

Admissions Regulations

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

Article 1

These regulations shall apply, in all their provisions, to applicants/students who have applied for admission onto a course of study at UMONS from the 2022-2023 academic year, as stipulated by the Decree of 7th November 2013.

By submitting the application, the applicant/student acknowledges these regulations.

Article 2

Definitions:

- Admission: the administrative and academic process of verifying that an applicant/student meets the criteria to undertake a particular course of study and defining any additional conditions¹.
- Applicant: the person applying for admission to UMONS (whether already a student or not).

Article 3

The application must be submitted exclusively using the online form available on the University's website. It must be submitted by the applicant personally. The University reserves the right to request the original documents constituting the admissions application, as well as any other documents (which may be requested at the time of registration).

The provisions of these regulations also apply to new admissions. The application form for new admissions is available on the University's website.

Admission onto certain courses is subject to specific procedures and/or academic criteria. This information is available on the University's website.

The applicant must ensure that they meet all the general conditions and, where applicable, those specific to the course onto which they wish to be admitted. The admissions application (form and documents/attachments) must be submitted by the following deadlines, otherwise it will be inadmissible:

- Students from non-EU countries who do not have residency in Belgium and need a study visa²: 15th April, at 23:59 (Belgian time zone).
- Belgian, European, and non-EU students who do not require a study visa: 31st August, at 23:59 (Belgian time zone).

¹ Definition taken from Article 15 of the Decree of 7th November 2013 defining the higher education framework and the academic organisation of studies.

² The free movement of persons under the Schengen Agreement does not exempt you from obtaining a study visa.

Article 4

All non-EU applicants (even those who are assimilated) must also pay an application fee. This application fee is charged as an administrative fee. The amount of this fee is set at 200 euros (international transfer costs are at the applicant's expense).

In the event of successful admission, the application fee will be deducted from the tuition fees due. The payment of this fee is a pre-requisite for applications to be considered. Only applicants who have paid the fee by the deadline set out in Article 3 will have their applications considered.

If admission is refused, or if registration at UMONS is not finalised after the application has been accepted, this amount will not be refunded.

Article 5

The application in its entirety must be submitted by the applicant by the deadline set out in Article 3.

At the request of the Registration Office, applicants are required to submit all missing or incomplete documents by email within 7 calendar days of this request. If, after this deadline, the application is still incomplete, it will be refused. A refused application cannot be completed at a later date.

Article 6

Applicants may submit only one application at a time.

If more than one application is submitted, the applicant will be asked to choose which application is to be considered. All other applications will be considered null and void.

If an application for admission has already been accepted and the applicant submits a second application, this will be refused.

If an admissions application has been refused, the applicant may submit a new application by the deadline specified in Article 3, provided that the refusal is not based on insufficient financial means. In such circumstances, non-EU applicants applying for a Bachelor's, Master's or Advanced Master's degree (see Article 10) will have to pay the application fee again. In the event of successful admission, the application fee will be deducted from the tuition fees only once.

Article 7

Documents that are not in French, Dutch or English must be translated into French by a sworn translator. Any document issued in another language must be accompanied by a translation.

Degree certificates and all other documents that include an English or French translation do not need to be translated.

Article 8

Applicants can consult their application status directly via the online application through which they have submitted their admissions application.

No information on the status of the application will be communicated in any other way (e.g. by email or telephone).

No information relating to an applicant or an application will be provided to anyone other than the applicant and/or the contact person indicated in the application by the applicant, unless the request for such information falls within the exceptions set out in the GDPR.

Article 9

After checking that the application is complete and meets the academic criteria, the Registration Office forwards the application to the relevant Faculty/School for consideration by the Board.

If accepted, the applicant receives, by email, the decision of acceptance, as well as any reservations made by the Board regarding their admission. The applicant's registration can only be finalised if these reservations have been resolved by the deadline. Otherwise, the applicant will not be registered.

The VISA certificate (for the purpose of applying for a study visa) is sent by email and by post to the applicant and/or to the contact person indicated in the application form, as chosen by the applicant at the time of their application, in order to allow the applicant to apply for a VISA with the competent authorities. This certificate is valid **until 30th September**. No extension of the validity date of the VISA certificate will be granted.

In case of refusal, the applicant and/or their contact person will be informed by email via the email address provided by the applicant in their application.

Article 10

An applicant admitted for an academic year, but who has not been able to finalise their registration, has the opportunity to reapply for admission for the following academic year.

The applicant may submit only one new application for admission granted in the previous year. This application is valid only for the same course as the one applied for in the original accepted application. The new application is subject to the updated academic criteria.

As a transitional measure, applicants admitted for the 2021-2022 academic year remain subject to the academic criteria applicable in 2021-2022.

If the application fee has not been reimbursed, it will be carried over to the new application. If the application fee has been refunded, the applicant will have to pay the application fee again. Article 3 and Article 4 paragraph 3 apply to new applications.

Article 11

The admissions application is inadmissible if the student does not meet all the conditions for admission onto the course in question, or if it does not comply with the provisions of these regulations or of the Study Regulations. The student will be notified directly by email, via the email address given by the student in their application form, of the inadmissibility of the application, as well as the reasons for the decision and the extract from this Article detailing the appeals procedure.

The applicant may lodge an appeal against the refusal of admission with the Government Commissioner at UMONS, 15 Place du Parc, 7000 Mons.

If the University has not made a decision by 31st October, an appeal may also be lodged.

The appeals procedure is as follows: the student submits their appeal either by hand with acknowledgement of receipt signed by a member of the Commissioner's Office, or by registered post with acknowledgement of receipt to 15 Place du Parc 15, 7000 Mons, or by e-mail to the following address: commissaire.gouv@umons.ac.be; the appeal is inadmissible if it is not submitted within 15 working days from the first working day following notification of the disputed decision or, if on 1st November, the University has failed to make a decision.

The appeal must mention:

1° If inadmissible, the identity of the student, their address, telephone number, e-mail address and nationality

2° If inadmissible, the exact grounds and reasons for the appeal

3° the legal name of the higher education institution behind the disputed decision

4° the course for which admission or registration was requested

5° If inadmissible, a copy of the disputed decision.

The student must include an inventory of any documents attached to the appeal that they deem necessary.

The submission of this appeal is considered as provisional registration pending the decision of the appeal.

The student must provide proof that they have submitted an application to the University.

The Government Commissioner makes a decision based on the documents, and on any arguments put forward by the University, within 7 working days from the date of receipt of the complete application sent by the higher education institution. The institution is obliged to provide the complete application and any remarks within 7 working days from the date of the Government Commissioner's request for this information.

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 either confirms the decision of inadmissibility of the application for admission, or invalidates it and confirms the admissibility of the student's application for admission.

The Government Commissioner's decisions are notified either by registered mail with acknowledgement of receipt, or by e-mail via the email address provided by the student in their application form. A copy of the decision is also sent to the higher education institution.

Article 12

Any false declaration or falsification in the constitution of an admissions application will constitute registration fraud and will automatically lead to refusal of admission against the person concerned for a period of three academic years in any higher education institution of the French Community.

An omission may, in certain circumstances, be considered a false declaration.

The Registration Office will notify the person concerned of any suspected fraud. The student may contest the allegations in writing to the Rector within fifteen days of this notification. Based on the information provided by the Registration Office and the student applicant, the Rector decides whether or not to confirm the refusal of admission.

If they deem it necessary, the Rector may request a meeting with the student applicant.

If admission is refused, a copy of this decision is sent to the Government Commissioner of UMONS. After verifying compliance with the procedure and whether the fraud was committed, the Government Commissioner will communicate the name of the student to ARES, which has a database listing the names of the students who have committed fraud, and which is managed in accordance with the Law of 30th July 2018 on the protection of individuals regarding the processing of personal data. These students who have committed fraud will have their names automatically deleted from the list after a period of three academic years. UMONS notifies the person concerned that they have been registered in the database and informs them of how to exercise their rights of appeal.

A student's admissions application will be denied if the student has, within the previous three academic years, been excluded from a higher education institution for reasons of registration fraud or cheating on assessments, or if ARES has refused to let the student take an admissions test or examination.