised by an architecture school in the French Community before the Decree of 30th April 2009 came into force, can register on the corresponding university degree course, subject to possible additional conditions imposed by universities to ensure that the student has obtained the pre-requisites for the degree programme concerned. When these additional entry requirements consist of one or more extra courses, they can represent a maximum of 15 extra credits, taking into account all of the credits that can be validated on admission. These courses form part of the student's study programme.

Article 51. These regulations are applicable for the 2018-2019 academic year. Along with the procedure regarding admissions applications for the 2019-2020 academic year, these regulations will remain in force until the implementation of the Study Regulations 2019-2020.