

STUDY REGULATIONS 2023-2024

Decision n°130/XII of the Board of Directors of 8th May 2023

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 2023-2024 academic year.

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 (UE); 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 of Belgium 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 a UE: specific UEs 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 UEs 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.
 - ⇒ Doctorate/PhD: 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 of Belgium for the studies in question.
 - ⇒ Continuing Education Studies: a structured set of learning activities (AA) 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.
 - ⇒ End-of-cycle student: a student who is approaching the end of their study cycle and is registered to take all the missing credits in their annual programme in order to graduate.

- ⇒ 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, and the Teacher Training Institute.
- ⇒ 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, protected by the law of 11th September 1933 on the protection of higher education qualifications.
- ⇒ Daytime timetable: timetable for courses held Monday to Friday, from 8 a.m. to 7 p.m. and Saturday from 8 a.m. to 1 p.m.
- ⇒ Evening and weekend timetable: timetable for courses held Monday to Friday, from 5 p.m. to 8 p.m. and Saturday from 8 a.m. to 11 p.m.
- ⇒ 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 UEs (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, awarded by a University or an Art School, or jointly organised by a University or an Art School.
- ⇒ Option: a coherent set of UEs of a programme of a study cycle accounting for 15 to 30 credits.
- ⇒ Major: a set of modules in a programme of study corresponding to a specific competence framework and teaching profile and leading to a distinct academic degree.
- ⇒ E-paysage platform: a centralised computerised platform for exchanging data relating to student admissions, registrations and degrees in higher education in the French Community of Belgium.
- ⇒ Pre-requisite of a UE: all other UEs 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 UE, unless exemption is granted by the Panel.
- ⇒ Programme description: a structured set of UEs 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 UEs 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 UEs, 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 UEs.
- ⇒ Semester: period during which the teaching activities of an academic year take place; the academic year has 2 semesters and a resit assessment period.
- ⇒ Renewal: application for admission for year n following acceptance of the initial application for admission in year n-1 for the same course and the same classification of the cycle for which the board gave its decision in year n-1. Renewal is possible only once.
- ⇒ 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
- Theology
- Languages, Literature and Translation Studies
- History, Art and Archaeology
- ICT
- Political and Social Sciences
- Legal Science
- Criminology
- Economics and Management
- Psychology
- Education and Teaching

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 prevented"⁴
 - 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 AAs 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.

§1. 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 of Belgium. 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 of Belgium 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 university or higher education institution of the French Community of Belgium 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 of Belgium; this document will allow admission onto courses in relevant sectors or fields of study⁶.

⁶ The regulations and practical details relating to the organisation of the entrance examination for admission onto undergraduate higher education studies at UMONS are available on the University's website and at the Registration Office. The rules and practical details relating to the organisation of the special examination for admission onto undergraduate studies in engineering, as referred to in Article 5, are available on the UMONS website and at the secretariat of the Faculty of Engineering).

6° study credentials similar to those abovementioned, issued in Belgium by the Flemish Community, the German Community, 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 of Belgium) issued by the Board of the French Community of Belgium.

9° a decision on the study level equivalency issued by the Government of the French Community of Belgium.

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 (Student Support and Orientation 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 of Belgium.

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. 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 an admissions certificate issued following an entrance and access examination or have successfully completed undergraduate studies in medical or dental sciences, organised by the Government of the French Community of Belgium.

§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 applying an understanding of medical ethics and demonstrating empathy, compassion, fairness and respect.

Until modified by the Government, the detailed syllabus for the entrance and access examination will be the detailed programme for the entrance and access examination for undergraduate studies in medical sciences and/or dental sciences set out in the Government Decree of 19th April 2017, set out in [Annex 6](#).

For all parts of the entrance and access examination, the Entrance and Access Examination Board awards an overall mark out of 160. The subjects in Part 1 and the assessment in Part 2(a) are each marked out of 20. The assessment of Part 2(b) is marked out of 60.

§3. Revoked.

§4. To sit the entrance and access examination, the candidate must register on a computer platform centralised by ARES (<https://www.mesetudes.be/concoursmd/tout-savoir/inscription/>).

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

When registering, the candidate must indicate:

- 1° Their choice of course (medical sciences or dental sciences)
- 2° The university institution authorised to organise undergraduate studies in medical sciences or undergraduate studies in dental sciences at which they wish to continue their registration in the event of admission;
- 3° 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 candidate may cancel their registration for the entrance and access examination according to the procedures specified on the ARES centralised IT platform.

§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 are exempt from taking the entrance examination.

Notwithstanding paragraph 1, access to undergraduate studies in medical sciences is also granted to candidates who hold a certificate of successful completion of the entrance and access examination for the first cycle of studies in medical or dental sciences issued in either 2021 or 2022 and for which the Entrance and Access Examination Board has recognised the circumstance of "*force majeure*" allowing this certificate of successful completion to be used for two consecutive academic years, in the 2022-2023 and 2023-2024 or 2023-2024 and 2024-2025 academic years respectively.

§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 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 for students with disabilities.

They assume the academic responsibility for the examination.

§8. No later than 3 days after the deliberation, the Chairperson of the Entrance and Access Examination Board communicates the results of the examination to the candidates via ARES and makes the personal data of successful candidates, as referred to in Article 106/11 of the Decree of 7th November 2013 defining the

structure of higher education and the academic organisation of studies, available to the university institutions concerned via the e-paysage platform.

No later than ten days after the examination has taken place, the Entrance and Access Examination Board issues a certificate of admission to successful candidates via ARES. Notwithstanding the other conditions of access, students holding this certificate are registered at the university identified at the time of their registration for the examination.

The certificate of admission 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. In its deliberations, the Entrance and Access Examination Board separates the candidates by field of study: "medical sciences" and "dental sciences".

For each field, the board ranks the candidates in descending order of the overall mark they obtained in the entrance and access examination. The candidate with the highest overall mark is ranked first.

For each field, the board selects a number of candidates equal to the number of eligible candidates⁷ in order of ranking, starting with the candidate ranked first. If the number of non-resident candidates selected reaches 30% of the total number of candidates who could be declared eligible, taking into account the number of eligible candidates, the board will no longer select non-resident candidates and will continue the selection process by selecting only resident candidates until the number of candidates equal to the number of eligible candidates is reached.

Notwithstanding the above, for the 2023-2024 to 2029-2030 academic years, the number of non-resident candidates selected is set at 15% of the total number of candidates who may be declared eligible.

§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 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;

⁷ The Government shall determine separately the maximum number of candidates who may be admitted onto the "medical sciences" and "dental sciences" programmes no later than ten days before the date of the entrance and access examinations. This number is established according to a formula defined in Article 6 §3 of the Decree of 29th March 2017 on studies in medical and dental sciences.

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 of Belgium, 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 Decree of 13th November 2013, European directive, international convention, or other legislation. This therefore represents a qualification similar to an academic degree awarded in the French Community of Belgium 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 of Belgium, 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, notwithstanding the transitional provisions set out in Article 14a, §3, 2.1, 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 Bachelor's programme and may also register for a Master's programme.

§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 of Belgium 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 of Belgium (+ 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 of Belgium.

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 of Belgium;

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.

⁸ The Government orders referred to in points 4 and 5 have not yet been established for the 2023-2024 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.

6° Possessing a higher education qualification issued in the French Community of Belgium 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 Belgium by the French Community, the German Community, the Flemish Community, or by the Royal Military School;
- 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 of Belgium, and whose annual programme 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 of Belgium (+ 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 of Belgium;
- the DAES awarded by a Board of the French Community of Belgium.

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 of Belgium;

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 meet;

6° Possessing a higher education degree awarded in the French Community of Belgium which certifies studies, access to which is conditional on the 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 8.

§1. Subject to the provisions established by the academic authorities, students can be admitted onto an Advanced Master's degree course at UMONS if they are holders of one of the following qualifications:

1° a Master's degree;

2° an academic degree equivalent to a Master's degree, awarded by a higher education institution in Belgium from the Flemish Community, German Community or by the Royal Military Academy, in accordance with the decision made by the academic authorities and any additional conditions they may impose;

3° a degree from another country recognised as equivalent to those mentioned in paragraphs 1 and 2 in the previous article, pursuant to the decree, a European directive, an international convention or other legislation, under the same conditions.

The complementary conditions of access referred to in paragraph 2 are intended to ensure that the student has acquired the subjects and skills required for the studies in question. When these complementary conditions of access consist of one or more additional courses, these may not represent more than 60 additional credits for the student, given all the credits that the student may already have acquired at the time of admission. These courses are part of the student's study programme.

⁹ The Government orders referred to in points 4 and 5 have not yet been established for the 2023-2024 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.

§2. Under the general conditions set by the academic authorities, a student who holds a second cycle qualification, in the French Community of Belgium or outside it, which does not give them access to Advanced Master's studies in accordance with the previous paragraph, may nevertheless be admitted by the board in question, under the additional conditions they may impose, provided that all of the higher education studies they have completed or the competences they have acquired are validated by the board for at least 240 credits.

§3. As an exception to these general conditions, and under additional conditions that they set, the academic authorities may also admit to Advanced Master's programmes holders of a qualification awarded outside the French Community of Belgium which, in the original system, gives direct access to postgraduate studies, even if the studies leading to these degrees are not organised in separate cycles or over at least five years.

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 of Belgium, 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 of Belgium 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 of Belgium 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 obtain a PhD qualification 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 Academic Affairs Commission.

§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.

§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 UEs 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 (Student Support and Orientation 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 taking 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, a 60-credit Master's degree or 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, CURRICULUM AND THE STUDENT'S PROGRAMME

Article 14.

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

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

§3. The student's annual programme (PAE) is, except in exceptional cases, finalised by 31st October at the latest.

For students who have obtained the first 60 credits of the first cycle, their PAE consists of the 60 credits of the following block, unless the student expressly requests otherwise.

In all cases, students who do not follow up on requests to get their PAE validated are considered to have accepted the Board's proposal.

Article 14a: Student's Pathway

1. Rules governing the student's academic pathway

§1. The annual programme of a student registering for the first time on an undergraduate programme consists of the first 60 credits of this study programme (hereinafter referred to as the 1st annual block), except in the case of a reduced workload.

If the student has already obtained credits for courses in this programme, they may complete their registration with courses from the rest of the cycle in accordance with the procedures and conditions set out in the following paragraphs.

At the end of this first registration:

1° Where applicable, the first 60 credits (the first annual block) are officially obtained once they have been validated, leading to the successful completion of the first year of the first cycle;

2° Failure to obtain the first 60 credits (the first annual block) after validation results in failure of the first year of the first cycle.

In the case referred to in 2°, if the student has obtained at least 45 credits, they may include in their annual programme courses from the 1st annual block for which they have not obtained the credits and may complete their programme, subject to the Board's approval, with courses from the rest of the cycle's programme for which they meet the pre-requisites, provided that the total number of credits in their programme does not exceed 60.

The annual programme of a student who has obtained at least 55 credits may, however, with the Board's approval, consist of a maximum of 65 credits.

In the case referred to in 2°, if the student has obtained 30 to 44 credits, they must include in their annual programme courses from the 1st annual block for which they have not obtained the credits. At their request, students may, with the Board's approval, complete their programme with courses from the rest of the cycle's programme for which they meet the pre-requisites, provided that the total number of credits in their programme does not exceed 60 credits. In addition, the student may complete their programme with activities to help them pass.

In the case referred to in 2°, if the student has obtained less than 30 credits, they must include in their annual programme courses from the 1st annual block for which they have not obtained the credits complete their programme with activities to help them pass.

§2. Beyond the first 60 credits of the first cycle programme, a student's annual programme consists of:

1° courses from the rest of the cycle programme for which the student has already been registered and for which they have not yet obtained the corresponding credits (with the exception of optional courses from the programme that have been chosen by the student, which they can withdraw from);

2° course from the rest of the cycle programme, for which they meet the pre-requisites.

All students' annual programmes are subject to the Board's approval, which ensures that they are well balanced and that the pre-requisites and co-requisites are respected. At the end of the cycle, based on the student's progress, the Board may transform pre-requisites into co-requisites. The Board ensures that the student's annual workload is at least 60 credits, except at the end of the cycle, in the case of a reduced workload, or in the cases listed below.

The Board may, by individual and reasoned decision, validate an annual programme of less than 60 credits in the following cases:

- a) in the case of joint programmes with higher education institutions outside the French Community of Belgium or in the case of mobility programmes
- b) when, in order to reach the minimum of 60 credits, it would be necessary to include in the student's annual programme courses for which they have not yet obtained the pre-requisites;
- c) for duly justified pedagogical or organisational reasons, but not less than 55 credits;
- d) at the student's request, in order to balance the remaining credits in the course of study.

§3. At the end of the cycle, students who still need to obtain a maximum of 15 credits from the first cycle study programme may complete their programme with courses from the rest of the cycle's programme for which they meet the pre-requisites.

They remain registered in the first cycle. However, for the purposes of obtaining credits in the second cycle, they are deemed registered in the second cycle.

The student pays the first cycle tuition fees and is exempt from paying the second cycle tuition fees.

The student's annual programme is validated by the Boards concerned, without the total number of credits exceeding 60.

Students who have not obtained their first cycle degree may not include in their annual programme the second cycle courses that correspond to their dissertation or final year assignment, except for 60-credit Master degrees.

2. Transitional provisions applicable during the 2023-2024 academic year

2.1 If, at the end of the 2021-2022 academic year (at the latest), the student has obtained at least 45 of the first 60 credits of their Bachelor's degree programme¹⁰, they can continue these studies within this cycle during the 2022-2023 academic year and, if necessary, in the following years as long as they do not interrupt their studies in this curriculum in an establishment of the French Community of Belgium. Their PAE will be composed of UEs from the 1st 60-credit block, for which they have not acquired the corresponding credits, and the UEs 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 of Belgium, or in case of mobility;

¹⁰ At UMONS or another university in the Wallonia-Brussels Federation.

3° when students have to attain a minimum of 60 credits, but their PAE should include UEs 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;

5° at the student's request, in order to compensate for the remaining credits in the course of study.

If, at the end of the 2021-2022 academic year (at the latest), the student has not obtained at least 45 of the first 60 credits of the Bachelor's programme on which they were registered, they cannot continue to the next part of the cycle and the rules set out in Point 1, §1 apply.

2.2. The Board may transform a pre-requisite course into a co-requisite course for students who are not yet at the end of the study cycle, provided that they have already benefited from the said transformation without having passed this course during the 2021-2022 academic year.

If, at the end of the 2022-2023 academic year, students have still not obtained their Bachelor's degree and still have to obtain a maximum of 15 credits in the 1st cycle, but have been granted access to the Master's programme during the 2022-2023 academic year (at the latest), their main registration will be for the Master's programme and a secondary registration for the Bachelor's programme.

Students at the end of the Bachelor's cycle who still have between 16 and 30 credits to obtain in the 1st cycle, but who have been authorised to follow part of the Master's programme during the 2022-2023 academic year (at the latest), will no longer be able to have a secondary registration for a Master's programme if, at the end of the 2022-2023 academic year, they still have more than 15 credits to obtain in the Bachelor's cycle.

Article 15.

§1. Subject to the agreement of the Dean(s) concerned, a student registered on a course leading to an academic degree 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.

Students at the end of their Bachelor's cycle who still have more than 15 credits to obtain in the 1st cycle may not register for "single-module courses" in the Master's programmes to which their Bachelor's degree gives access.

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

As an exception, refugee and asylum-seeker students admitted under the Student Refugee Welcome Programme (*Programme d'accueil des étudiants réfugiés - PAER*) who could not be admitted as regular students due to lack of sufficient qualifications, are exempt from these fees.

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.

The regulations on admissions, applicable for the management of admissions for the 2023-2024 academic year, are annexed to these Regulations ([see Annex 8](#)). The admissions regulations applicable for 2024-2025 will be adopted prior to the start of applications for registration for the 2024-2025 academic year.

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: 31st March
- Belgian, European and non-European students who do not require a visa: 31st August

Unless exempted, non-EU students are also required to pay a fee (the amount of which is determined by the University's Board of Directors), which is deductible from the tuition fees in the event of effective registration and must meet the academic admissions criteria as published on the University's website.

This amount is not reimbursed if registration is cancelled before 1st December.

§2. The admissions and registration application will be rejected if the applicant does not meet all the requirements for admission or registration, 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. In this case, an administration fee will again be charged to non-EU students applying for a Bachelor's, Master's, or Advanced Master's degree.

The candidate may appeal against refusals of admission and registration to the Government Commissioner at UMONS (Place du Parc 15, 7000 Mons).

In the case of admissions applications, if the University has not made a decision by 31st October, an appeal can also be lodged.

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 1st 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 supporting 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

by 31st October may appeal. Registration remains provisional pending the decision of the appeal.

- 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 breach 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 years¹¹ at any higher education establishment in the French Community of Belgium. 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

¹¹ The academic year in which the breach is detected is accounted for in the calculation of the three academic years.

Commissioner will immediately log the data used to identify the recognised perpetrator of the fraud on the e-paysage platform¹². This data is automatically deleted from this database after a period of three academic years.

UMONS notifies the person concerned of their registration on the e-paysage platform 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 deadline specified in §4, for reasons of fraud linked to registration or assessments, or if ARES has refused to allow them to take a test or an entrance examination organised by ARES.

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

- 1) The course concerned is not liable for funding
- 2) The applicant is not or 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.

Students who are not or no longer eligible for funding must submit an exemption request.

This procedure does not apply to non-EU applicants who were accepted when they first registered at UMONS or who are re-registering on account of their success as defined in Article 5 of the Decree of 11th April 2014 on adapting the funding of higher education establishments to the new organisation of studies.

The exemption request 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 Dean's agreement). The application must be submitted to the Registration Office according to the terms and conditions determined by this service.

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 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.

¹² Data transmitted: surname, first name, sex, date, place and country of birth, academic year of fraud, National Register number or, failing that, the identification number of the Social Security number.

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 letter sent by recorded delivery, or by e-mail to the address provided by the student or, in the case of re-registration, to the e-mail address provided by the institution, 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 during the University's holiday periods, as listed in the academic calendar, 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 electronically on the e-paysage platform
- clearly indicate the first and last names and legal 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. If they have one, students must also give their National Register number or, if they know it, their Social Security identification number.

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. 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 this curriculum varies depending on whether the student is a "resident" or "non-resident". This concept is explained in [Annex 4](#)

(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. 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.

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

§9. If registration on a limited course has been refused, the non-resident student has the right to appeal (internally or externally), as detailed in Article 16 §6 of these regulations.

Article 17.

§1. The deadline for registration and re-registration applications is 30th September. For certain students, the deadline is earlier:

- Non-EU students who have been accepted through an admissions procedure, and who have obtained a study visa, must finalise their registration as soon as they arrive in the country, and by 30th September at the very latest. This date corresponds to the deadline for the validity of the registration certificate issued by the University in order to apply for a visa. There will be no exceptions to this deadline of 30th September, regardless of the reason given.¹³
- 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 [Annex 4](#)).
- Students who wish to register on a Bachelor's degree in Medicine must register to take the entrance and access examination via the ARES platform (<https://www.mesetudes.be/concoursmd/tout-savoir/inscription/>) before the registration deadline.

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

¹³ The deadline of 30th September is applicable for any registration made from the 2022-2023 academic year onwards by non-EU students who have been accepted onto a course and who need a study visa.

§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 [Annex 3](#)).

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

§2a. In exceptional circumstances, with the Dean's approval, and where applicable, students who meet the access and registration conditions may, be allowed to register or re-register after the deadline.

The student submits their late registration/re-registration request to the Registration Office, using the form provided for this purpose. The Registration Office examines the admissibility of the application¹⁴.

If the application is admissible, the Registration Office forwards the application to the Dean concerned.

The Dean gives their answer within 15 days of receiving it.

The Registration Office notifies the student by e-mail of the decision made.

If the application for late registration/re-registration is accepted, the student has 8 days from the date of this notification to finalise their registration/re-registration.

If the application is refused, the student may, depending on the case, lodge an appeal in accordance with the conditions, procedures and deadlines specified in Article 16, §2 or §6.

Late applications will not be considered after 15th February.

The student at the beginning of the Bachelor's cycle who, for the same academic year, has already been registered at a higher education institution in the French Community of Belgium, is not allowed to submit a late registration request. Until 31st October, they may request to modify their registration. After this date, the provisions of Article 18 of these regulations relating to reorientation shall apply.

The late application for registration is not intended to enable students, who have already submitted an application for admission/registration in accordance with the deadlines set out in these regulations, to obtain, by means of this procedure, an extension of the registration deadlines, provisional registration, payment of the deposit, or the possibility of submitting a second identical application to the same or another FWB higher education institution, in order to override a decision by the institution to refuse an initial application.

A late application for registration submitted by a non-EU candidate in the absence of a visa (or following the late issue of a visa that does not allow the candidate to be on Belgian territory by 30th September at the latest) will therefore not be accepted.

¹⁴ The Registration Office will check that the request is not a modification of registration or course and that the request is of an exceptional nature.

§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 of Belgium 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.¹⁵

As an exception, students who are granted authorisation for late registration between 1st November and 1st February are required to pay the €50 deposit at the time of registration.

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 (or at the time of registration if the student has obtained authorisation for late registration beyond 1st February).

If payment has not been made by this date, the student can no longer attend classes 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 pursue their studies, 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 [Annex 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 of any cancellation of registration (withdrawal from studies), using the specific form available via the University's intranet site and sending it either by post or e-mail. An acknowledgment of receipt will be sent by e-mail to the student's "student" address.

¹⁵ Students who are exempt from paying registration fees, as referred to in Article 19 §1, do not have to pay a deposit.

§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 approval of the Faculty concerned.

Article 17a.

§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 of Belgium. 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 17b.

Students may apply to change course and/or institution up to and including 30th September.

Between 1st October and 31st October, students who registered for the first 60-credit block of the Bachelor's programme may apply to change institutions or programmes without this being considered a reorientation or a late application.

Any change in registration at UMONS requires approval from the Dean of the faculty to which the course of study being modified is assigned.

Article 18.

§1. Students registered for the first 60-credit block of the Bachelor's degree may request to transfer onto another programme during the academic year. The request must be submitted to the Registration Office following the procedures specified on the website, between 1st November and 15th February.

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 during the University's holiday periods, as listed in the academic calendar.

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 of Belgium 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 non-EU countries who are not assimilated are subject to the higher fees, unless the relevant circular exempts them.

Circular no. 001/2021 of 14th December 2021 ([Annex 3](#)) issued by ARES applies to students already registered in higher education in CfWB who will not change their course of study in the 2023-2024 academic year.

Circular 2022-002 of 20th December 2022 ([Annex 3](#)) issued by ARES applies to students registering for the first time in higher education in the CfWB in 2023-2024 academic year.

Students from a European Union country and students from one of the countries included on the list of LDCs (Least Developed Countries)¹⁶, as well as on the list of countries ranked at the bottom of the list on the human development index not

¹⁶ The list of Least Developed Countries (LDCs) can be consulted in [Annex 2](#) of each circular.

included in the "LDC" list¹⁷, 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 [Annex 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 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, this amount must still be paid to UMONS.

Students who are eligible for the statutory intermediate fees must pay the 50-euro deposit by 31st October. Applications for reduced fees must be submitted to the U-HELP Unit by 31st October each year. Students who have applied to the FWB for a study allowance will automatically receive the provisional grant rate without having to contact the U-HELP Unit beforehand.

The application to be completed by the student is available from the Registration Office, the U-HELP Unit, the Campus Study Coordination Unit in Charleroi, as well as on the UMONS Intranet.

Students who do not meet the requirements to obtain a study grant or benefit from statutory intermediate tuition fees, but have difficulty paying the full amount, may submit an application to the University's U-HELP Unit 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 31st October at the latest, unless they are eligible to receive an allowance (study grant) from the French Community of Belgium. Failing this, their registration will not be taken into account. Any

¹⁷ The list of countries ranked at the bottom of the Human Development Index not included in the LDC list can be consulted in [Annex 3](#) of each circular.

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 ([Annex 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.

As an exemption, refugee and asylum-seeking students who were admitted under the Student Refugee Welcome Programme (*Programme d'accueil des étudiants réfugiés* – PAER) and who are authorised to register for a University Certificate may be exempt from these tuition fees.

§2a. 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, debit card, or by using the online payment tool available on the MyUMONS space.

§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;
- information about the terms of financial intervention.

The Study Regulations, study programmes, other regulations, and any essential 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. The course materials (main and supplementary, reproducible and non-reproducible) are specified for each learning activity in the course description sheet (ECTS sheet).

The list of the main reproducible course materials is approved twice a year (for the 1st and 2nd semesters of the academic year concerned) by the University's Board of Governors.

Students with a grant are entitled to free hard copies of course materials relating to the course on which they are registered and which are included in the list approved by the Board of Governors. This list is made available to students via the University's Intranet.

These course materials are provided free of charge once a year; if any changes need to be made, the amended version of these materials will be made available on the Moodle platform no later than six weeks before the corresponding assessment takes place.

Students receiving provisional grants are informed by e-mail and via the University's intranet site of the arrangements for receiving these materials free of charge.

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

Article 20. To be duly registered, at the time of the student's registration application submitted in accordance with the procedure detailed on the UMONS website, the student must produce the following documents at the time of which will be integrated into their personal file:

- 1) a copy 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) a copy of the student's birth certificate;
- 3) 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 semester;
- 4) for access to Bachelor studies, a copy of both sides of the equivalency decision together with the documents on which the decision is based if the degree or qualification 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;

- 5) for admission onto the Bachelor's course in Engineering (general) or Architectural Engineering, a copy of the official documentation attesting to the passing of the special entrance examination for such studies;
- 6) to register on the Bachelor's degree in Medicine, a copy of the official documentation attesting to admission obtained at the end of the entrance and access examination for undergraduate studies in medical sciences;
- 7) Copies of the supporting documents relevant to the student's education since their graduation 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 of Belgium 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 provide, 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.

- 8) for non-EU students who fall into the same category as Belgian students, the documents listed in [Annex 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 [Annex 4](#).

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

- a copy of both sides of the student's identity card, or residence permit along with a copy of their passport.

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.

The Registration Office reserves the right to request the original documents constituting the registration and/or admissions application.

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 practical activities 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, refugee and asylum seeker students who were admitted under the Student Refugee Welcome Programme (*Programme d'accueil des étudiants réfugiés* - PAER) may be registered as "duly registered" UMONS students and may therefore be exempt from these tuition fees.

Articles 26 to 34 of these regulations apply to auditing students.

Article 22. - Submitting an Equivalency Application

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 of Belgium 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 (PhD) degrees.

Equivalency applications must be submitted to the Faculty concerned. The following must be attached to the application: a cover letter, a copy of both sides 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 two 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 two semesters and a resit assessment period, which takes place in the summer.

The academic year calendar is determined by the University's Board of Directors and is annexed to these regulations ([Annex 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 restaurants¹⁸;
- 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 of Belgium, or face sanctions under the disciplinary system, as specified in Article 35 hereafter.

¹⁸ As permitted by the regulations of the University's halls of residence.

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.

For health reasons, the wearing of a surgical-type mask, or a fabric mask of a similar shape, on the University's premises (including all sites managed by the university), is however authorised and may even be imposed.

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 in the classroom. They have the right to ask any student to leave 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 and communicates to them any information they consider useful.

Any student who feels that they are being harassed by another student or a member of staff can invoke the "100% respect" procedure, a summary of which is attached to these regulations (see [Annex 9](#)). This procedure can also be initiated by a member of staff who feels harassed by a student.

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 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 or cheating is sent to the Government Commissioner at UMONS. After verifying compliance with the procedure and the reality of the fraudulent application, the Government Commissioner will immediately log the data used to identify the recognised perpetrator of the fraud on the e-paysage platform¹⁹. This data is automatically deleted from this database after a period of three academic years.

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.

¹⁹ Data transmitted: surname, first name, sex, date, place and country of birth, academic year of fraud, National Register number or, failing that, the identification number of the Social Security number.

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 classes of the AAs included in 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 AAs 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.

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 during the academic year until the

deadline, which is 15 days before the start of the assessment period of the 2nd semester.

If the application is submitted during the academic year, 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.

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 all students

Article 44. Students may request a reduced workload at the beginning of the academic year.

Students must submit their applications for a reduced workload in writing accompanied by the documents proving that their request for a reduced workload is justified, to the Secretariat of the Faculty concerned by 31st October at the latest.

As an exception, a request for a reduced workload may be submitted at any time, but no later than 15 days before the start of the 2nd semester assessment period,

provided that the student has a compelling medical or other relevant reason for doing so.

Students who have been authorised to (re-)register late may apply for a reduced workload after 31st October, in which case the deadline is 5 working days after their registration has been confirmed.

For students to benefit from a reduced workload, 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 athlete²⁰;
- The student has artist status;
- The student has student entrepreneur status;
- the student has been granted the status of "mother-to-be" or "young parent";
- 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: proof of the Dean's decision recognising this status
- If they have been recognised as an artist: proof of the Dean's decision recognising this status
- If they are a student-entrepreneur: proof of the Dean's decision recognising this status
- the student has been granted the status of "mother-to-be" or "young parent": proof of the Dean's decision 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.

The request for a reduced workload is reviewed by the Dean, who decides whether or not to grant the student a reduced workload.

If necessary, the annual programme for the reduced workload is drawn up in collaboration with the student and the Board of Examiners or its delegate.

²⁰ "Elite athlete" is used here in the broadest sense of the term, the status being granted particularly to elite athletes, hopeful athletes, young talents, elite referees and retraining athletes (according to the terms used in the Government Decree of the French Community of 17/12/2020), as well as to students in other situations determined by the Dean of the Faculty or their delegate.

Unless there are special circumstances, the programme for the reduced workload may not contain fewer than 16 credits.

The Faculty concerned informs the student of the final decision.

A copy of the request signed by the student and the Dean, together with the supporting documents²¹ and the student's annual programme, is sent no later than 25th November by the Faculty's Secretariat to the Registration Office, or as soon as possible (for requesting a reduced workload during the academic year).

2. Rules applicable to students registered on the 1st 60-credit block of the Bachelor's degree

Article 45. All students registered on the 1st 60-credit block of the Bachelor's degree may, without justification of any kind, apply for a reduced workload at the end of the first semester's assessment period. The request must be submitted to the Faculty Secretariat by 15th February. The modified programme for the reduced workload is drawn up in collaboration with the student and the Board of Examiners, or its delegate, and includes specific remedial activities.

The reduced workload may only apply to activities organised during the second semester, as the courses taken during the first semester must form part of the reduced programme.

Notwithstanding the preceding paragraph, students who decide to change course at the end of the first semester assessment period, or who (re-)register late (during or at the end of the first semester assessment period), may request that the courses organised during the first semester be withdrawn from their reduced workload in favour of courses allocated to the second semester.

Article 46. Revoked.

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

²¹ 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 of Belgium is reserved for those who meet the conditions of admission, but, for objective reasons accepted by the Board, cannot attend the lessons of the AAs 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 of Belgium.

§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 [Annex 3](#) of these regulations.

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

- for the first examination period: by 30th November
- for the second 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 AND IMAGE RIGHTS

Article 48a. The University of Mons is required to respect the regulations on data protection.²² The student therefore undertakes to comply with these regulations and the University's privacy policy²³.

As part of their academic activities (e.g. completion of a Master's dissertation, participation in an internal commission, conducting a survey, etc.), students needing to access personal data²⁴ 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) of any personal 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 means of treatment which respect the GDPR 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.

Article 48b.

Any form of recording, particularly of sound and images, is prohibited in the context of lessons and assessments.

However, for pedagogical reasons (including helping students individually to study and understand the subject), teachers may expressly authorise the recording of certain sessions organised as part of their teaching.

If authorisation is granted, students may only use the recordings for their own personal use in connection with their studies at UMONS; they are not permitted to copy or distribute them. If the teacher deems it necessary, and in order to protect their interests by all legal means, the student's (or students') authorisation to record the sessions may require the student(s) in question to sign a formal written

²² 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.

²³ The University's privacy policy is available at <https://web.umons.ac.be/app/uploads/2019/12/Charte-Vie-priv%C3%A9e-UMONS-20190605.pdf>

²⁴ 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.

agreement stating that they will use the recordings for strictly personal reasons only.

Any student who fails to comply with the provisions of the preceding paragraphs will be liable to one of the disciplinary sanctions referred to in Article 35 of these regulations.

For pedagogical reasons, it is possible that students may have to be recorded or filmed as part of their course. In this case, the recordings will never be used for any purpose other than that of the course and will be kept only for the time necessary for the specific purpose.

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 of Belgium 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.

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 of Belgium 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 2023-2024 academic year.