

HAUTE ECOLE

ICHEC - ECAM - ISFSC

School Regulations 2021-2022

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PREAMBLE

The provisions of these regulations apply to all students enrolled at the Haute Ecole ICHEC - ECAM - ISFSC during the academic year 2021-2022 as well as to all students who temporarily follow teaching activities within the Haute Ecole.

The present regulation is part of the hierarchy of sources of law, it is established based on the regulations in force in higher education and in particular the decree of 7 November 2013 defining the landscape of higher education and the academic organization of studies, known as the "Landscape Decree".

However, these regulations are established subject to legal provisions or subsequent recommendations from the public authorities, which would require an adjustment of the educational and/or administrative system, taking into account, for example, the health context. If necessary, the adjustments will be brought to the attention of the students, according to the same rules of publicity as those of the present regulations.

The data requested from students, in the context of their registration, is subject to compliance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals regarding the processing of personal data and on the free movement of such data (hereinafter, "RGPD").

They are kept in the student's personal file and listed in a database. These data are used for day-to-day management purposes of an administrative, academic, legal and financial nature and arise from the student's enrolment in a higher education institution governed by legal provisions (decrees, orders, circulars).

The transmission of data to third parties, at the initiative of the Haute Ecole, is strictly carried out in response to the Community or federal system set up in the context of higher education management.

PART 1: GENERAL ORGANIZATION OF STUDIES

Chapter 1: Access conditions

Article 1: General conditions of access to the first cycle

Undergraduate studies correspond to the first three years of higher education leading to an academic degree.

The following are eligible:

- a. holders of the Higher Secondary Education Certificate (C.E.S.S.) issued from the 1993-1994 school year by a fully-fledged secondary education establishment or an establishment for "promotion sociale" (social advancement) in the French Community;
- b. holders of the certificate of upper secondary education awarded at the latest at the end of the 1992-1993 school year, accompanied, for access to the first cycle of a long type of course, by the diploma of aptitude for access to higher education;
- c. holders of a diploma issued by a higher education establishment in the French Community attesting to an academic degree awarded in application of the present decree, or a diploma issued by a university institution or an establishment organizing full-fledged higher education under previous legislation;
- d. holders of a higher education certificate or diploma issued by an institution for "promotion sociale" (social advancement);

- e. holders of a certificate of success in one of the admission examinations organized by higher education institutions or by a board of examiners from the French Community; this certificate gives access to studies in the sectors, fields or courses it indicates;
- f. holders of a diploma, title or certificate of study similar to those indicated above issued by the Flemish Community, the German-speaking Community or the Royal Military Academy;
- g. holders of a foreign diploma, title or certificate of study recognized as equivalent to those mentioned in points a) to d) pursuant to federal, Community or European legislation or an international convention;
- h. holders of the diploma of aptitude for access to higher education (DAES) conferred by the jury of the French Community.
- i. Holders of a decision of equivalence, issued by the Government, of the level of studies completed abroad to the level of studies sanctioned by the granting of a generic academic degree of higher education certificate, Bachelor's or Master's degree.

Article 2: General conditions of access to the second cycle

Access to studies for the academic degree that leads to a graduate degree is open to students who have completed their studies at the graduate level:

- an undergraduate academic degree from the same programme;
- an undergraduate academic degree of the short type, by virtue of a decision of the Government or the academic authorities and under additional conditions set by them;
- the same graduate academic degree, but with a different purpose;
- an undergraduate or postgraduate academic degree of the long type, by decision of the academic authorities and under additional conditions set by them to ensure that the student has acquired the prerequisite subjects for the studies in question;
- an academic degree similar to those mentioned in the previous lines issued by a higher education institution, in the French Community or outside it, by virtue of a decision of the academic authorities and under the additional conditions they set in order to ensure that the student has acquired the subjects required for the studies in question
- Is similar to an academic degree awarded in the French Community, a title or grade leading to the same capacity for professional access or further study in the system of origin.
- a foreign academic degree recognized as equivalent to those mentioned in the previous lines in application of this decree, a European directive, an international convention or other legislation, under the same conditions.

In addition, the undergraduate student who has yet to acquire or validate:

- A **maximum of 15** credits from the first cycle study programme may supplement its annual programme with credits from the next study cycle for which it fulfils the prerequisites. He/she is then enrolled in the second cycle of studies and pays the fees for the second cycle while being exempted from paying the fees for the first cycle.
- more than 15 credits from the first cycle study programme may supplement its annual programme with credits from the next study cycle for which it fulfils the prerequisites and subject to the agreement of the jury of the 2nd study cycle. He or she remains enrolled in the first cycle of studies and pays the fees for the first cycle while being exempted from paying the fees for the second cycle.

Where the complementary admission requirements consist of one or more additional courses, these are a maximum of 60 additional credits, considering all the credits that the student may otherwise be able to use upon admission. These courses form part of the student's second cycle study programme.

A student who holds a 60-credit Master's degree is awarded at least 45 credits when enrolling for studies leading to the corresponding 120-credit Master's degree.

Chapter 2: Enrolment procedures

Article 3: deadline for registration

The deadline for regular registration is 31 October.

For students enrolled in 2020-2021, benefiting from the flexibility motivated by the health crisis (extension of the internships and assessments of the 3rd semester 2020-2021): if the deliberation of the 3rd semester of the year 2020-2021 takes place after November 30, 2021, these students referred to in the deliberation are allowed to enroll/re-enroll until February 15, 2022 at the latest.

However, the university may authorize students to enroll until 30 November¹:

- if they are provisionally registered, pending the fulfilment of certain access conditions;
- if they are in open session.

First year undergraduate students may **modify** their registration until 15 February without additional fees in order to continue their academic year in another program. This reorientation must, however, be motivated by the student and must be approved by the jury of the study cycle to which he or she wishes to move. The letter of motivation must reach the secretary of the cycle jury no later than 4 February.

The student will inform the university that he/she is leaving, within the same deadlines.

Article 4: registration procedure

In order to meet the deadline for enrolment in a course, the student will follow the following steps:

1ST STEP: APPLICATION FORM

The student completes the online application form, accessible on the website of his or her institute, no later than 15 October.

Students of non-EU nationality who do not reside in the European Union must complete the same procedures between 25 and 30 April. They must present (in addition to the documents required of a European student) a residence permit valid for more than three months or an application for a residence permit (dated no later than 30 September 2021).

STEP 2: ANALYSIS OF THE ADMISSIBILITY OF THE APPLICATION AND THE STUDENT'S FINANCIAL STANDING

The institution takes receipt of the admission application and checks that the student fulfils the conditions for admission and that he or she can be financed.

- If the admission application meets the admissibility and funding criteria, the student is invited to finalize the actual registration procedure.
- If the application for admission does not meet the admissibility and/or fundability criteria, the student shall be informed in accordance with the procedures laid down in Articles 7 and 9 of this Regulation.

3RD STEP: PROVISIONAL REGISTRATION

The student, whose application for admission is admissible and for whom it is proven that he or she is eligible for funding, sends all the required documents needed, i.e.:

- a photocopy of both sides of identity card or a foreign identity document;
- two "identity card" size photos;
- the document (or a copy) giving access to higher education (cf. Articles 1 and 2 of the Regulations governing studies);

¹ For students who, due to the health crisis, have benefited from an extension of the internships or evaluations of the 3rd semester of the year 2020-2021, the provisional registration can be made definitive until 15 February 2022 at the latest (article 63, §2 of the decree of 19 July 2021 on various provisions in the field of higher education, education for social promotion, scientific research and university hospitals)

- documents justifying the student's occupation during the five (possible) academic years preceding enrolment;
- Where appropriate, a certificate relating to registration for any activity or any higher education competition or entrance test + the corresponding transcripts.
 - An official certificate of employment ;
 - An official certificate of unemployment;
 - An official certificate justifying a stay abroad including the dates of departure and return;
 - An official certificate justifying a medical condition;
 - Or any other documentary evidence that justifies the student's past.
 - A declaration on the student's honour testifying and justifying the material impossibility of providing such documents may be submitted.

These documents can also be requested in their original format.

The student validates his/her provisional registration form, according to the process set up within his/her department (manual or electronic signature).

Students who wish to use credits acquired in previous studies at the university or other institute of higher education in their programme of study should apply to the Academic Secretariat as soon as they have signed their provisional registration form.

4TH STEP: EFFECTIVE REGISTRATION

The institution validates the student's effective and regular registration when:

- the student has provided all the necessary documents justifying his or her eligibility;
- the student has obtained a programme proposal or the jury's agreement on his/her annual programme (except for students enrolled in the 1st year of the 1st cycle who are awarded the "model programme").
- the student has provided proof that he or she has no debt to a higher education institution in the French Community in terms of tuition fees (minerval and related costs) and to the social council. This proof is provided by a certificate issued by the previous higher education school(s).
- The student has paid the registration fee:
 - 50€ at registration
 - The balance by 1 February at the latest.

This provision does not apply to scholarship students who have free tuition. Students applying for a scholarship have 30 days from the date of the decision of possible refusal by the department concerned to pay the full amount of the fees.

In the ISFSC department, a deposit of 180€ is required by 31 October at the latest (cf. article 12 of the present regulation).

The student, whose provisional registration has been validated, receives from the establishment:

- all the documents attesting to regular registration, within fifteen days.
- all relevant information about the institution and the studies for which he or she is enrolling. They are also informed of the financial assistance available to them.

A regular registration is a registration for one academic year for a coherent set of teaching units of a study programme validated by the jury of teaching units for which the student satisfies the conditions of access and fulfils his or her administrative and financial obligations.

Enrolment is cancelled by the institution if the student does not meet the conditions for validation of his/her enrolment.

Such cancellation shall be notified to the student at the earliest on 8 November and at the latest on 15 February (subject to the FWB schedule) and shall have the following consequences:

- The student no longer has access to the learning activities.
- The student cannot be evaluated
- The student may not benefit from credit carry-over or valorisation

- In the event of cancellation after 30 November, the enrolment will be counted as a full academic year.

A student whose enrolment has been cancelled may appeal with the government commissioners and delegates within 15 working days of notification. The latter may, for justified reasons, invalidate the institution's decision and confirm the student's enrolment within 7 working days from receipt of the complete file.

The student can also cancel his or her registration himself or herself. If this cancellation occurs before 1 December, only € 50 of the registration fee remain due to the school. If the student withdraws from the programme after 1st December date, the total cost of the course remains due and the year is counted as a failure.

The **1st year undergraduate student may also reorientate** between 1 November and 15 February; in this case, he or she completes the reorientation form and sends it to the institution to which he or she wishes to reorientate.

The reorientation is:

- a change of programme within the same or a different institution;
- or a change of institution to follow the same curriculum.

The request must be motivated and is subject to the agreement of the jury of the study cycle to which the student wishes to redirect.

In the event of acceptance, the student provides a new complete registration file as well as a document, from his/her home institution, certifying that there is no debt owed to him/her (or proof of a request for study allowance). The student's registration fee remains due to the institution at which the cancellation was made.

Until their application is accepted, students are required to spend their January session at their home institution.

As soon as the host institution has made its decision, it informs the student and the home institution.

Students who have cancelled their enrolment before 1 November and who wish to enroll in another establishment in the period from 1 November to 15 February are considered to be students in reorientation.

Article 5: Registration fraud

Any false declaration or falsification in the constitution of an admission or registration file constitutes registration fraud.

This covers acts that are criminally reprehensible such as theft, identity theft, falsification of documents, substitution of persons, etc.

In the event of presumption of enrolment fraud, the procedure and, where applicable, the sanctions provided for in Article 70 of these regulations shall apply, involving in particular a refusal to enroll in any higher education establishment in the French Community for 3 academic years.

Chapter 3: Inadmissibility of an application for admission

Article 6: definition

Admission is denied if the student does not fulfil all the conditions for access to the studies in question or does not comply with the provisions of the regulations governing the studies.

Article 7: Notification of inadmissibility and means of appeal

If the application for admission is deemed **inacceptable** by the Haute Ecole, the student will be notified in writing, duly motivated and handed in:

- Either in person against acknowledgement of receipt

- Either by registered mail with acknowledgement of receipt
- Either by e-mail to the address provided by the student in his or her application file.

The student may then appeal against this decision to the Government Commissioner, in accordance with the procedures laid down in Chapter 8 of Part 2, reserved for the rules of the juries.

In the absence of a response to the application for admission by 15 November, the student may also appeal to the Government Commissioner, in accordance with the procedures set out in Chapter 8 of Part 2 of the Jury Regulations.

Chapter 4: Student fundability

Article 8: Fundable student

To be fundable, the student must:

- on the one hand, be a national of a Member State of the European Union or satisfy one of the conditions provided for in Article 3, 1° to 3.7° of the Decree of 11 April 2014 ² **and** on the other hand, meet at least one of the following academic requirements:
 - he or she enrolls in a course of study, without having already been enrolled twice in studies of the same cycle in the previous five academic years;
 - he or she enrolls in a first cycle of studies, without having already been enrolled twice in studies leading to the same academic degree or having already been enrolled three times in a first cycle of studies in the 5 academic years preceding
 - he or she re-enrolls in a course of study after having acquired
 - either 75% of the credits of its annual programme (PAE) from the previous enrolment
 - or, overall in the 3 academic years (or 3 enrolments if the situation is more favourable):
 - at least half of the credits of the total load of its annual programmes, not taking into account the academic year of its first enrolment in the cycle, if it is unfavourable;
 - **and** minimum 45 credits. The latter condition does not apply to students enrolled in a programme with less than 30 credits, for duly certified professional, academic, social or medical reasons.

Enrolment for the 2019-2020 academic year will not be taken into account for the determination of fundability, unless the inclusion of this enrolment in the calculation of fundability is favourable to the student, for the calculation of the percentage of credits acquired

- The student is reorienting, if he/she has not used this faculty during the 5 academic years preceding. A student redirects when he or she registers for studies leading to an academic degree without having already been registered for that degree. A student's reorientation during the 2019-2020 academic year will not be taken into account for the determination of fundability

Enrolments in previous academic years leading to an academic degree are also not taken into account.

A student who enrolls in the first cycle of studies on the basis of a foreign diploma, title or certificate recognized as equivalent shall be deemed to have been regularly enrolled for each

² Decree of 11 April 2024 adapting the funding of higher education institutions to the new organisation of studies.

academic year following the award of the diploma, title or certificate referred to in these conditions of access, in an annual programme of 60 credits of the studies concerned, except for those years for which he or she provides proof that he or she has not been enrolled in any higher education activity or competition or test for access to it during the year in question. Such proof may be provided by any probative official document or, in the absence of a duly justified document for reasons of force majeure, by a declaration on the student's honour to the effect that it is materially impossible to provide such a document.

Article 9: Procedure applied to non-fundable students

If, based on the information provided by the student, the institution concludes that the student is "non-fundable", the student is informed in writing and invited to state his or her position:

- Either the "non-fundable" student abandons the registration process and therefore terminates it.
- or the "non-fundable" student wishes to continue the registration process by submitting a request for exemption by 15 October at the latest and enclosing a pedagogical file. In this case, the student's position as a "derogation request" constitutes his/her actual enrolment request, provided that the required forms are met:

This pedagogical file must include a curriculum vitae (academic, professional or other), a well-argued text developing the candidate's motivations and expectations about the studies and a copy of all the transcripts of records of the previous years of study in higher education (even for the failed years). It is sent electronically, together with the positioning form, to the students' secretariat, which acknowledges receipt.

The Department head makes the decision, within 15 days of the actual enrolment application (positioning) whether or not to allow the student to enroll.

Failure to submit a written position within the required time limit and no later than 15 October is equivalent to a cancellation of the application.

Chapter 5: Refusal of registration

Article 10: Grounds for refusal of registration

By reasoned decision, the Department head:

- **refuses to** enroll a student from the outset when that student has been subject to
 - a measure of exclusion from a higher education institution within the previous three years on the grounds of enrolment fraud or evaluation fraud;
 - a decision by the ARES to refuse registration for a test or an entrance examination organised by the ARES;
- **may refuse to** enroll a student:
 - when the application is for studies that do not give rise to funding;
 - when the student is not fundable (and the waiver procedure has not been successful)
 - When the student has been subject to a measure of exclusion from a higher education institution for serious misconduct in the previous three academic years.
 - when the student has not obtained the jury's agreement on his/her programme.

The decision to refuse enrolment is notified to the student by registered letter, against receipt, or by e-mail to the address provided by the student, no later than fifteen calendar days after the actual enrolment request.

Article 11: Appeal against a refusal of registration

A student whose enrolment has been refused may appeal against the decision in accordance with the procedures set out in Chapter 8 of Part 2 reserved for jury rules: internal and external appeals.

Chapter 6: Education costs and specific costs

Article 12: Amount of study fees

In order to be considered for enrolment, the student must pay study fees according to his/her status.

- European student: grant/modest condition/non grant-holder
- students from outside the European Union: subject to the Specific Tuition Fee/exempted from the Specific Tuition Fee.

By 15 October at the latest, and except in cases of force majeure, he shall provide the secretariat with the required original supporting documents attesting to his status.

A student **applying for a study grant (scholarship)** has 30 days from the date of the decision of the Study Grant Service to pay the study costs if the application has been refused.

In order to be recognized as a **student of modest means** and thus benefit from a reduction in study fees, the student will provide the social service with the following information:

- a copy of the tax sheet of each family member for the last fiscal year;
- a recent household composition (2 months maximum) issued by the local authority of the student's place of residence;
- where applicable, proof of enrolment of any other person in the family in higher education in current academic year;
- where applicable, a copy of the invalidity certificate from the Ministry of Social Affairs for any member of the family recognized as being more than 66% invalid.

The application for recognition must be submitted by 15 October, and by 30 April at the latest in the case of an ongoing scholarship application procedure resulting in a refusal. In the meantime, the student pays the full amount of the study fees within the required time limit and will be reimbursed, if applicable, if he meets the legal requirements.

Students who benefit from a reduction in their study programme, in accordance with the provisions of Article 151 of the Decree of 7 November 2013 defining the higher education landscape and the academic organization of studies, pay the registration fees established in proportion to the number of credits in their annual programme.

Details of these study expenses are given in **Appendix 1 to these Regulations**.

The amount of the "French Community" tax varies:

- depending on the type of study: short type (professional Bachelors) or long type (Masters);
- according to the positioning of the student in relation to his or her study programme.

In the ISFSC department, and at 1st registration:

- all students, including those receiving a study allowance, must pay a **deposit of €180**. This guarantees books and other materials lent to the student free of charge by the department. It will be reimbursed when the student is no longer enrolled in the ISFSC department, unless the student has debts to the university (library books not returned, etc.).
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Article 13: Administrative costs related to the processing of specific applications for admission

Applicants for studies outside the European Union, who do not reside in the European territory and who have completed all or part of their education in a country outside the European Union, must pay an administrative fee of € 180.00. This fee must be paid by bank transfer, at the latest by the closing date of the specific registration period for these candidates. It covers the costs related to the examination of the eligibility file for a previous educational background outside the European Union.

This amount will not be reimbursed if the student applicant is ineligible (ineligible application) or ineligible for funding because of his/her previous academic record.

On the other hand, if they are enrolled, this amount will be deducted from their enrolment fees.

Article 14: Deadlines for payment of study fees

50€ must be paid into the Haute Ecole's account upon enrolment and no later than 31 October, the balance being required by 1 February at the latest.
with the exception of students who, due to the health crisis, benefited in 2020-2021 from an extension of the internships or assessments of the 3rd semester; they are therefore allowed to pay the full tuition fees by 15 February 2022.

The student who withdraws from the course will not be refunded the 50 € paid at the time of enrolment. After 30 November, the student who withdraws from the course will still be liable for the balance of the course fees.

Article 15: Costs relating to the issue of duplicates

Any duplicate of a certificate or document initially issued by the Haute Ecole may be subject to a prior payment of €10 maximum. Any duplicate of a student card will automatically result in an advance payment of €30/student card.

Article 16: Special provisions for “étudiant libre” (“free student”)

The “free student” requests enrolment (which will have to be validated by the Admissions Jury), considering a maximum of 20 credits per academic year.

The deadline for registration for the 1st semester courses is 31 October, for the 2nd semester activities 1 March.

A specific fee is applied for those students who participate in part of the study programme of a given curriculum, in the status of free student. It is set in proportion to the number of credits taken and the amount of tuition fees charged to regularly enrolled students for the course and year to which these credits relate (see Appendix 1), with a minimum corresponding to ten credits.

Participation in certain activities in isolation as a “free student” does not confer the status of “regular” student.

The “free student” will have access to the assessments, but the jury will not be able to award the associated credits.

However, these credits may be valued at the time of validation of the student's annual programme during regular registration, provided the 10/20 passmark is reached.

The “free student” will be issued a certificate by the university attesting to participation in the activities/teaching units concerned: title of the activity followed, number of hours and points obtained.

Chapter 7: Special conditions of academic regularity

Article 17: Attendance and monitoring of learning activities

All students are expected to follow the learning activities of the year of study in which they are enrolled regularly and assiduously. Participation requirements are set out in the “fiches UE” or course descriptions.

The student's attendance can be checked based on the following criteria:

- Presence/participation in learning activities in accordance with the modalities indicated by the teachers.
- Respect of the academic calendar.
- Adherence to work schedules specified by teachers.
- Respect of deadlines related to continuous evaluation.

Any absence from a learning activity during a traineeship or a course period must be justified either by a copy of the medical certificate or by any other supporting document, which must reach the students' secretariat as soon as possible. Any student who is unable to go to his place of work placement must also inform his supervisor as well as its referent within the department, before the start of the work placement or, if this is impossible, as soon as possible.

This attendance is the subject of special attention in Bachelor1 with a view to helping students adapt to higher education.

Any "fiche UE" or course description sheet is "contractual" in so far as it mentions modalities on this subject.

Access to certain learning activities (labs, internships, etc.) may be suspended for students who represent risks for security or organization:

- Absent from preparatory learning activities
- or with too many unjustified absences.

Students who do not participate assiduously in learning activities, including internships, may be sanctioned from a pedagogical point of view, with a failing grade, and from a disciplinary point of view, with one of the sanctions provided for in article 85 of the present regulations.

In the ECAM department, and subject to other measures imposed by the health context:

- *Attendance is checked at application sessions (laboratories, design offices) in all years of study.*
- *Any document justifying an absence must reach the Reception Secretariat as soon as possible and at the latest within 48 hours of the start of the absence. The student will note in the upper right-hand corner, his or her year of study and registration number.*
- *Students are requested to go to the various premises where the scheduled classes and application sessions are held 5 minutes before the start of the teaching activity.*
- *Where appropriate, students occupy the seats assigned to them, particularly in certain written examinations.*
- *Late students are allowed to enter the auditorium at one time, 15 minutes after the start of the course. For the application sessions, the session leaders decide on the admission of latecomers.*
- *Regulatory provisions, occupancy times and opening hours outside the scheduled application sessions are posted in the laboratories. Access is normally only authorized during opening hours or in the presence of a teacher from the Unit to which the laboratory belongs.*

Chapter 8: Measures relating to health promotion in higher education

Article 18: Medical check-up

Any student enrolling for the first time in non-university higher education is required to undergo an individual health check at the centre to which the university has entrusted health promotion. The student is summoned to the medical examination through the student secretariats of each department of the Haute Ecole (article 7 of the decree of 14 March 2019 on health promotion in higher education outside universities).

Chapter 9: Study programme and annual student programme

Article 19: Curriculum

The study programme is made up of learning activities grouped into teaching units because they pursue common objectives and constitute a pedagogical whole at the level of expected learning outcomes (objectives).

A **teaching unit** is characterized by the following elements:

- 1° its identification, its particular title, its discipline;
- 2° the number of associated credits;
- 3° its contribution to the teaching profile of the programme, as well as the specific learning outcomes sanctioned by the evaluation;
- 4° a description of the objectives, content and possible sources, references and supports, with an indication of those that are indispensable for acquiring the required skills;
- 5° the cycle and level of the qualifications framework to which it relates and, if relevant, the chronological position in the programme of the cycle;
- 6° its compulsory nature or at the student's individual choice within the programme or options;
- 7° the list of prerequisite or corequisite teaching units within the programme and whether other specific prior knowledge and skills are required;
- 8° the contact details of the department of the teacher(s) responsible for its organisation and evaluation;
- 9° its organisation, in particular the number of hours, the location and the period of the academic year;
- 10° a description of the various learning activities that make it up, the teaching and learning methods used;
- 11° the method of evaluation and, if applicable, the relative weighting of the various learning activities;
- 12° the language or languages of instruction and assessment.

These elements form the "fiche UE" or course description which is an integral part of the course programme offered by the Haute école.

Learning activities include teaching, individual or group activities, study and self-study activities.

The Haute Ecole offers a **chronological breakdown of** all study cycles into annual blocks of 60 credits. (cf. www.ichec.be - www.ecam.be - www.isfsc.be).

The ECTS Credit is a relative measure of the investment required by the student for one or more learning activities; considering :

- that the annual reference for a student devoting himself/herself full-time to his/her studies is 60 credits;
- a credit corresponds to a lump sum of 30 hours of investment (teaching, work, exercises, studies, documentary research, etc.).

The programme indicates the interdependencies between the various courses, in terms of:

- pre-requisites: the teaching units of a study programme which must have been previously sanctioned and validated by the jury before access to other teaching units.
- co-requisites: the teaching units of a study programme which must have been taken before or no later than in the same academic year.

Article 20: Annual Student Programme (PAE)

IN THE FIRST YEAR OF THE FIRST CYCLE

A student enrolling for the first time in an undergraduate programme is awarded a programme which must correspond to the first 60 credits of the study programme.

If they have acquired credits for teaching units in this programme, they may complete their enrolment with remedial or complementary activities.

A student who has **acquired at least 30 credits and a maximum of 44 credits out of these first 60 credits of the study programme** may, with the agreement of the jury, complete his or her annual programme with teaching units from the rest of the programme of the cycle, *without the annual load of his or her programme exceeding 60 credits of the programme of the cycle.*

A student who has **acquired at least 45 credits out of these first 60 credits of the study programme** may complete his or her annual programme with credits from the rest of the cycle programme.

IN OTHER YEARS

- The personalized study programme is composed of :considering the study plan proposed by the institution (division of the cycle, corequisites, prerequisites)
- if applicable, including previously unvalidated credits
- where appropriate, considering credits already acquired
- by providing for an annual load of at least 60 credits, except at the end of the cycle or in the case of a reduction.

The student's programme is examined by the Year or Programme Coordinator and will then be validated by the Jury Committee.

On an individual decision based on the student's background and to enable him/her to pursue studies with a sufficient annual workload, a pre-requisite may be transformed into a co-requisite by the jury.

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

- in the case of co-organisation with higher education institutions outside the French community or mobility;
- when, in order to reach the minimum of 60 credits, it would be necessary to include in the student's annual programme a teaching units for which he or she has not yet acquired prerequisites which cannot be transformed into co-requisites.
- for pedagogical and/or organizational reasons, but not less than 55 credits

AT THE END OF THE FIRST CYCLE

- A student who has yet to acquire or validate **more than 15 credits of** the undergraduate study programme may complete his or her annual programme with **credits from** the next study cycle for which he or she fulfils the prerequisites and subject to the agreement of the jury of that study cycle. He or she remains enrolled in the first cycle of studies. However, for the purposes of acquiring or enhancing the value of teaching units in the second cycle, they are deemed to be enrolled in the second cycle.

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

The student's annual programme is validated by each of the juries for the student's own programme, but may not exceed 75 credits.

For this student, the 1st cycle teaching units are deliberated by the 1st cycle jury and the 2nd cycle teaching units are deliberated by the 2nd cycle jury.

- A student who still needs to acquire or validate a **maximum of 15 credits of** the undergraduate study programme may complete his or her annual programme with **credits from** the next study cycle for which he or she fulfils the prerequisites. He/she is enrolled in the 2nd cycle of studies.

However, for the purposes of the acquisition or valuation of teaching units in the first cycle, he or she is deemed to be enrolled in the first cycle.

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

For this student, the 1st cycle teaching units are deliberated by the 1st cycle jury and the 2nd cycle teaching units are deliberated by the 2nd cycle jury.

A student who has not acquired his/her undergraduate degree cannot enroll in his/her annual programme the second cycle credits that correspond to his/her Master thesis or dissertation. The decisions of the Jury Committee regarding the approval and monitoring of the student's programme are not subject to appeal.

Article 21: Language of instruction

The language of instruction and assessment of learning activities is French, with the exception of the Master in Management Sciences (MMS) and the Master in International Business Management (MIBM) programmes and masters in industrial engineering (7 orientations) which may be taught in English.

HOWEVER, FOR ALL THE COURSES ORGANIZED WITHIN THE HAUTE ECOLE, CERTAIN LEARNING ACTIVITIES ARE PROVIDED AND ASSESSED IN ANOTHER LANGUAGE, IN COMPLIANCE WITH THE PROVISIONS OF ARTICLE 75 OF THE "LANDSCAPE" DECREE.***SPECIFICITY OF THE STUDENT'S PROGRAMME IN THE ICHEC DEPARTMENT***

The Dutch language course is part of the programme of every student enrolling in the ICHEC department. However, a student exempted from this course will be enrolled in the German course if he or she meets one of the following criteria:

- the student has completed all of his or her secondary education abroad and has therefore never attended a Dutch language course.
- the student has completed his secondary education in Belgium but has taken less than 2 hours of Dutch during his secondary education and has never taken Dutch in the last two years of the humanities. In this case, the student will have to provide an official document at the time of enrolment.

Article 22: Lightening of the student's programme

GENERAL PROVISIONS

By individual and reasoned decision, the academic authorities may exceptionally grant derogations on the organization of the studies of certain students, in particular the enrolment in a programme possibly for an academic year. Such derogations may only be granted for duly certified professional, academic, social or medical reasons.

The possibility of such an exemption is automatically granted to students with a disability or whose status as a top-level athlete, promising athlete or training partner is recognized in accordance with Chapter III of the decree of 8 December 2006 on the organization and subsidization of sport in the French Community.

To prove his or her status as a top-level sportsman or woman, the student will produce a certificate from the sports federation to which he or she belongs or from the Minister responsible for sports.

The student submits his or her application at the time of applying for admission and no later than 31 October, by letter addressed to the secretary of the jury, accompanied by certificates proving professional, academic, social or medical reasons. He/she may also submit his/her application during the academic year, for serious medical reasons, duly attested.

A student who benefits from such a waiver shall pay the registration fees established in proportion to the number of credits in his or her annual programme.

If, following the first year of the reduction, as provided for in article 151 of the "Landscape" decree, the student applies for a new reduction, he or she pays the administrative and other costs relating to the activities included in his or her reduced programme.

SPECIFIC PROVISIONS FOR 1ST YEAR UNDERGRADUATE STUDENTS

First-year undergraduate students who participated in the January assessments and who failed some of them may also choose, before 15 February, to lighten their programme of learning activities for the 2nd semester. This modified programme is established in consultation with the jury.

Students who wish to benefit from this programme reduction must submit a request before 15 February by sending a letter to the secretary of the jury, stating the reasons for their request.

Article 23: Exchange Programme

Students participating in an exchange programme involving courses (Erasmus, Erasmus belgica or other) must send their final learning agreement to the International Office (BEI) no later than 15 days after their date of arrival abroad.

The selection criteria for students as well as their obligations, both to the university and to the host university, are available on the pedagogical platform.

Chapter 10: Organization of the academic year

Article 24: General principle

All learning activities in each academic unit of the courses leading to a first or second cycle academic degree are spread over one of the first two semesters of the academic year, except for certain evaluations, internships, projects or professional integration activities.

However, for pedagogically motivated reasons, some undergraduate units may be spread over the first two semesters of the academic year.

The first semester begins on 14 September; the second begins on 1 February; the third begins on 1 July. The first two semesters shall comprise a minimum of 12 weeks of learning activities. A third semester includes assessment periods, as well as work integration or personal work activities.

Article 25: Academic calendar

BREAKDOWN OF THE ACADEMIC YEAR INTO FOUR SEMESTERS

- Beginning of the academic year and beginning of the 1st term: 14 September 2021
- End of the 1st semester: 31 January 2022
- Beginning of the 2nd semester: 1st February 2022
- End of the 2nd semester: 30 June 2022
- Start of the 3rd semester: 1st July 2022
- End of the academic year and 3rd semester: 13 September 2022

DEADLINE FOR SUBMISSION OF APPLICATIONS FOR EXEMPTIONS AND PERSONALIZED PROGRAMMES :

- 15 October 2021

DEADLINE FOR SUBMITTING A REQUEST FOR EXEMPTION (STUDENT'S POSITION NOT ELIGIBLE FOR FUNDING)

- 15 October 2021

EVALUATION PERIODS:

- Evaluations at the end of the 1st semester: from 10 January 2021
- Evaluations at the end of the 2nd semester: from 16 May to 30 June 2022.
- Evaluations at the end of the 3rd semester: from 16 August 2022.

Depending on the academic constraints imposed in terms of academic organization in certain programmes, evaluations may be placed outside these periods, subject, however, to the rules on publicity for students and with the agreement of the department's management.

LEGAL AND EXTRA-LEGAL LEAVE

- Monday 27 September 2021: French Community Day
- Monday 1 November 2021: All Saints' Day statutory holiday
- Tuesday 2 November 2021: Extra-legal All Saints' Day holiday
- Thursday 11 November 2021 : Armistice
- Monday 18 April 2022: Easter Monday
- Thursday 26 May 2022: Ascension

- Friday 27 May 2022: May Day recuperation
- Monday 6 June 2022: Whit Monday

SUSPENSION OF COURSES, SEMINARS AND WORKSHOPS

- Wednesday 3 November 2021
- Thursday 4 November 2021
- Friday 5 November 2021
- Friday 12 November 2021
- Friday 24 December 2021

SCHOOL HOLIDAYS DURING THE FIRST 2 SEMESTERS

- From Monday 27 December 2021 to Saturday 8 January 2022: winter holidays
- From Monday 4 April 2022 to Monday 18 April 2022: spring holidays
- From Monday 4 July 2022 to Monday 15 August 2022: summer holidays

Article 26: Timetabling of learning activities

Learning activities are usually held Monday to Friday between 8:00 and 21:30 and Saturday from 9:00 to 13:00.

Chapter 11: Promotion of Pedagogical support

Article 27: Course materials

The Haute Ecole makes available to regularly registered students, on its learning platform, the course materials, the list of which is determined by the Pedagogical Council.

A student receiving a study allowance is entitled, at his/her request, to print on paper, free of charge, the course materials relating to the course of study in which he/she is enrolled, and which are referred to in the above-mentioned list.

Article 28: Support for success

In addition to the measures relating to the reduction, evaluation and reorientation of first year undergraduate students, other measures are also developed within the Haute Ecole, by each of the departments, in order to support student success.

Each department thus organizes assistance for success, in accordance with the objectives set out in the decree.

The service in charge of success support ensures that students are informed of the various activities put in place.

Article 29: Tutoring

success support service is developing a peer-tutoring programme for students in the first year of the first cycle

At the beginning of the year, the success support service draws up a list of subjects for which tutoring will be offered.

CONDITIONS FOR BEING A TUTOR

In order to apply as a tutor, students must have obtained a minimum of 14/20 in the subjects where tutoring is organized and for which they are applying.

Tutors will receive an "information note for volunteer tutors" before they take up their duties, setting out the terms and conditions of the voluntary work in which they are involved. They will sign this note.

To benefit from the lump-sum payment, they will have to return their benefit sheet (on the date specified on the sheet) to the assistance service. The lump sum is set by the Management Board.

CONDITIONS TO BENEFIT FROM TUTORING

The student concerned signs a document specifying the terms and conditions to which he or she commits in order to benefit from the tutoring.

In the first semester, the Haute Ecole opens tutoring to so-called "first generation" students as a priority and, within the limits of the places still available, to scholarship holders.

After the January exams, the success support service, in conjunction with the co-ordinations, also identifies students with difficulties that it can refer to tutoring.

These remediation activities are not subject to evaluation and are therefore not valued in the study cycle.

Article 30: Remedial activities

Remedial activities are also offered by teachers to students in the first year of the first cycle; however, these activities are not assessed and are therefore not valued in the study cycle.

Chapter 12: Promotion of the reception of students with special needs (Decree of 30 January 2014 on inclusive higher education)

Article 31: Definition

For the purposes of this Decree, inclusive education consists of the implementation, for students with disabilities, of measures aimed at removing or reducing the material, pedagogical, cultural, social and psychological barriers encountered when accessing studies, during studies as part of their learning activities and during associated assessments.

Article 32: Students concerned

This includes students with long-term physical, mental, intellectual or sensory disabilities whose interaction with various barriers may hinder their full and effective participation in higher education on an equal basis with other students.

Article 33: Specific device

§1 The Haute Ecole organizes a reception and support service in each department of the Haute Ecole.

§2 Students who wish to benefit from accommodation measures in their curriculum must submit a request for recognition of their disability to this service, exclusively in writing, by 31 October for the first term and 15 March for the second term, using a form available at the enrolment office. The completed form must be handed in to the reception and support service for each department.

Students shall provide any documentary evidence in support of their application, in particular:

1° the decision of a public body responsible for the integration of people with disabilities;

2° or a detailed report on his/her autonomy, drawn up by a specialist in the medical field or by a multidisciplinary team less than a year old at the time of the request.

If the student's disability situation changes over time, an update report may be requested by the support service.

The support service examines the request and analyses the material, pedagogical, medical and psychological needs, in collaboration with the student and the actors concerned. It forwards the application for recognition of disability to the Department head.

§3 In case of recognition of the disability by the departmental management, the school management decides on the implementation of reasonable accommodation.

An individual support plan is drawn up no later than two months after acceptance of the application.

It is intended for one academic year and is renewable for each year of the beneficiary student's course if he/she so requests. The implementation of the individualized support plan is subject to continuous evaluation by the Support Service.

The individualized support plan is signed by the parties (the student beneficiary, the support service and the management). In the absence of the student's signature, the planned arrangements will not be put in place.

Article 34: Specific accompaniers

§1 During an academic year, a higher education student may be recognized by the Support Service as an accompanying student, provided either that he/she has undergone specific training in the field of student support or that he/she is able to make use of any useful skills in this field.

§2 Any association recognized by the competent bodies of the Walloon Region and the French Community Commission, i.e. the Agency for Quality of Life (AViQ) and "Personne handicapée Autonomie recherchée" (PHARE), whose social purpose and missions aim to integrate people with disabilities, may be involved in an individualized support plan.

Article 35: Modalities of appeal

In the event of a refusal to implement any changes to their course of study, in the event of a dispute relating to the modification of their development plan or in the event of its early termination, students may lodge an appeal in accordance with the procedures set out in Chapter 8 of Part 2 relating to the rules of the selection board (Articles 88(3) and 89(3)).

Chapter 13: Specific provisions for the co-organization of the 120-credit Master's degree in Business Management - Commercial Sciences Section

Article 36: Partner institutions

The higher education institutions that have signed the agreement of 12 May 2015 relating to the triple degree of the 120-credit Master's degree in Business Administration are:

- The non-profit association Haute Ecole ICHEC-ECAM-ISFSC
- The Catholic University of Louvain (UCL),
- The Free University of Brussels (ULB).

Article 37: Specificities of the programme

The Master's in Business Management, which is a triple degree from ICHEC, UCL and ULB, emphasizes the link to the company by, among other things, the obligation for all students to complete a minimum three-month internship. In addition, the student's thesis must focus on the problems developed during the internship. The student is regularly monitored not only by the thesis promoter and the company's internship supervisor, but also by an Internship-Thesis coordinator,

The aim of this programme is to enable students to benefit from the advantages of the three partners, with three teaching teams and courses given on three (or four) campuses.

For this Master's programme, a maximum of 15% of students are authorized to go on a credited exchange programme outside the French Community (see Erasmus + or other agreements).

Article 38: Centralization of administrative management

As the lead institution, ICHEC is responsible for centralizing the administrative management of the programme and students, including the management of enrolments.

Article 39: Joint academic management

The three institutions agree to ensure common academic management. Therefore, in addition to the bodies and councils established by decree, they set up a programme management committee, responsible for:

- The definition of the programme (content, contribution of each party, admission conditions, etc.)
- The annual overall assessment of the study programme
- Communication policy: label, logo, website, brochure, promotion...
- The planning of teaching, assessment and jury activities
- Submission to the ranking
- Analysis of student flows.

Article 40: Allocation of learning activities between the different parties

Unless amended by the authorities of the partner institutions and except for the relevant end-of-semester evaluations, the various teaching units provided in the context of this triple degree are organized on campuses for which the partner institutions also have accreditation for postgraduate courses in management sciences, namely the ULB campus in the Brussels-Capital Region and the UCL campuses in Louvain-la-Neuve and Mons.

Article 41: Evaluation, deliberation and sanction procedures at the end of the cycle

The authorities of the partner institutions form a single joint jury and determine its operating rules, in compliance with articles 131 to 135 of the *Decree of 07/11/2013 defining the landscape of higher education and the academic organization of studies* and its regulations.

The jury decides collectively on all the credits taken by the student, regardless of the distribution of these credits within the partner institutions.

The president of the jury will be appointed by the ICHEC authorities.

An admissions committee will be set up within the jury and composed of at least one member from each of the partner institutions.

Article 42: Title of the diploma

At the end of their studies, and provided that they have met the conditions for success, students are awarded a diploma certifying the academic degree of « Master en gestion de l'entreprise » ("Master in Business Management").

This diploma consists of a single document bearing the signature of the competent authorities of each of the institutions involved. This diploma is the subject of a single Diploma Supplement.

Chapter 14: Specific provisions for the co-organization of the 120-credit Master's degree in "Stratégie de la communication et culture numérique".

Article 43: Partner institutions

The following higher education institutions have concluded an agreement concerning the double degree of the 120-credit Master's degree in Stratégie de la communication et culture numérique

- the Haute Ecole ICHEC-ECAM-ISFSC
- Saint-Louis University – Brussels.

Article 44: Specificities of the programme

The Master XXXXX trains communicators who are able to approach communication in a strategic and critical manner. It enables the development of skills in the analysis and elaboration of

communication projects for companies, organizations, associations, etc., by integrating in an optimal way the qualities of interaction, collaboration and participation of the digital culture.

This digital culture is constantly evolving, and the communication professions must evolve with it. This is why the master's programme considers it as a central element requiring specific teaching. It offers a global approach to digital issues, covering social, economic, technical, psychological, anthropological, political, strategic, legal and ethical aspects. This openness allows for a complex approach to digital communication, with high standards and professionalism.

Professional integration activities and a dissertation are part of the training. The internship allows the student to practice a form of participatory observation and the dissertation demonstrates the student's methodological and analytical capacities as well as his or her ability to contribute to the reflection and/or action of the actors involved.

Article 45: Referent establishment

As the lead institution, Université Saint-Louis Bruxelles is responsible for centralizing the administrative and academic management of the programme and students, including the management of enrolments.

Students enrolled in this programme are therefore subject to the implementing provisions of the General Regulations for Studies and Examinations of the Université Saint-Louis Bruxelles, which are set out in **Appendix 2 of** these regulations.

Chapter 15: Juries of the French Community

Article 46: Organization

Juries from the French Community are set up within the Haute Ecole for each course it organizes and each year of study, except

- for the pedagogical option of the Master in Business Management, which is not organized by the Haute Ecole, although it is still authorized to do so.
- For the Master stratégie de la communication et culture numérique

Candidates to the jury must carry out teaching activities such as internships, professional integration activities, practical work in accordance with the specific timetables of the University.

The present regulations for studies and examinations are applicable to the students enrolled on these juries unless otherwise specified below or incompatible with the situation of the student who registers with a jury of the French Community.

Article 47: Conditions of access to the juries of the French Community

Under penalty of all entries being declared null and void, no one may be entered on different juries organized by one or more institutions. In order to check for possible multiple registrations, each higher education institution shall send to its Government Commissioner the list of students registered for the current academic year.

Access to the tests is reserved for those who cannot regularly follow teaching activities for objective reasons appreciated by the Department head.

In addition to candidates whose application file shows that they are eligible to register regularly for the course for which registration is requested, no one may register for the Jury of the French Community if:

- it is non-fundable within the meaning of Articles 4 and 5 of the Decree of 11 April 2014 adapting the funding of higher education institutions to the new organization of studies;
- whether the academic degree sought at the end of the course can be obtained in the context of training provided on a staggered timetable or in higher education for social advancement;

- if, in the 3 academic years preceding the one for which enrolment is requested, it has been the subject of an official report relating to fraudulent enrolment in a higher education establishment in the French Community;
- if, within the previous 3 years, he or she has been excluded from a higher education institution for reasons of enrolment fraud, assessment fraud or serious misconduct
- if, during the academic year preceding that for which registration is requested, he or she has been convicted of fraud or attempted fraud in tests organized by a higher education establishment in the French Community or by a jury of the French Community. A certificate from the higher education establishment stating that it has not been subject to this type of sanction is the best proof for the latter two hypotheses.

Article 48: Registration procedure and conditions

INTRODUCTION AND COMPOSITION OF THE APPLICATION FILE

In order to be considered, the **complete** application file must:

- be submitted by registered mail to the Director-President by 31 October of the current academic year at the latest;
- include the following documents:
 - a handwritten application, duly motivated, dated and signed;
 - a two-sided copy of a valid identity document;
 - a copy of the document showing a title giving access to education for enrolment in the first year (CESS or equivalent, etc.); for the other years of study, a certificate of successful completion of the previous year;
 - documentary evidence of the impossibility of attending the courses regularly (medical certificate, certificate of employment, etc.);
 - for the last five years, original certificates of attendance, and transcripts for higher education studies pursued in Belgium and/or at abroad or supporting documents covering any other activity.

AUTHORIZATION TO REGISTER

The decision to authorize registration is taken by the Department head.

In the event of refusal of registration, the decision is notified by registered mail within 15 days from the date of receipt of the application for registration.

This decision may be appealed within ten calendar days by registered mail to the internal Appeals Commission against registration refusals, which may, if necessary, invalidate the refusal within 30 days.

REGISTRATION FEE

Enrolment per academic year is subject to the payment of a registration fee to the account of the Haute Ecole. The amount of this registration fee corresponds to:

- the "French Community" fee required of students who regularly enroll in this year;
- the administrative costs which amount to 180 €.

This registration fee must be paid by 31 October at the latest.

This registration fee is not refunded under any circumstances.

STUDENT STATUS

The student enrolled on the jury does not have the status of a regular student within the meaning of the decree of 7 November 2013 defining the landscape of higher education and the academic organization of studies; he or she cannot therefore claim the rights attached thereto.

In principle, enrolment on a jury does not authorize attendance of courses or the benefit of goods and services offered to regularly enrolled students.

Article 49: Evaluation and sanction of studies

Students are assessed on each of the learning activities within the year of study to which the assessments relate.

The deliberations of the Juries of the French Community cover all of these evaluations.

The juries shall meet for this purpose at least twice a year.

The Jury Rules (cf. part 2 of the present rules) are applicable to students enrolled on a jury from the French Community with the exception of those provisions which are not compatible with their special status,

PART 2: JURY RULES

The rules of the Juries are drawn up without prejudice to the application of the provisions set out in the first part of these rules.

Chapter 1: Registration procedure for evaluations

Article 50: General principle

For each teaching unit, the Haute Ecole organizes two evaluations at the end of two different semesters.

However,

- Activities that can only be evaluated once, as mentioned in the course description (e.g. practical work, traineeships, etc.) are automatically evaluated at the end of the (last) semester during which they are organized.
- the activities provided to first year undergraduate students during the first semester are subject to three evaluations.

Students who have not yet acquired or assessed at least 45 credits out of the first 60 credits of a first cycle are considered as first-year undergraduate students.

Only course units included in the student's course programme are eligible for evaluation, unless otherwise provided for by law (see Article 19 of this Regulation), and will be subject, where appropriate and in accordance with the regulations, to validation of credits.

Any registration for a second or third assessment for the 1st year students) results in the cancellation of the mark previously obtained for the same learning activity. Only the last mark obtained will be taken into account, even if it is lower than the first.

It is forbidden for any student to take part in the evaluation of a teaching unit/learning activity if he or she has not registered for this evaluation when registration was required, in accordance with the terms of Articles 51, 52 and 53 of these regulations.

Article 51: 1st semester evaluations

The first year undergraduate student is obliged to take part in all the assessments at the end of the first term, failing which he/she will not be admitted to the other assessments.

He/she is therefore deemed to be registered for all the tests at the end of the first four-month period for all the teaching units in his/her annual study programme organized during that four-month period. The student may excuse his or her absence by means of a justification, the legitimacy of which will be assessed by the President of the jury. This justification must reach the Secretary of the jury within two working days following the absence for one or more assessments.

This proof may be an original medical certificate dated no later than the first day of the student's absence, an original certificate of attendance at the funeral of a 1st or 2nd degree relative organized on the day of an examination or an original certificate from the transport company (dated no later than the day of absence or delay) justifying the delay or cancellation of public transport.

If the excuse is rejected, the Department head notifies the decision of non-admission to the other tests. The student then has an internal appeal against this decision to the Direction College (cf. article 88§4 of these regulations).

FOR THE ICHEC DEPARTMENT AND FOR THE ECAM DEPARTMENT :

All students must register for the end of first term assessments, except for first year undergraduates who are automatically registered.

Failure to comply with the deadline for registration for the assessments, which is posted at the registration desk or communicated to the student's e-mail address, may result in refusal of admission to the assessments.

The student in the final year of a study cycle must therefore register for the evaluations of the activities that conclude the study cycle. The student's registration and participation in these end-of-cycle assessments, such as the Master thesis, will enable the jury to deliberate, if necessary, at the end of the first term.

FOR THE ISFSC DEPARTMENT:

All regular students are enrolled by default in the end-of-first term assessments for all teaching units organized during that term and included in their study programme.
Article 52: Evaluations at the end of the 2nd semester

First-year students in the first cycle, as well as students who have teaching units from the first-year study programme in their annual programme, automatically have the possibility of retaking, in the second evaluation period, the examinations presented in the first evaluation period, according to the modalities provided for in the pedagogical documents.

Failure to comply with the registration deadline and the related instructions, posted at the valves or communicated on the student's e-mail address, may lead to refusal of admission to the assessments.

In the ICHEC and ECAM departments, the student registers for the end-of-second semester evaluations for the teaching units that were part of his or her programme of study in the second semester.

In the ISFSC department, registration for end-of-second term assessments is automatic for all students.

Only students who have failed to complete 1st year learning activities already evaluated in January may cancel this automatic registration at the end of the 2nd term by completing the adhoc form, within the deadlines specified in the department's calendar. They retain the grade obtained during these first assessments.

Article 53: Evaluations at the end of the 3rd semester

Enrolment in the second session is only valid for non-acquired teaching units (mark less than 10/20) or, if the student expressly requests it, for acquired learning activities (10/20 or more), with a view to improving his/her mark.

A student who wishes to represent an assessment must register for it, in accordance with the procedures defined in each department. Failure to comply with the registration deadline and the related instructions, posted at the valves or communicated on the student's e-mail address, may result in refusal of admission to the 3rd term assessments.

A student who fails to report for assessment of a learning activity automatically results in the non-validation of the Teaching Unit to which that learning activity is attached.

Chapter 2: Composition of the jury, its mode of operation and publication of decisions

Article 54: Competence of the Jury

The juries are charged:

- to enhance the value of credits acquired by candidates, during successfully completed higher education studies or parts of higher education studies, in order to exempt the student from the corresponding parts of the programme of study (PAE).
- To enhance the value of students' knowledge and skills, acquired through their professional and personal experience.
- to sanction the acquisition of credits,
- to proclaim the success of a programme of study,

- to confer the academic degree that sanctions the course of study,
- where appropriate, to give its assent to the student's request for reorientation.

Article 55: Composition of the jury

A jury is formed for each study cycle leading to an academic degree. This jury is composed of at least five members, including a chairman and a secretary.

The names of the chair and secretary of the jury are included in the curriculum.

A separate sub-jury is formed for the first year of the first cycle.

The jury shall also set up committees of at least three members, including the president and the secretary of the jury, to which a representative of the academic authorities shall be added, for the following tasks:

- approval and monitoring of the student's programme,
- admission,
- equivalence
- valuing previous studies.

These commissions are set up for at least one academic year.

Each jury includes all the professors who are responsible for a teaching unit in the study programme which is not of the student's individual choice. The heads of the other teaching units followed by at least one regularly enrolled student participate by right in the deliberations.

The professors in charge of the learning activities that make up the Teaching Units are invited to sit on the jury in an advisory capacity. The same applies to staff members in charge of pedagogical coordination functions.

Article 56: Jury's mode of operation

The jury can only deliberate validly if more than half of the professors responsible for the teaching units and who have taken part in the tests during the academic year are present.

The jury's deliberations take place behind closed doors. All members of the jury are obliged to respect the secrecy of the deliberations and any votes.

The jury decides sovereignly and collegially.

Article 57: Publicity of the jury's decisions

- For its admission and programme validation missions, the jury gives reasons for its decisions and notifies students individually.
- The jury's decisions are made public by proclamation and then posted for at least fifteen days following the proclamation. Upon request, after the proclamation, a student receives details of the results of the assessment of the courses on which the deliberation was based.

Chapter 3: Organization of deliberations and granting of credits

Article 58: Role of the jury in the deliberation process

The jury deliberates based on the assessments of each student's achievements for each of the teaching units followed during the academic year. It also awards the credits associated with teaching units taken outside the programme, the results of which it deems sufficient.

Article 59: Scoring and pass mark

The final evaluation of a teaching unit is expressed in the form of a mark between 0 and 20; the pass mark for acquiring the associated credits is 10/20. Credits are acquired definitively.

For the ICHEC department, where a teaching unit (UE) comprises several learning activities (AA), the overall grade for the UE is calculated as follows:

*If all the scores obtained for the different learning activities are greater than or equal to 10/20, the overall score will be the **weighted arithmetic mean** (based on the relative importance of each of the AAs in the UE) of these scores.*

*If at least one of the scores obtained for an AA is less than 10/20, the overall score will then be the **weighted geometric mean of the AA scores**.*

These modes of calculation apply when a Teaching Unit consists of several learning activities.

At the end of the second and third semesters, based on the evaluations submitted by the student during the academic year, the jury awards him/her the credits for the teaching units for which the evaluation is sufficient or for which the deficit is deemed acceptable in view of his/her overall results.

The successful completion of a teaching unit is indivisible; this implies that the jury cannot award partial credits associated with certain learning activities among those that make up the teaching unit.

Within the same academic year, when the course unit is not validated, the student is exempted from representing successful learning activities unless he/she expressly requests to retake them in order to improve his/her grades.

A student who withdraws from the second session of a learning activity that was failed in the first session retains the failing grade obtained in the first session, with the exception of students enrolled in the ECAM department, for whom non-participation in the second session results in a grade of 0/20, for this second session

From one academic year to the next, the jury may exempt the student from learning activities for which the student has obtained a mark of at least 10/20.

Article 60: Deliberation subject to reservations

The student will be considered under reserve in the first session when, for a reason beyond his or her control, he or she has not been able to provide the CESS, the final equivalence, the medical check-up or any other document deemed indispensable.

If necessary, the list of missing documents will be drawn up at the end of the period covering provisional registrations, i.e. from 1 December. The student will acknowledge receipt of this statement which will also mention the academic consequences of this administrative failure.

Students whose administrative situation is not regularized by the day before the second session deliberation at the latest will not be able to be deliberated on, nor will they be able to benefit from any carry-over or valuation of credits. However, he or she will still be considered as having been enrolled in studies for the academic year.

Article 61: Deliberation decisions for first-year-students

At the end of its deliberations, the cycle jury will take one of the following decisions regarding the student:

- May continue the programme with all the credits acquired (60 credits validated).
- May continue the programme with non-validated credits: minimum 45 validated credits with the possibility of completing the PAE with credits from the rest of the programme.
- May not continue the programme due to an insufficient number of validated credits: between 30 and 44 validated credits, with the possibility of completing the programme without the PAE exceeding 60 credits, and with the agreement of the jury.
- Not admitted due to an insufficient number of validated credits: less than 30 validated credits.

Article 62: Deliberation decisions for students enrolled in a year of study higher than the 1st year of study

At the end of its deliberations, the cycle jury will take one of the following decisions regarding the student:

- Number of credits validated during the academic year: " x " credits / " y " credits provided for in the programme.

- Number of credits validated in the cycle: " x " credits sanctioned/ " y " credits planned in the cycle.

Article 63: Criteria for deliberation

In its deliberations in terms of credit acquisition and the decision to deliberate (1st year - end of cycle: award of grade), the jury considers the following elements:

- Number of credits acquired by right (10/20)
- Significance or severity of failure for the Teaching Unit concerned and for the programme as a whole
- Participation in the evaluation of all the learning activities that make up the Teaching Unit
- Pedagogical evolution
- PAE average/cycle

Article 64: Granting of the academic degree

At the end of a course of study, the jury awards the student the corresponding academic degree when it finds that:

- the minimum number of credits is acquired,
- the conditions of the study programme have been met,
- the conditions for access to studies were met,
- the student has been regularly enrolled.

The jury also determines the possible mention based on all the courses followed during the cycle: these mentions are satisfaction, distinction, great distinction or highest distinction. Pedagogical development is also taken into consideration.

A diploma attesting to the academic degree, accompanied by the Diploma Supplement, is then awarded to the student. This is to be done within three months of the date of graduation.

Chapter 4: Procedure for admission to studies and for the valorisation of learning outcomes

Article 65: 1st generation students

Students enrolling for the first time in higher education after successfully completing secondary education are subject to the enrolment procedure described in Chapter 2 of these Rules.

Article 66: Students who have already completed a course of study in higher education

Each cycle jury will set up an "admission" commission with among its members:

- the president of the jury
- the secretary of the jury
- A representative of the academic authorities.

This commission deals with admissions of students with previous higher education experience: internal and/or external. Its mission is to

- to analyze the student's previous experience;
- to enhance the value of the credits acquired by the student in the course of higher education studies or parts of higher education studies which he or she has already successfully completed
- to analyze the student's programme proposal and, if necessary, to validate the programme.

When awarding credits acquired in prior studies, the jury may not award more credits than those awarded by the jury of the institution where the corresponding courses were followed, assessed and sanctioned.

When the jury evaluates, on this basis, at least 45 credits, the student will have access to the 1st cycle even if he/she does not have an entrance qualification provided for in article 1 of these regulations.

PROCEDURE FOR APPLYING FOR TEACHING UNIT EXEMPTIONS

The exemption file will be submitted by 15 October at the latest, except in exceptional cases assessed by the department management.

The file will include at least:

- the student's application form
- the transcripts of records obtained for the course(s) concerned
- the programme of the previous years of higher education (including the hours and credits allocated to each subject)
- the course description for which the exemption is requested
- on request, the syllabus of the course(s) for which the exemption is requested.

The institution may also request these documents in original format

In order to be eligible, the student must have obtained a mark of 10/20 for studies completed from September 2014.

For studies completed before the entry into force of the "Landscape" decree, marks between 10/20 and 12/20 cannot give rise to credits unless they have been obtained as part of a successful year.

In order to be admissible, the request for exemption must meet the following criteria: the exemption of a Teaching Unit can only be based on activities included in the curriculum of a year of higher level studies at an institution recognized by the competent authorities.

The academic secretariat examines requests for exemptions, the decision being taken by the jury's "programme" commission of the corresponding cycle.

The student is required to sign his or her personalized programme before 1 November or on the date of registration if this is considered "late" or "reorientation".

Article 67: Students with personal or professional experience (VAE) related to the study programme

Each cycle jury constitutes a "VAE" commission with among its members:

- the president of the jury
- the secretary of the jury
- A representative of the academic authorities
- the VAE advisor.

The VAE allows students to access training in the Haute Ecole by enhancing their personal and professional experience.

RULES AND MODALITIES OF VAE

In **order to be admitted on the** basis of VAE, the personal or professional experience must correspond to at least 5 years of activity, related to the requested course of study. Years of higher education can only be taken into account up to a maximum of 2 years, each year of study being worth a maximum of 60 credits.

The student undergoes an evaluation procedure at the end of which the EAV Commission determines whether the student's skills and knowledge are sufficient to successfully complete the targeted studies; what additional teaching and possible exemptions will personalize his/her programme.

The VAE committee may, **when validating the student's annual programme**, valorize knowledge and skills acquired through professional or personal experience. This evaluation is duly motivated.

The complete VAE file must be submitted to the Department head by 31 August at the latest. The documents making up the dossier can be downloaded from the websites of each department of the Haute Ecole (www.ichec.be/ - www.ecam.be - www.isfsc.be).

The student will adopt the following approach for which he or she will choose whether or not to be accompanied by a VAE advisor from the Haute Ecole:

- Send the VAE Counsellor a complete dossier entitled "Dossier VAE-Bachelor's Degree" or "Dossier VAE-Master's Degree" in which the student, in addition to his/her personal and/or professional experience, duly analyzed and justified, presents the diplomas already obtained as well as all the teaching activities already completed to at least 12/20 for studies completed before September 2014 and 10/20 for studies completed from September 2014 onwards.

At the request of the VAE Counsellor, the candidate may be asked to complete his or her file with any information deemed useful.

The student may, if necessary, be required to take tests or be auditioned by the VAE commission which studies his/her VAE file.

The decision taken by the committee and formally motivated will be sent to the student within 10 working days following the date of the decision.

The said decision taken by the Commission shall be valid for two consecutive academic years, the one in progress and the one following this decision.

The said decision is only valid in the University of Applied Sciences in which it was taken.

A student who receives an unfavourable opinion on his/her VAE dossier may submit an amended version of this dossier a second time during the same academic year and in the same Haute Ecole.

Article 68: Students who have acquired credits at the Haute Ecole

Each cycle jury will set up a programme committee with among its members:

- the president of the jury
- the secretary of the jury
- a representative of the academic authorities.

A student enrolled in the first year of the first cycle **who has validated between 30 and 44 credits** may apply to the jury commission for authorization to acquire credits from the rest of the study programme, up to a maximum of 60 credits.

The application must be made before 15 October.

The decision is taken by the jury commission.

For the rest of the study cycle, the student submits his/her personalized programme for validation by the " Programme " committee, taking care to enroll for a minimum of 60 credits (except in the case of a reduction or the end of the cycle) and taking into account the corequisites and prerequisites.

The request must be made before 16 October, except in exceptional cases assessed by the Department head.

Chapter 5: Evaluation Periods and Arrangements for Organizing and Conducting Evaluations

Article 69: Evaluation periods

Three evaluation periods, allowing the acquisition of credits, are organized per academic year at the end of each of the three semesters.

These periods are included in the academic calendar (cf. Part 1, Chapter 10 of these Regulations).

Examinations held during the academic year are linked to the evaluation period that follows.

Each student has access to two evaluation periods for each course unit except for the following:

- activities for which evaluations are organized only once per academic year. Pedagogical documents shall specify which activities are covered by this provision.
- 1st year 1st cycle students as well as students who have teaching units from the 1st year curriculum in their annual programme, who have three evaluation periods for teaching units organized during the 1st semester.

The authorities of the higher education institution may, for reasons of force majeure and with due justification, extend a student's assessment period to the next four-month period, but may not exceed a period of two and a half months beyond the end of the four-month period.

No one may appear during the same year, both before the jury of the French Community and before a school jury.

Except with the agreement of the President of the jury, there will be no evaluations outside the periods provided for in the academic calendar.

Article 70: Arrangements for the organization and conduct of evaluations

§1 LOCATION OF EVALUATIONS

Evaluations are taking place:

- either on the premises of the Haute école or in premises rented by the Haute école on an occasional basis;
- or remotely, using platforms and/or software which use is governed by a charter, which is made known to the students beforehand.

§2 EVALUATION SCHEDULES

The schedule of the various organized assessments is posted at the valves or distributed in electronic format no later than one month before the start of the assessment period. Except in cases of force majeure, the date and time of an examination may not be changed less than ten working days before the date initially announced. In the event of a change, the students concerned will be informed immediately by means of a notice board and by e-mail.

No examination can take place on a Sunday or a public holiday.

§3 ORGANIZATION OF EVALUATIONS

Evaluation is based on the reference framework of competences, the teaching profile and the learning outcomes targeted by each of the teaching units and each of the learning activities.

The evaluation corresponding to a course of study may consist of an oral and/or written examination or any other work carried out by the student for this purpose.

The evaluation of learning activities within the same teaching unit may consist of an integrated test.

Students are assessed by the teacher in charge of the learning activity or by the person designated by the Department head in case of force majeure or special circumstances.

For an integrated test, the student is assessed by the team of teachers who are part of the teaching unit being assessed.

During the same assessment period, all students are subject to the same assessment procedures for the same learning activity. These modalities are specified in the course description and may be adapted from one assessment period to another.

The duration of an examination does not exceed 3 consecutive hours. The student may not leave the examination room without handing in his or her copy.

Oral examinations are public,. The public may not under any circumstances interact with the teacher during the examination, nor disturb its smooth running.

A member of the jury is forbidden to attend the examination, to administer it or to participate in the deliberations if the student is his or her spouse or legal cohabitant or one of his or her parents or relatives, up to and including the fourth degree.

The final assessment of a teaching unit is expressed as a mark between 0 and 20. The method of assessment and, where appropriate, the relative weighting of the various learning activities that make up the unit are specified in the teaching documents. Grades awarded during the year (partial assessments) may be taken into account in the final grades; students are informed of this via the teaching documents

§4. GRADUATION WORK OR DISSERTATION

The subject of the dissertation or thesis relates to the theoretical or practical subjects and also to the purpose/orientation of the section or option. It is approved by the Department head or his/her representative.

The Department head approves or, where appropriate, appoints the promoter(s) responsible for the guidance of the dissertation or thesis among the teaching staff.

The course description specifies the objectives as well as the organization and evaluation procedures for this work or dissertation.

The evaluation of the final thesis or dissertation is carried out by a jury composed of a president, the promoter, one or more external or internal readers. The TFE or the dissertation is the final evaluation of the study cycle.

Students choose to present their TFE or dissertation at the end of the term: they must register for it, according to the terms and conditions set by their department.

§5 ABSENCE OR DELAY IN EVALUATIONS

- Students who arrive late for a written or oral examination may be refused access to their assessment. If, however, the student is admitted, he or she must complete the assessment at the scheduled time, regardless of the reasons for the delay.
- A student who, for a legitimate reason, is unable to take part in an examination at the date and time scheduled must send the secretary of the jury, within two working days, a written document giving the legitimate reason for his or her inability to take part and specifying the examination(s) concerned.
Any student registered for an **oral** examination who is unable to attend must, in addition, immediately notify the academic secretariat or the secretary of the examination board.

The legitimacy of the motive is assessed by the President of the Jury, based on the justification provided by the student. If the reason for the delay is recognized as legitimate, the evaluation may be reorganized if and only if the organization of the examinations allows it. If necessary, the evaluation will be reorganized only once, even if a new reason is recognized as legitimate.

It is the secretary of the jury who contacts the professor concerned and informs the student of the possibility of a new examination date.

§6. MONITORING AND CONTROL MEASURES

All assessments require each student to behave ethically and responsibly, particularly in terms of respecting the assessment instructions. Each student is presumed to demonstrate loyalty and honesty and thus to respect all the instructions stated or defined.

However, the Haute école must be able to ensure that these evaluation guidelines are complied with, and therefore sets up a process of identity control and monitoring to ensure that these evaluations are carried out in accordance with these guidelines.

The Haute école has therefore established technical alternatives for remote assessments which, by definition, do not allow for direct supervision or direct identity checks, as practiced for face-to-face assessments.

These technical modalities as well as the measures taken in terms of protection of personal data, within the framework of this control, are communicated to the students, prior to the carrying out of these evaluations.

§7 EVALUATION GUIDELINES

- The student undergoing **face-to-face assessment** will comply with the instructions of those responsible for supervising the assessments.
Unless otherwise specified, the student will enter the examination room, with his student card, without any documents or papers - questionnaires and draft sheets being provided - without any electronic device for data storage or communication such as connected watches.
He should present himself with his ears free.
The student is required to write his or her surname, first name and registration number legibly on all sheets, including draft sheets, before the start of the examination.
- The student who is subject to a **distance assessment** will be held:
 - to respect the conditions of use of the computer tools set out by the teacher;
 - to connect to the computer tool chosen for the assessment at least 15 minutes before the start of the assessment, so that any undue delays do not disrupt the smooth running of the assessment and so that the timetables are respected.
 - to carry out the examinations himself, without the assistance of third parties, unless teamwork is expressly requested;
 - in the case of team work, to carry out this work only with the students in the group, without the assistance of third parties;
 - not to consult any paper or electronic documents during the examination, if this is the instruction given.

Failure to comply with the evaluation instructions, defined for the purpose of fraud prevention, shall be treated as serious misconduct with the relevant penalties as defined in Articles 73 and 86 of this Regulation.

No registration will be admissible in the context of a complaint for irregularities in the conduct of evaluations, without prejudice to a possible violation of Article 8 of the European Convention on Human Rights.

§8 PUBLICITY OF EVALUATIONS

, students have the opportunity to consult the corrected copies of their exams and written work:

- either in the presence of the teacher responsible for assessment or the person delegated for this purpose. Students may also obtain a copy of their written examination in person, on condition that they sign and hand in the application form, which is available for consultation, in which they undertake to make only personal use of the copy obtained.
The student will then be allowed to photograph his or her examination paper on the spot, in the presence of the teacher or the person delegated for this purpose.
- or by a distance procedure; organized by the teacher responsible for the test or his/her delegate, in accordance with the following procedure:
 - The teacher (or his/her delegate) defines the consultation periods.
 - The student is informed of the practical arrangements for submitting a request for consultation (time limit, means).
 - The teacher (or his/her delegate), who has received a request for a consultation in accordance with the regulations, sets the consultation and immediately informs the student of the terms and conditions of the consultation;
 - The teacher (or his/her delegate) contacts the student at the time of the appointment.

Insofar as, during the distance consultation, the student technically has the option of obtaining a "photo" copy of his/her corrected exam; any consultation will be subject to a prior electronic declaration by the student in which he/she undertakes to reserve solely personal use of the copy made.

General considerations

The consultation of copies is personal; the student may not be accompanied in this process.

An examination copy is the document containing the questionnaire and the answers provided by the student.

The choice of device is the responsibility of the teacher. This consultation is organized no later than one month after the communication of the evaluation results on a date determined by the assessor and communicated to students at least one week in advance.

Students who do not respect the commitment to strictly personal use of their examination papers may be subject to disciplinary action, in accordance with articles 87 and 88 of the study regulations, which may lead to permanent dismissal.

The absent student loses his or her right to consultation: there is no postponement of the consultation

Chapter 6: Penalties related to proven fraud in the conduct of assessments or the constitution of admission files

Article 71: Registration fraud

Any false declaration or falsification in the constitution of an admission file constitutes registration fraud.

This covers acts that are criminally reprehensible such as theft, identity theft, falsification of documents, substitution of persons, etc.

If a situation of alleged fraud arises, the Department head will examine the elements of the file and notify the student, by registered mail or e-mail, of the facts that may constitute registration fraud.

The student may contest the alleged facts within 15 days of this notification, either in writing or by submitting a request for a hearing to the Department head within the same time limit.

At the end of this procedure, the Department head confirms or not the refusal of enrolment and, if necessary, transmits the name of the fraudulent student to the Government Commissioner. The latter, after checking that the procedure has been followed and that the fraud has actually occurred, sends the name of the student to the ARES, which is responsible for setting up a database containing the names of the fraudsters and managed in accordance with the law of 30 July relating to the protection of individuals about the processing of personal data. Fraudsters are deleted from the list after a period of 3 academic years.

In the event of proven fraudulent registration:

- the student's enrolment is automatically refused by the institution.
If the fraud is discovered while the student is already enrolled, the student will be subject to disciplinary action leading to immediate exclusion from the Haute Ecole until the end of the academic year.
- the student immediately loses his or her status as a regularly registered student, as well as all rights linked to this status and the legal effects of passing tests during the academic year in question. Tuition fees paid to the higher education institution are definitively acquired by the latter.
- the student is, moreover, subject to an exclusion measure in any higher education institution for a period of 3 academic years. The three-year period begins on the first day of the academic year during which the fraud is sanctioned.

The student may use the internal and external means of appeal as described in articles 89§2 and 89§5 of these regulations.

Article 72: Evaluation fraud

Assessment fraud occurs when the perpetrator of the fraud uses **illegal means in order** to facilitate his or her success at one or more assessments.

The following in particular are considered to be assessment fraud: identity theft during an assessment, characterized plagiarism (appropriation by the student of the entirety of content of which he or she is not the author without having referenced or quoted this author in the text), theft of examination papers, etc.

If it is found that a student has committed an act that could be considered as evaluation fraud, the Department head examines the elements of the file and notifies the student, through the secretary of the jury, of the facts that could constitute evaluation fraud. This notification of the facts is accompanied by a summons to a hearing, by registered mail or e-mail, except for students living abroad who are then invited to express their views on the alleged facts by return mail or e-mail.

At the end of the hearing (or the written return of the student who lives abroad), if the Department head considers that the procedure should be continued: he or she sends the audition report and all the documents in the student's disciplinary file to the Management Board.

The Management Board decides whether or not evaluation fraud has been proven. It notifies the student of its decision by sending him/her a registered letter in which it gives reasons for its decision and responds to the arguments put forward by the student.

If the governing body considers that the student has been guilty of evaluation fraud, the following sanctions are applied:

- the student immediately loses his or her status as a regularly registered student, as well as all rights linked to this status and the legal effects of passing tests during the academic year in question. Registration fees remain definitively acquired by the Haute Ecole.
- At the end of the procedure, the file is sent to the Government Commissioner-Delegate. If the Government Commissioner-Delegate considers that the procedure is in order and finds that the act at the basis of the exclusion does indeed constitute evaluation fraud, he transmits the name of the student to the ARES responsible for establishing a database containing the names of the fraudsters and managed in compliance with the law of 30 July relating to the protection of individuals with regard to the processing of personal data.
- the student is excluded from any higher education establishment in the French Community for a period of three academic years.

Fraudsters are removed from the list after a period of 3 academic years.

However, students who are definitively dismissed may exercise a right of appeal as described in Article 92§2 of these regulations.

Article 70: Serious misconduct in the context of an assessment

The following constitute serious misconduct in the context of an evaluation:

- any behaviour or actions taken by the student which are not in conformity with the examination/work instructions and/or the rules of the internship;
- and which is outside the scope of the assessment frauds explained in the previous article.

If it is found that a student has committed an act that can be considered as serious misconduct, the Department head examines the elements of the file and notifies the student, through the secretary of the jury, of the facts likely to constitute serious misconduct. This notification of the facts is accompanied by a summons to a hearing, by registered mail or e-mail, except for students living abroad who are then invited to express themselves by return mail or e-mail, on the facts complained of.

Following the hearing (or the written return of the student who lives abroad), if the Department head considers, on the basis of the examination of the file, that the student has committed serious misconduct by, for example, cheating, attempting to cheat, failing to comply with the instructions on preventing cheating, or failing to refer to or quote his or her sources when taking up an idea or passage from a document, he or she will punish the student:

1. By the pronouncement of a disciplinary sanction, which falls within its competence, in accordance with article 86 of the present regulation.
2. By the total loss of points awarded
 - either for the assessment of the activity in question (examination/work)
 - for the assessment of the teaching unit
 - or for all the assessments of the learning activities of the semester concerned, except for the continuous assessments.

It notifies the student of its decision as soon as possible, by sending him/her a registered letter in which it gives reasons for its decision.

The student has the right of appeal as provided for in Articles 88§2 and 89§5 of these regulations.

Chapter 7: Disciplinary Regulation

Part 1: General Discipline

Article 74: General principles

students are presumed to be familiar with and to comply with the regulatory provisions applicable to long and short higher education, as well as with these study regulations.

It is the teacher who determines the content and modalities of his or her teaching, in agreement with the Department head, and students are required to respect them.

They will ensure that the principles set out in the Haute Ecole's pedagogical, social and cultural project available on the web site are respected.

Students will also ensure that they respect the code of good conduct and the IT charter of the department in which they are enrolled.

Official communications to students (schedules of teaching activities and exams, exam registration procedures, warnings, invitations, ...) are generally made through the school's intranet. Students are required to consult them regularly. They must respect the instructions posted there and follow up on the invitations concerning them.

Students are required to consult their email address provided by the institution, as email communications are exclusively via this address.

Article 75: Compliance with the health measures imposed by the "Covid-19" health crisis

Students are required to comply with the health instructions defined within each department and communicated by the latter, under penalty of the application of disciplinary sanctions as provided for in articles 84 and following, without prejudice to any administrative and penal sanctions that may result.

Article 76: Respect for self and others

Students are required to meet the requirements of the training, to comply with the principles that inspire the Haute Ecole and to **respect**, in their actions and behaviour, the dignity and honour of everyone (staff and students), including social networks and their place(s) of internship.

The students of the Haute Ecole are bound by the principle of discretion regarding their religious or community affiliations, particularly in the choice of their clothing and clothing accessories. This principle of discretion concerns the mode of expression of these affiliations. It aims to find points of balance between:

- personal, religious, philosophical, cultural and political convictions;
- the diversity, pluralism and multicultural character of the institution and its social and urban environment;
- the modes of interaction in use in society;

- the values affirmed in the educational, social and cultural project of the Haute Ecole, in particular equality between women and men.

Students will always ensure that they are dressed correctly and remain identifiable by comparison with their identity documents. . However, they must remove all headgear in the following circumstances :

- For pedagogical reasons, motivated by the methodology of a learning activity
- for safety reasons, motivated by a potential danger (e.g. laboratory work).

The law prohibits the dissemination of the image of others (e.g. other students, teachers, staff members, third parties photographed or filmed at school) through the press, blogs, websites, social networks, mobile phones, etc. without the **explicit** permission of the persons concerned. In the case of minors, the authorization of parents or guardians is required.

Anyone who disseminates an image of another person, without authorization, is liable to internal sanctions and/or legal proceedings.

It is forbidden to use the Haute Ecole's e-mail systems to disseminate communications unrelated to academic and extra-academic life. Any use of a generic e-mail address or mailing list requires prior authorization from the Director or his/her representative.

Smoking is not permitted on the premises of the Haute Ecole.

The use of drugs or the abuse of any substance likely to alter behaviour is prohibited.

Certain behaviour, likely to jeopardize the smooth running of learning activities, may give rise, if repeated, to the disciplinary sanctions described in Article 89 of these rules. The same applies to the use of any material not related to the current teaching activity.

handwritten or electronic signature on attendance list or on any other document in the place of another student is considered a forgery and will be subject to sanctions.

In the event of an alert or a situation requiring treatment, students will comply with the orders of intervention team members and first aiders.

Article 77: Respect for the material

Everyone is obliged to respect the infrastructures and the equipment placed at their disposal and to keep them in an optimal state of cleanliness.

Any damage to the integrity of the property will be subject to legal proceedings. In addition, any damage caused intentionally or through negligence to furniture, equipment or buildings will be repaired at the expense of the students who caused it.

Students are required to comply with the Internal Regulations for Computer Rooms. These are posted in each of the computer rooms.

Article 78: Respect for the use of ICTs

Without prejudice to the application of the provisions of these study regulations and those laid down for distance teaching/evaluation, the teacher shall lay down the rules in use during his/her activities as regards: the use of computers, connections to the Internet or to social networks, audio and/or video recording of all or part of the learning activities, the exchange of messages on telephone-related services or web-based applications.

Failure to comply with these rules may result in the application of disciplinary sanctions as provided for in Article 85 of these rules.

Similarly, students who do not comply with copyright legislation will also be held responsible (financially) for their failure to comply with external control bodies.

Article 79: Measures to combat violence or harassment

The Haute Ecole is committed to combating all forms of violence or harassment towards others, whether in the context of learning activities, studies or activities organized by the University. Violence is defined as any situation in which a person is threatened or assaulted, either psychologically or physically, during the performance of his/her studies or in the context of activities organized by members of staff.

Harassment means any undesirable, abusive and repeated behaviour, particularly in the form of behaviour, words, intimidation, acts, gestures and unilateral writings intended to undermine personality, dignity or physical or psychological integrity or to create an intimidating, hostile, degrading, humiliating or offensive environment (Article 16 of the Decree of 12 December 2008 on the fight against certain forms of discrimination)

Anyone who believes that they are victim of violence or harassment on the part of a member of staff or a student may:

- report suspected violence and/or harassment individually or collectively. The filing of a report constitutes an information procedure and gives rise to an investigation.
- filing an internal complaint in addition to an "external" complaint filed with the judicial authorities.

A complaint is the denunciation of a situation or repeated abusive conduct, introduced by the victim. It must be substantiated, dated and signed.

The report or the internal complaint must be addressed to the Director of the department³,

The investigation of the report or complaint is carried out with due respect for confidentiality. However, in the case of a complaint, the anonymity of the complainant cannot be granted, insofar as the accused person must be able to know the identity of his/her accuser(s), with due respect for the rights of the defence.

Both the facts and the attempts at harassment and/or violence will be followed by measures and will give rise to a disciplinary sanction, with regard to the perpetrator(s), with the use of the channels of appeal provided for this purpose.

Part 2: Rules of ethics for the citation of sources

Article 80: Listing rules

The process of developing student work involves the use of theoretical knowledge, methods, etc. (built by others, reference authors, experts in organizations, etc.). Any reliance on knowledge or information must be **mentioned** precisely in all work.

Likewise, when the student takes over, in a work, all or part of a personal or collective work produced previously, he or she must make sure to mention the references of his or her own work or of the collective work, otherwise he or she will be liable to the sanctions provided for in the following article.

The essential thing is always to be able to determine who is the author of a text, visual or audiovisual, as well as a sound or interactive element, and to be able to distinguish what comes from a third party or what the student is the author of.

In the event of proven plagiarism, the jury will not have to provide proof of intent to fraud.

Any quotation should be placed in inverted commas and be accompanied by the precise reference of the source.

The source citation standards in force in each department are made available to students, within each department and according to its internal procedures.

³ If the complaint is against a director, it shall be addressed directly to the President-Director. If the Director-President is him or herself incriminated, it will be addressed to the President of the Organising Authority

Students may be required to submit the electronic version of their work.

Article 81: Sanctions in case of non-compliance with referencing rules

Each piece of work produced by the student individually or in a group will therefore have to comply with the referencing rules, even when it draws its references from previous personal or collective work. In the event of failure to comply with these rules, the student will be prosecuted for plagiarism which may, depending on its degree of seriousness and/or its deliberately fraudulent nature as assessed by the Department head, be considered as serious misconduct or assessment fraud and may give rise to the sanctions provided for in these rules (cf. articles 75 and 76 of these rules).

Part 3: Special clauses

Article 82: Student associations or groups

Students have the right to form associations, the headquarter of which will necessarily be located outside the Haute Ecole. With the prior authorization of the management, they may organize collective events within the Haute Ecole premises.

No form of proselytism is allowed.

Article 83: Use of the acronym or name of the Haute Ecole

Any use of the name or acronym of the Haute Ecole or one of its departments may not be made without the formal and prior authorization of one of the members of the Management Board. If it is, one of the disciplinary sanctions provided for in Article 84 may be applied.

Part 4: Disciplinary sanctions

Article 84: Scope of application

Disciplinary sanctions are applicable to:

- students who commit an act or adopt an attitude that is not in conformity with the principles of general discipline, the regulations in force or institutional values,
- students who commit enrolment fraud, evaluation fraud or serious misconduct, following the procedures referred to in Articles 71, 72, 73 of this Regulation.

Article 85: Types of disciplinary sanctions

- a call to order or exclusion from the classroom by the teacher or a member of the management team
- the reprimand pronounced by the Department head or his representative
- the temporary dismissal pronounced by the Department head
- the distance from the Haute Ecole for the rest of the academic year pronounced by the Department head
- Excluding the "Internship" activity pronounced by the Department head
- the definitive dismissal pronounced by the Management Board

The fact of being under legal proceedings may lead to removal as a preventive measure. Confirmation of the facts may lead to permanent removal.

Article 86: Disciplinary procedure

Formal reprimand, temporary or permanent expulsion and dismissal cannot be pronounced without the student in question having been heard by the authority pronouncing the sanction or by his or her delegate. The student may be accompanied by a person of his/her choice.

The hearing of the student in the case of suspicion of serious misconduct, enrolment fraud or evaluation fraud is considered a "disciplinary hearing" and leads to the monitoring of the procedure provided for this purpose.

In the event of a disciplinary sanction pronounced by the Department head or the Board of Management, the student will be notified by e-mail with acknowledgement of receipt and, if no acknowledgement of receipt is received, by registered mail. A copy of this letter is kept in the student's file. The student may consult the documents in this file by contacting the Academic Secretariat.

Any disciplinary sanction may be subject to an appeal, the procedure for which is described in Article 88(2) of these Rules.

Chapter 8: Methods of making, investigating and resolving student complaints about irregularities in the conduct of assessments or the handling of files

Article 87: Complaints by students about irregularities in the conduct of evaluations

§1 SUBMISSION OF COMPLAINTS

Any complaint relating to any irregularity in the evaluation process or to a material error must be submitted to the secretary of the jury, either by hand or by registered mail within three working days at the latest:

- or after notification of the results of the test if the dispute concerns the results of the deliberation,
- or after consulting the copies if the dispute relates to the evaluation.

The complaint may also be lodged by submitting a written statement to the Secretary of the Jury. The signature of the Secretary of the Jury on the duplicate of this document is only valid as an acknowledgement of receipt of the submission of the complaint.

Any appeal that does not strictly comply with the formalities or is not signed by the student or his/her representative will be rejected as irregular.

The student who is represented will clearly state the identity of the person he or she appoints for this purpose by means of a written document, dated and signed by him or her; this document will be attached to the complaint.

§2 INVESTIGATION OF COMPLAINTS

The Secretary of the Jury will investigate the complaint and, at the latest within two working days of its receipt, will report to the President of the Jury.

§3 RESOLUTION OF COMPLAINTS

On the working day following receipt of the report, the Chairman of the jury shall convene a restricted jury composed, in addition to himself, of two members of the jury chosen by those not implicated in the irregularity or material error cited. This restricted jury shall rule on whether or not the case of irregularity or material error is well-founded. The formally motivated decision is notified to the complainant within two working days. In the event of a well-founded complaint, the full jury will meet and deliberate in a sovereign manner.

Article 88: Complaints by students, by way of internal recourse, relating to irregularities in the processing of files

§1 INTERNAL RECOURSE IN THE EVENT OF REFUSAL OF REGISTRATION

Any student whose enrolment is refused may appeal against the decision before the internal appeals committee responsible for refusing enrolment, which may, if necessary, invalidate the refusal.

This commission is composed of one representative for each department and a secretary, in charge of administrative and legal follow-up. Its composition is set out in Appendix 3 to this Regulation.

The appeal will be sent by registered post within 10 calendar days of receipt of the notification of refusal, to the following address:

Haute Ecole ICHEC - ECAM - ISFSC

Internal Appeals Commission against Refusals of Registration

For the attention of Mrs Fabienne Lecris, secretary of the commission

Brand Whitlock Boulevard, 6

1150 Brussels

The student justifies his or her appeal on the grounds of exceptional circumstances or specific elements which, in his or her opinion, may justify registration as a non-financial student.

Where appropriate, this appeal shall be accompanied by written documents to prove these circumstances.

The student also attaches to his or her appeal the notification of the decision to refuse enrolment, pronounced by the Department head.

Any appeal not strictly complying with these forms or not signed by the student or his/her representative will be rejected as irregular.

The student who is represented will clearly state the identity of the person he or she appoints for this purpose by means of a written document, dated and signed by him or her, which will be attached to the appeal.

The address given in the appeal will be considered as the address to which the student should receive a reply, even if it is contradictory to the address in the student's file. The student should therefore make sure to indicate his/her full address, as well as his/her e-mail address if he/she does not have an official address at the Haute Ecole.

Appeals lodged against a decision to refuse enrolment on the grounds that the student is not eligible for funding are subject to the opinion of the Government Commissioner, who gives an opinion to the Commission on the student's funding.

The Internal Appeals Commission shall give its decision within 30 days of receipt of the appeal. The time limit is suspended between the sending of the file to the Government Commissioner and the receipt of his opinion as well as during periods when the Haute Ecole is closed (cf. academic calendar - article 25 of these regulations).

The procedure is written. No hearing is granted and no information on the content of the decision is given over the telephone.

If, after the 30-day period from the date of lodging the appeal, the student has not received notification of the decision of the Management Board, he or she may give the Haute Ecole formal notice to notify this decision.

This notification must be made under penalty of nullity to the following address:

Haute Ecole ICHEC - ECAM - ISFSC

For the attention of Mrs Fabienne Lecris, secretary of the internal commission

Brand Whitlock Boulevard, 6

1150 Brussels

From the date of receipt of the registered letter of formal notice, the Haute Ecole has 15 calendar days to notify its decision. Failing a decision at the end of these 15 calendar days, the Haute Ecole's decision is deemed to be positive. On the same date, the decision is deemed to have been notified to the student.

Students who do not wish to incur the costs of an unnecessary formal notice are first invited to indicate that they have not received the decision by e-mail to the Legal service at service.juridique@ichec.be.

§2. APPEAL AGAINST A DISCIPLINARY SANCTION

In the event of a **reprimand, temporary expulsion or expulsion** for disciplinary reasons, the student concerned may lodge an appeal within five working days from the date of dispatch of the registered letter notifying the sanction. The appeal is lodged by registered letter addressed to the Director-President who will submit it to the Management Board

The management that pronounced the sanction does not take part in the appeal decision.

In the event of **definitive dismissal**, the student concerned may lodge an appeal within five working days from the date of dispatch of the registered letter notifying the sanction. The appeal is made by registered letter addressed to the Director-President who will submit it to the Board of Directors of the ASBL Haute Ecole.

The decision taken on the appeal will be communicated by registered mail and is without internal appeal.

The student may lodge an appeal at the following address:

Haute Ecole ICHEC - ECAM - ISFSC

For the attention of Mrs Brigitte Chanoine, President of the Board of Directors

Brand Whitlock Boulevard, 6

1150 Brussels

§3 APPEALS AGAINST A DECISION TO REFUSE TO ADJUST THE CURRICULUM (INCLUSIVE DECREE)

In the event that a student refuses to have his/her course of study arranged, the student may, within ten days of being notified of the decision, lodge an appeal by registered letter with the Management Board of the Haute Ecole.

To do so, he or she will submit a file to the Council, including a copy of the decision to refuse to implement the changes to his or her curriculum and a letter setting out the grounds for his or her complaint.

The student may lodge an appeal at the following address:
Haute Ecole ICHEC - ECAM - ISFSC
For the attention of Mrs Brigitte Chanoine, President of the Board of Directors
Brand Whitlock Boulevard, 6
1150 Brussels.

The head of the department responsible for the refusal decision does not take part in the appeal decision.

The student is notified of the internal appeal decision by registered letter no later than fifteen calendar days after the internal appeal has been lodged.

§4. APPEAL AGAINST A DECISION OF NON-ADMISSION TO THE OTHER EXAMINATIONS OF THE ACADEMIC YEAR, IN THE 1ST YEAR

First year and undergraduate students who, based on absences deemed to be unjustified in the end of the first semester exams, are refused access to the other assessments of the current academic year; have the right to appeal internally to the Management Board within a maximum of 10 working days from the day following notification of the decision.

The student may lodge an appeal at the following address:
Haute Ecole ICHEC - ECAM - ISFSC
For the attention of Mrs Brigitte Chanoine, President of the Board of Directors
Brand Whitlock Boulevard, 6
1150 Brussels

The Department head responsible for the decision does not take part in the appeal decision.

The student is notified of the internal appeal decision by registered letter no later than 15 calendar days after the internal appeal has been lodged.

Article 89: Complaints by students, by way of external recourse, concerning irregularities in the processing of files

§1 EXTERNAL APPEAL AGAINST A DECISION OF INADMISSIBILITY OF AN APPLICATION FOR REGISTRATION OR ADMISSION

The inadmissibility of an application for registration or admission may be appealed to the Commissioner and Government Delegate to the Hautes Ecoles and Schools of Arts and Crafts within 15 working days from the first working day following notification of the disputed decision, bearing in mind that the deadline is suspended between 15 July and 15 August.

Students who have not received a decision on their application for admission by 15 November may also lodge an appeal within 15 working days from the first working day following 15 November, providing proof that they have indeed submitted an application to the Haute Ecole.

The student submits his or her appeal, primarily by electronic means, to the following address: bernard.cobut@comdelcfwb.be.

Failing this, he may also lodge his appeal in person against a receipt or by registered mail with acknowledgement of receipt:

Mr Bernard Cobut

Commissioner and Government Delegate to the Hautes Ecoles and Schools of Arts and Crafts
Boulevard Joseph Tirou, 185 - 3rd floor
6000 - CHARLEROI

When lodging an appeal, it is essential for the student to repeat the following points:

- His/her surname(s), first name(s) and home address;
- Nationality;
- His telephone number and e-mail address;
- The institution concerned;
- The studies for which admission is requested;
- The academic year concerned;

- The object of the appeal and its grounds;
- A copy of the decision to refuse admission (inadmissibility);
- For students who have not received this decision, proof that they have applied to the Haute Ecole.

In addition, the appeal may be supplemented by any document deemed useful and shall mention the inventory of annexed documents.

The Commissioner sends a request for information to the higher education institution, which provides him with the complete file and any comments it may have. He shall decide on the documents and any arguments of the higher education institution within 7 working days of receipt of this information.

The student is informed of the reasoned decision:

- or by registered mail with acknowledgement of receipt;
- or by e-mail, to the address provided by the student in his or her application file.

The Haute Ecole receives a copy of the decision.

§2 EXTERNAL APPEAL AGAINST A DECISION TO REFUSE REGISTRATION

The Commission responsible for receiving complaints from students about a refusal to enroll is seized by means of an application. Complaints are submitted by registered mail or attached to an e-mail within fifteen working days of notification of the rejection of the internal appeal.

The personal application mentions:

1° under penalty of inadmissibility, the identity of the applicant, his domicile, telephone number and e-mail address;

2° on pain of inadmissibility, the precise object of the appeal

3° the legal name of the higher education institution at the origin of the refusal of enrolment;

4° a copy of the internal appeal, of the resulting decision and of its notification to the student

This request is signed by the student.

The appellant may attach to his application all the elements and documents he considers necessary to substantiate his appeal.

The student lodges his/her appeal at the following address:

ARES -CEPERI
rue Royale, 180
1000 Brussels.

Following the appeal, the Commission verifies the adequacy of the formal motivation of the Haute Ecole's decision and, if necessary, it invalidates the refusal to enroll within fifteen working days from the date of receipt of the complaint.

The 15 working day deadlines are suspended between 24 December and 1 January and between 15 July and 15 August.

§3 EXTERNAL APPEAL AGAINST A DECISION TO REFUSE TO ADJUST A CURRICULUM

In the event of a student's refusal to implement adjustments to his/her course of study and after exhausting all internal appeal procedures within the institution, the student may lodge an appeal with the Commission for Inclusive Higher Education (CESI) within five working days of the notification of refusal made by the Haute Ecole following an internal appeal procedure.

The student lodges his/her appeal at the following address:

ARES - CESI
Rue Royale, 180
1000 BRUSSELS.

CESI shall give its decision no later than the fifteenth working day following receipt of this appeal.

The student may also, after having exhausted all internal procedures, appeal to the same body in the event of a dispute relating to the modification of his/her adjustment plan or its early termination.

§4. EXTERNAL RECOURSE AGAINST DISMISSAL FOR NON-PAYMENT OF STUDY FEES

A student who has received notification of dismissal for non-payment of tuition fees may lodge an appeal with the Government Commissioner of the Haute Ecole, Mr Bernard Cobut.

When lodging an appeal, it is essential for the student to repeat the following points:

- His/her surname(s), first name(s) and home address;
- Nationality;
- His telephone number and e-mail address;
- The institution concerned;
- The studies for which admission is requested;
- The academic year concerned;
- The object of the appeal and its grounds;
- A copy of the referral decision;
- For students who have not received this decision, proof that they have applied to the Haute Ecole.

In addition, the appeal may be supplemented by any document deemed useful and shall mention the inventory of annexed documents.

The Commissioner sends a request for information to the higher education institution, which provides him with the complete file and any comments it may have. He shall decide on the documents and any arguments of the higher education institution within 7 working days of receipt of this information.

The student is informed of the reasoned decision:

- or by registered mail with acknowledgement of receipt;
- or by e-mail, to the address provided by the student in his or her application file.

The Haute Ecole receives a copy of the decision.

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

The Government Commissioner either confirms the Haute Ecole's decision or will invalidate it and confirm the student's registration. The student then continues to have access to learning activities, to be deliberate and to benefit from credit carry-over or valorization.

§5. EXTERNAL APPEAL TO THE COUNCIL OF STATE

By virtue of Article 2 of the Decree of 22 December 1994 relating to the publicity of the administration, in addition to the internal appeal procedures provided for in the previous article, all decisions taken by the Haute Ecole authorities with regard to students may be appealed to the Council of State.

The authority of the Haute Ecole includes, among others, the jury, the director, the board of directors, the appeal boards...

Any dispute before the Council of State must be addressed, by means of an application for annulment, by registered mail, to the Clerk's Office of the Council of State, rue de la Science, 33, 1040 Brussels, within 60 days of notification of the decision.

APPENDIX 1: TUITION FEES

Année 2021-2022													
HE ICHEC-ECAM-ISFSC		MINERVAL			FRAIS AFFERENTS AUX BIENS ET SERVICES FOURNIS AUX ETUDIANTS (AGCF 20 07 2006)			REDUCTION APPLIQUEE			TOTAL Etud Non Boursiers	TOTAL Etud Boursiers	TOTAL Etud Condition Modeste
		Etudiants non boursiers	Etudiants boursiers	Etudiants de condition modeste	Infrastructures Equipement art. 1er 1°	Administratif art. 1er 2°	Frais spécifiques art. 1er 3°	Réduction hors Cond.mod. et hors Bours.	Réduction Cond. modeste	Réduction boursiers	NB	B	condition modeste
					Montant mutualisé	Montant mutualisé	Montant variable						
Département ICHEC													
Sciences commerciales	Bac 1	350,03	0,00	239,02	92,63	498,56		105,22	456,21	591,19	836,00	0,00	374,00
	Bac interm	350,03	0,00	239,02	92,63	498,56		105,22	456,21	591,19	836,00	0,00	374,00
	Bac terminal	454,47	0,00	343,47	92,63	498,56		209,66	560,66	591,19	836,00	0,00	374,00
	Master 60	454,47	0,00	343,47	92,63	498,56		209,66	560,66	591,19	836,00	0,00	374,00
	Master 1	350,03	0,00	239,02	92,63	498,56		105,22	456,21	591,19	836,00	0,00	374,00
	Master 2	454,47	0,00	343,47	92,63	498,56		209,66	560,66	591,19	836,00	0,00	374,00
Ingénieur commercial	Bac 1	350,03	0,00	239,02	92,63	498,56		105,22	456,21	591,19	836,00	0,00	374,00
	Bac interm	350,03	0,00	239,02	92,63	498,56		105,22	456,21	591,19	836,00	0,00	374,00
	Bac terminal	454,47	0,00	343,47	92,63	498,56		209,66	560,66	591,19	836,00	0,00	374,00
	Master 1	350,03	0,00	239,02	92,63	498,56		105,22	456,21	591,19	836,00	0,00	374,00
	Master 2	454,47	0,00	343,47	92,63	498,56		209,66	560,66	591,19	836,00	0,00	374,00
AESS		70,57	0,00	70,57	92,63	498,56		136,76	287,76	591,19	525,00	0,00	374,00
Département ECAM													
Ingénieur industriel	Bac 1	350,03	0,00	239,02	92,63	498,56	163,61	268,83	619,82	754,80	836,00	0,00	374,00
	Bac interm	350,03	0,00	239,02	92,63	498,56	163,61	268,83	619,82	754,80	836,00	0,00	374,00
	Bac terminal	454,47	0,00	343,47	92,63	498,56	163,61	373,27	724,27	754,80	836,00	0,00	374,00
	Master 1	350,03	0,00	239,02	92,63	498,56	163,61	268,83	619,82	754,80	836,00	0,00	374,00
	Master 2	454,47	0,00	343,47	92,63	498,56	163,61	373,27	724,27	754,80	836,00	0,00	374,00
Business Analyst	Master 1	350,03	0,00	239,02	92,63	498,56	163,61	105,22	456,21	591,19	836,00	0,00	537,61
	Master 2	454,47	0,00	343,47	92,63	498,56	163,61	209,66	560,66	591,19	836,00	0,00	537,61
Département ISFSC													
Assistant social	Bac 1	175,01	0,00	64,01	363,84	311,36	109,09	509,30	474,30	784,29	450,00	0,00	374,00
	Bac interm	175,01	0,00	64,01	363,84	311,36	109,09	389,30	474,30	784,29	570,00	0,00	374,00
	Bac terminal	227,24	0,00	116,23	363,84	311,36	109,09	441,53	526,52	784,29	570,00	0,00	374,00
Communication	Bac 1	175,01	0,00	64,01	363,84	311,36	375,02	475,23	740,23	1.050,22	750,00	0,00	374,00
	Bac interm	175,01	0,00	64,01	363,84	311,36	375,02	475,23	740,23	1.050,22	750,00	0,00	374,00
	Bac terminal	227,24	0,00	116,23	363,84	311,36	375,02	527,46	792,45	1.050,22	750,00	0,00	374,00
Écriture multimédia	Bac 1	175,01	0,00	64,01	363,84	311,36	446,74	546,95	811,95	1.121,94	750,00	0,00	374,00
	Bac interm	175,01	0,00	64,01	363,84	311,36	446,74	546,95	811,95	1.121,94	750,00	0,00	374,00
	Bac terminal	227,24	0,00	116,23	363,84	311,36	446,74	599,18	864,17	1.121,94	750,00	0,00	374,00

Students subject to DIS (SPECIFIC ENTRY RIGHTS)

Students (from outside the EU) subject to a BID must pay the following fees:

In the ICHEC department and in the ECAM department :

Bachelors: 1487,00 € Masters : 1984,00 €. AEES: €1984.00 is added to the normal amount of study fees.

In the ISFSC department

Bachelors: € 992.00 are added to the normal amount of study fees.

However, the administrative fees paid by HUE students who do not reside in Europe, as requested in the context of their admission application, will be deducted from this amount (180.00€).

Free students

Number of credits taken in the programme/60 x total annual fee applied to non-grant holders for the course in question (Annex 1)

A minimum of 10 credits is charged up front, with a maximum of 20 credits allowed under this status.

APPENDIX 2: PROVISIONS FOR THE IMPLEMENTATION OF THE GENERAL REGULATIONS FOR STUDIES AND EXAMINATIONS FOR THE MASTER'S DEGREE IN MASTER EN STRATÉGIE DE LA COMMUNICATION ET CULTURE NUMÉRIQUE

UNIVERSITY OF SAINT-LOUIS-BRUSSELS

The terms used are understood in their epicene sense, so that they refer to both men and women.

Subject

Article 1. The present provisions implement the General Regulations for Studies and Examinations of the Université Saint-Louis - Brussels, hereinafter the "RGEE", in accordance with articles 2 and 3 of the latter.

These provisions must be read in accordance with the aforementioned RGEE and are completed, if necessary, by the descriptive sheets of the teaching units included in the Master's programme in communication strategy and digital culture, as well as by the Code of Ethics regulating the writing of scientific works, which is annexed to these provisions. The RGEE applies to all cases not resolved by these provisions.

Governance

Article 2. § 1. The programme is managed by the "Master Council". The Master Council carries out its tasks by delegation, and under the control of the following academic authorities of the partner institutions:

1° For the Université Saint-Louis - Bruxelles, the reference academic authority is the Council of the Faculty of Economic, Social, Political and Communication Sciences,

2° For the Haute Ecole ICHEC-ECAM-ISFSC, the ISFSC Department Council.

§ The Master's Council may delegate some of its tasks to the Bureau.

Article 3. § 1. The Master's Council comprises :

1° All members of the academic and scientific staff of the Haute Ecole ICHEC - ECAM - ISFSC and of the Université Saint-Louis - Brussels who are responsible for a teaching unit (ex cathedra course, seminar, laboratory, etc.) of the programme,

2° The Director of the ISFSC Department Council of the Haute Ecole ICHEC - ECAM - ISFSC, or his or her representative, and the Dean of the Faculty of Economic, Social,

Political and Communication Sciences of the Université Saint-Louis - Brussels, or his or her representative,

3° The person responsible for the administrative management of the programme at the ISFSC and the person responsible for the administrative management of the programme at the University Saint-Louis - Brussels,

4° Two representatives elected for one year by all the students enrolled in the Master's programme.

§ 2 Among the members of the Master's Council, each partner appoints a co-Chairman or co-Chairwoman of the Council according to its own procedures.

§ 3 The Bureau of the Master's Council comprises the co-Chairs of the Council and the persons responsible for the administrative management of the programme.

Article 4 § 1. The Board determines the practical arrangements for the organisation of the teaching units included in the study programme and the assessment periods. It shall regularly evaluate the teaching units included in the programme and shall propose to the authorities of the partner institutions any changes it considers desirable.

§ 2 The Bureau shall be responsible for carrying out the tasks entrusted to it by the Council.

§ (3) The Board shall carry out any task entrusted to it by the applicable legislation of the French Community in relation to the admission of students, the recognition of equivalence and the recognition of prior learning. In addition, the representatives of the academic authorities of each partner institution that is a member of the Master's Board are also attached to the Board to carry out these tasks. In the latter case, we speak of an "extended Board".

Conditions of access and admission to studies

Article 5. Applications for enrolment are examined by the Extended Board, which decides on admission to the Master Course. The application is declared inadmissible if the student does not meet all the conditions for admission.

Article 6 § 1. Students holding an academic degree in :

1° 1st university cycle delivered in the French Community of Belgium:
Information and communication

2° 2nd university cycle awarded in the French Community of Belgium :
Information and communication (master or licence)
Communication
Journalism

3° 2nd cycle in a High School delivered in the French Community of Belgium :
Applied communication (master or licence)
Press and information (master or licence)

§2 Students holding a 1st cycle degree in a Haute Ecole delivered in the French-speaking Community of Belgium: Applied Communication have direct access to the said Master's degree, subject to additional training of 0 to 15 credits determined by the admission jury.

§3 Students holding a first cycle academic degree in a High School or College of Arts issued in the French-speaking Community of Belgium have direct access to the said Master's degree, subject to an additional 30 to 45 credits determined by the admission jury:

Communication

Multimedia writing

Public relations

Marketing

E-business

Librarian-documentalist

Human resources management

Performing arts and broadcasting and communication techniques: multimedia

Article 7 § 1. Personalised admission: students may enter the Master's programme on the basis of their application, subject to the favourable opinion of the admissions jury, with or without additional training (maximum 45 credits):

1° Students holding an academic degree awarded in the French Community other than those mentioned above, in particular

1st cycle university degree awarded in the French Community of Belgium, with additional training of 15 to 30 credits:

Political science

Humanities and social sciences

Sociology and anthropology

Economic and management sciences

Management engineering

1st cycle in a High School or College of Arts delivered in the French-speaking Community of Belgium, with a maximum of 45 credits of additional training:

Management of multimedia documentary resources

Social assistant

Social adviser

Social ecology

Foreign trade

Information technology management

Advertising

Plastic, visual and spatial arts: advertising

2° Students holding a foreign academic degree recognised as equivalent by the French Community of Belgium to one of the above-mentioned academic degrees;

3° Students holding an academic degree awarded in the Flemish Community or in another EU country and recognised by the admission jury as equivalent to one of the academic degrees giving direct access to the Master's degree as mentioned above;

4° Students who hold an academic degree awarded in a non-EU country and recognised by the admission jury as equivalent to one of the academic degrees giving direct access to the Master's degree as mentioned above, provided that these students have distinguished themselves in their studies;

5° Adults returning to study who can show at least five years of personal and/or professional experience, including a maximum of two years of study and at least three years of professional activity in the field of communication, by activating the process of valorisation of acquired experience.

§2 The application for personalised admission may lead to

- 1° Admission without additional training;
- 2° Admission with additional training of up to 45 credits;
- 3° A refusal of admission.

Jury

Article 8. § 1. The jury for the Master's degree in Communication Strategy and Digital Culture comprises all members of the academic and scientific staff who are responsible for a teaching unit as well as all members of the academic and scientific staff who have awarded a mark to at least one student in the assessments of teaching activities included in the Master's programme.

The jury is valid only if more than half of the teachers responsible for the compulsory teaching units are present.

§ The jury is chaired by one of the two co-presidents of the Master's Council. The role of secretary to the jury is assumed by the other co-chair.

Provisions relating to examination sessions and registration for examinations

Article 9. Modalities and procedures for registration and deregistration for examinations
§ 1. Students may register for examinations on the days and at the times and in the manner notified to them.

§ Withdrawals must be notified in writing to the Faculty Administration no later than 10 days before the beginning of the evaluation period. If a student withdraws from an examination that he/she is not required to take, registration for that examination will be cancelled.

§ 3 Permutations may be granted for an oral examination at the joint request of two students. Such requests must be made in writing no later than the last working day before the opening of the session.

Courses and evaluations

Article 10. The academic performance required to obtain the diploma includes regular attendance at courses, taking examinations, completing an internship and submitting the final thesis.

Article 11. Duty of attendance

§ 1. For certain teaching units included in the Master's programme, the student's participation in classes and/or the submission of real work is compulsory. The terms and conditions of such participation and/or submission of work are described in the description of the course unit. This participation or work may be assessed in its own right in the final grade, when such a grade is provided for in the description.

§ 2 If the description of the course specifies that attendance is compulsory and/or provides for the submission of actual work, unjustified absence from more than two sessions or unjustified failure to submit any actual written work within the time allowed may result in a mark of 0/20 being awarded in the final examination. The description sheet specifies the extent to which any marks obtained for the work done are retained

for the purpose of awarding the overall mark for a subsequent final examination for the teaching unit concerned. The description sheet specifies the evaluation procedures in the event of a second registration for the examination in such a way that the student regains the right to be marked out of 20 points.

§ The justification for absences or failure to hand in genuine work, referred to in the previous paragraph, must be provided at the latest on the day following the end of the impediment, failing which it is inadmissible. It shall be notified to the Faculty Administration with a copy to the teacher concerned.

Article 12. Submission of work for examination purposes

§ 1. For teaching units where written work is the only form of assessment, unjustified failure to hand in written work within the time limit set may result in a mark of 0/20 being awarded for the final examination.

§ 2 The justification for failure to hand in the work, referred to in the previous paragraph, must be provided at the latest on the day following the end of the impediment, failing which it is inadmissible. The Faculty Administration will be notified of the failure to hand in the work, with a copy to the teacher concerned.

Article 13. Continuous assessment

Some teaching units may be subject to continuous assessment. Failure to perform as expected in one of the evaluations provided for these teaching units may be sanctioned by

1° A mark equal to 0/20 accompanied by the abbreviation "A" in the final examination in the event of unjustified absences from all the expected performances;

2° A mark of 0/20 accompanied by the symbol "M" in the final examination if all absences were justified. However, the marks obtained for the work done are kept for the purpose of awarding the overall mark for a subsequent final examination on the teaching unit concerned;

3° A mark equal to 0/20 in the final examination in all other cases. However, the marks obtained for the performances carried out are kept for the purpose of awarding the overall mark sanctioning a subsequent final examination relating to the teaching unit concerned.

Article 14. Weighting of marks

For the purposes of calculating the average of the annual programme and the cycle average, the mark for each teaching unit is included in the average with a weighting defined according to the number of credits attached to the teaching unit.

Article 15. Common provision

The Faculty Council establishes the list of teaching units that may give rise to the evaluation methods provided for in articles 11, 12 and 13 and informs the student of this list at the latest on the first day of the academic year, at least by means of an announcement in the Faculty's notice board.

Provisions relating to examination procedures

Article 16. Specific procedures for oral examinations

§ 1. Oral examinations consist of at least two questions.

Students have time to prepare for at least one question in each oral examination.

§ 2 If and insofar as the description of the course unit so provides, one or more questions in the oral examination may be replaced by compulsory or optional personal work consisting of an in-depth study of a problem in a subject taught or related to it.

Publicity of examinations

Article 17. A student who wishes to take a photograph of his or her marked examination paper, in accordance with article 97/1 of the GCEE, shall make a request to the course teacher, in accordance with the procedures laid down by the teacher. The professor may ask the student to sign a form beforehand in which the student undertakes to make strictly personal use of the copy obtained.

Provisions relating to the dissertation

Article 18. The services expected in the framework of the final dissertation and their organisation are fixed by the Master's Board and validated by the faculty authorities. They are described in the description of the teaching unit.

Article 19. The defence of the dissertation is conditioned by the deposit of the dissertation on the Dial-Mem institutional directory according to the procedure made known to them.

Provisions relating to scientific deontology

Article 20. Code of ethics regulating the writing of scientific works

In accordance with article 107, paragraph 4, of the RGEE, students are required, in the execution of all their work, to respect the Code of Ethics governing the writing of scientific work, annexed to the present provisions.

Final provision

Article 21. The present implementing provisions come into force as of the 2021-2022 academic year.

Code of ethics of the University Saint-Louis-Brussels regulating the writing of scientific works

All scientific work is based on the use of various documentary sources (articles in a periodical, classic works, collective works, newspaper articles, Internet site, interviews, video documents, statistical documents, syllabuses, work carried out by students in previous years, etc.). Thought in the humanities and social sciences is never constructed in an empty field but is based on a series of concepts, theories and methods previously defined by other authors. In their work during their university studies, students must learn to use these sources. Intelligent use of these sources is a necessary step for successful work.

- The use of these sources is governed by rules that must be strictly followed. The general principle behind these rules is to ensure respect for intellectual property and to enable the validation of a scientific work.

- All sources used in a work are reported in the bibliography. This allows the reader to find the sources consulted by the author. It follows a similar presentation for all bibliographic references, which are ordered alphabetically.

- All quotations taken or translated from a source are placed in inverted commas and referred to the page of the reference from which they are taken (either by a footnote and a footnote including the bibliographic reference and the page number, or by the Anglo-Saxon system called "author-date", accompanied by the page number). It is therefore not enough to simply appear in the bibliography!

- If it is not an excerpt taken in full but rather an idea, a construction, an interpretation, a comment that the author borrows from another, it is also necessary to indicate the

exact source from which this information comes. Paraphrasing, which consists in repeating the thoughts of an author by expressing them in his or her own words, is therefore allowed as long as reference is made to the source (in the body of the text or in a note) and it is not used systematically. This practice does not meet the requirements of a personal work, of the construction of a thought.

- Changes to a quotation are indicated. Whether it is to accentuate a passage, cut out a few words, or add some, the author must clearly show, by means of an annotation (e.g., "we underline"), or square brackets (e.g., "...life is beautiful, as their parents used to say."), that these are his or her own arrangements. However, these arrangements must not be such as to change the meaning of the original quote.

- Any quotation (a sentence, part of a sentence or a fortiori a paragraph) that is not indicated in the text, as well as any paraphrasing without reference to a source, is considered plagiarism and is considered to be examination fraud, to which the provisions of Section 7 of Chapter 4 of Title IV of the General Regulations on Studies and Examinations are applicable.

- For sources from the Internet, the rules described above apply. The practice of "copying and pasting" from websites is obviously plagiarism if the extract is not put in inverted commas and properly referenced. This practice is subject to the provisions of section 7 of chapter 4 of title IV of the General Regulations on Studies and Examinations.

- The reuse, even partially, without the teacher's agreement, of work already submitted for another teaching unit or for the same teaching unit is considered fraud.

ANNEX 3: COMPOSITION OF THE INTERNAL APPEALS BOARD AGAINST REGISTRATION REFUSALS

CHANOINE Brigitte, Présidente	brigitte.chanoine@ichec.be
DUBOIS Alain, Président suppléant	a.dubois@isfsc.be
LECRIS Fabienne, Secrétaire de la commission.	fabienne.lecris@ichec.be
BOUTON Brigitte	brigitte.bouton@ichec.be
RUMMENS Pierre	p.rummens@isfsc.be
FROMENT Vincent	frm@ecam.be