

Admissions Regulations 2024-2025

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

Article 1

These regulations shall apply, in all their provisions, to applicants/students who have applied for admission onto a course of study at UMONS for registration in the 2024-2025 academic year, as stipulated by the Decree of 7th November 2013.

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

Article 2

Definitions:

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

Article 3

The application for admission/renewal must be submitted exclusively using the online form available on the University's website. It must be submitted by the applicant personally using their personal e-mail address. Any applications submitted by an intermediary will be considered inadmissible and will be rejected. The candidate is solely responsible for the content of their application file.

The University reserves the right to request the original documents constituting the admissions application, as well as any other documents (which may be requested at the time of registration).

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

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

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

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

In accordance with Article 5, the University cannot be held responsible for any computer problems related to the application and the sending/receiving of e-mails.

Article 4

All non-EU applicants (even those who are assimilated) must also pay an application fee. This application fee is charged as an administrative fee. The amount of this fee is set at 200 euros (international transfer costs are at the applicant's expense). This fee, which must be paid by the specified deadline, is a pre-requisite for applications to be considered. The payment must be received by UMONS within 15 calendar days of the application submission date. However, payments must be received by UMONS no later than 5th September for applications submitted on or after 20th August. After these periods, the application will be automatically refused.

In the event of successful admission, the application fee will be deducted from the tuition fees due.

In all other cases, the application fee will not be refunded, particularly if admission is refused or if the application is submitted and/or paid after the deadline in accordance with Article 3 and 4 regarding the application fee, or if the registration is not finalised at UMONS, or if the registration is cancelled or withdrawn, be it before or after 1st December.

In the case of a renewal application as defined in Article 2, the application fee does not need to be paid in year n+1 if, and only if, the applicant has not been reimbursed for this fee and provides notification of the refusal of the visa application linked to the initial application for admission in year n, or proof that the visa for year n was obtained late. This document must be sent by e-mail³ within 3 days of submitting the renewal application to enable the file to be processed, making sure to note the initial 2023 file and the 2024 renewal file.

Article 5

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

The justification for an academic year must cover the period from September of calendar year n to June of calendar year n+1. The justification may be established by several official documents covering the academic year concerned.

Incomplete applications will automatically be refused.

A refused application cannot be completed at a later date.

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

³ E-mail to be sent to service.admissions@umons.ac.be with "Preuve de refus de visa ou visa tardif reconduction 2023/ADM/... et 2024/ADM/..." (Proof of visa refusal or late visa, renewal 2023/ADM/... and 2024/ADM/...) as the **subject of the e-mail**.

Article 6

Applicants may submit only one application at a time.

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

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

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

Article 7

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

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

Article 8

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

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

No information relating to an applicant or an application will be provided to anyone other than the applicant, unless the request for information falls within the exceptions set out in the GDPR.

Article 9

After checking that the application is complete (including a letter of motivation) and meets any general and specific academic criteria, the Registration Office will, if necessary, forward the application to the relevant Faculty/School board for review of the academic elements which it is responsible for assessing. When examining the application, the board also takes into account the content of the personalised letter of motivation included in the admission file. The board will decide, according to the interest expressed by the candidate in the field of study, stream or profession in question, whether the training applied for corresponds to the candidate's professional and personal project, and whether it is in line with their profile and previous training.

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

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

The “standard form” to apply for a study VISA is sent by email to the applicant, so that they can apply for the VISA with the competent authorities. The “standard form” is valid **until 30th September included**. The applicant whose application has been accepted can only register if they are physically present in Belgium by 30th September at the latest. No extensions to the validity of the form will be granted. Late applications will not be accepted.

In case of refusal, the applicant will be informed by email via the email address they provided in their application.

Article 10

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

The applicant may submit only one new application for admission granted in the previous year. The new application is subject to the updated academic criteria.

In the situations referred to in Article 4 Paragraph 4, the application fee is carried forward to the renewal request as defined in Article 2.

Article 11

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

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

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

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

The appeal must mention:

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

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

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

4° the course for which admission or registration was requested

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

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

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

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

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

If the Commissioner's decision concludes that the appeal is inadmissible, the decision of the higher education institution is final.

If the appeal is admissible, the Government Commissioner either confirms the decision of inadmissibility of the application for admission, or invalidates it and confirms the admissibility of the candidate's application for admission.

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

Article 12

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

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

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

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

If admission is refused, a copy of this decision is sent to the Government Commissioner of UMONS. After verifying compliance with the procedure and whether the fraud was committed, the Government

Commissioner will immediately enter the data into the e-paysage platform to identify the recognised perpetrator of the fraud.⁴ These data will be deleted from the list after a period of three academic years.

UMONS notifies the candidate/student concerned that they have been registered in the database and informs them of how to exercise their rights of appeal.

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

⁴ Data transmitted: last name, first name, sex, date, place and country of birth, academic year during which the fraud was committed, Belgian National Register Number, or, if this information is not known, the Social Security ID number.