

HIGH SCHOOL ICHEC - ECAM - ISFSC Study regulations 2024-2025

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PREAMBLE

The provisions of the present regulations apply to all students enrolled at the Haute Ecole ICHEC - ECAM - ISFSC during the academic year 2024-2025 as well as to all students who temporarily follow teaching activities within the Haute Ecole.

This document takes care to adopt inclusive wording and is intended for both men and women, as well as non-binary people. Students covered by these Regulations include both male and female students as well as non-binary people.

The Haute Ecole is structured into three departments: the ICHEC department, the ECAM department and the ISFSC department. The Board of Governors or, by delegation, the Director-President or the department heads are empowered to take a decision on situations not covered by these regulations.

These regulations are part of the hierarchy of sources of law, and are drawn up on the basis of the regulations in force in higher education, in particular:

- the decree of 7 November 2013 defining the landscape of higher education and the academic organisation of studies, known as the "Landscape Decree.
- the decree of 11 April 2014 adapting the financing of higher education institutions to the new organisation of studies, known as the "Financeability Decree".

However, these two decrees have been extensively revised, firstly by the decree of 2 December 2021¹ and secondly by the decree of 31 May 2024².

These rules are also subject to any subsequent legal provisions or recommendations by the public authorities, which may require adjustments to the teaching and/or administrative arrangements. Where appropriate, students will be informed of any adjustments in accordance with the same publicity rules as those set out in these regulations.

The data requested from students, as part 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 with regard to the processing of personal data and on the free movement of such data (hereinafter, "GDPR").

It is kept in the student's individual file and listed in a database. This data is used for day-to-day administrative, academic, legal and financial management purposes and arises from enrolment in an institution of higher education, governed by legal provisions (decrees, orders, circulars).

The transmission of data to third parties, at the initiative of the Haute Ecole, is strictly in response to Community or federal measures put in place in the context of the management of higher education.

¹ Decree amending the Decree of 7 November 2013 defining the higher education landscape and the academic organisation of studies and other higher education legislation

² Decree aimed at improving access to study, guaranteeing student financeability and introducing a costed monitoring system

PART 1: GENERAL ORGANISATION OF STUDIES

Chapter 1: Access conditions

Article 1: General conditions for admission to the first cycle

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

The following are eligible:

- a. holders of the Certificat d'Enseignement Secondaire Supérieur (C.E.S.S.) awarded from the 1993-1994 school year onwards by a full secondary school or a secondary school for social promotion in the French Community;
- b. holders of the certificate of upper secondary education issued no later than the end of the 1992-1993 school year, accompanied, for access to the first cycle of a long course, by the diploma of aptitude for access to higher education;
- c. holders of a diploma awarded by a higher education establishment in the French Community attesting to an academic grade awarded in application of this decree, or of a diploma awarded by a university institution or an establishment organising full higher education by virtue of previous legislation ;
- d. holders of a higher education certificate or diploma issued by a social promotion establishment;
- e. holders of a certificate of success in one of the entrance examinations organised by higher education establishments or by a French Community jury; this certificate gives access to studies in the sectors, fields or courses it indicates.

To this end, the ISFSC department is organising an entrance examination to study for the bachelor's degree in social work for students who, by 31 December 2024, have reached the age of 18 and who do not have a certificate of upper secondary education. Details of how to register and the content of the test can be found on the ISFSC department website: <https://isfsc.be/inscription/>

- f. holders of a diploma, title or certificate similar to those listed above issued by the Flemish Community, the German-speaking Community or the Royal Military Academy;
- g. holders of a foreign diploma, qualification or certificate recognised as equivalent to those mentioned in points a) to d) under federal, Community or European legislation or an international convention;
- h. holders of the Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES) awarded by the jury of the French Community.
- i. Holders of an equivalence decision, issued by the Government, from the level of studies completed abroad to the level of studies attested by the award of a generic academic degree of higher education certificate, bachelor or master.

Article 2: General conditions for admission to the second cycle

Access to studies leading to an academic degree at second cycle level is open to students who have :

- a. an undergraduate degree in the same course;
- b. a short first-cycle academic degree, by virtue of a decision by the Government or the academic authorities and subject to the additional conditions that they lay down;
- c. the same graduate degree, but with a different purpose;
- d. an undergraduate or postgraduate degree of the long type, by virtue of a decision by the academic authorities and subject to the additional conditions they lay down with a view to ensuring that the student has acquired the prerequisite subjects for the studies in question;
- e. an academic degree similar to those mentioned in the preceding paragraphs awarded by a higher education establishment, in the French Community or outside it, by virtue of a decision by the academic authorities and subject to the additional conditions they lay

- down with a view to ensuring that the student has acquired the prerequisite subjects for the studies in question;
- f. A title or degree is similar to an academic degree awarded in the French-speaking Community if it leads to the same professional access or study possibilities in the system of origin.
 - g. a foreign academic degree recognised as equivalent to those mentioned in the preceding paragraphs pursuant to this decree, a European directive, an international convention or other legislation, under the same conditions.

In addition, 1^{er} cycle students who have yet to acquire or validate **a maximum of 15 credits** from the undergraduate programme may supplement their annual programme with teaching units from the next cycle of study for which they meet the prerequisites. The student then remains enrolled in the first cycle of study and pays the first-cycle tuition fees while being exempted from paying the second-cycle tuition fees.

Where the complementary conditions of access consist of one or more additional courses, these will amount to a maximum of 60 additional credits, taking into account all the credits that the student may otherwise use on admission. These courses form part of the student's second cycle study programme.

Students holding a 60-credit Master's degree are awarded at least 45 credits when they enrol for the corresponding 120-credit Master's degree.

Chapter 2: Registration procedures

Article 3: Application deadline

The deadline for applications is **30 September**.

Article 4: Exceptions to the registration deadline

- **Open session:** the Haute Ecole may authorise students to register until 30 November if they are in an open session (cf. article 29 of these regulations).
- **Late enrolment:** the Haute Ecole may also accept an application for enrolment between 1 October and 15 February in special circumstances.
If applicable :
 - the student submits a reasoned request to the department head, in which he or she describes the circumstances of the late request;
 - a pedagogically motivated decision is taken by the department management and notified to the student within 15 calendar days of receipt of the **late registration request**. This decision is not subject to any internal appeal, unless it is based on the student's non-fundable status.
- Students **from outside the European Union** who do not reside in Europe and who do not hold a European identity card must apply for registration 2025-2026 :
 - for 1st cycle students: between 14 and 18 April 2025.
 - for students in the 2nd cycle: between 6 January and 31 March 2025.

In addition to the documents required of European students, the student must submit a valid residence permit valid for more than 3 months by 30 September of the academic year for which the application is submitted, which will be used to determine whether the student is eligible for funding.

Article 5: Changes to registration

First-year undergraduate students may request to change their enrolment in order to continue their academic year on **another** programme:

- Between 1st October and 31 October of the current academic year: this change will not be considered as a reorientation.
The student submits his or her application for enrolment in the new programme in accordance with the procedures set out in article 7 of these regulations; he or she must make sure to mention the initial enrolment 2024-2025.

If this change of registration concerns a change of programme among those organised by the Haute Ecole "ICHEC-ECAM-ISFSC", the student must inform the coordinator of the programme he or she is giving up by email.

If, on the other hand, this change of enrolment involves a change of institution, the student requesting the change must provide the new host institution with proof of regular enrolment at the original institution. To meet this requirement, the student must send the certificate of regular enrolment to the enrolment office of the new programme as soon as possible, but in any case no later than 31 October.
The deposit paid at the home establishment remains the property of that establishment, as an administration fee.

The effective date of this change will be the date of application for enrolment in the new programme, provided that the student meets the eligibility and fundability conditions and has complied with the procedure described.

- Between 1st November and 15 February of the current academic year: this change of registration (change of programme within the same institution or to a different institution) will be considered as a reorientation.

In this case, the student completes the reorientation form and sends it to the institution to which he or she wishes to reorientate.
The request must be substantiated and will be subject to the approval of the selection board for the course of study to which he or she wishes to transfer. The letter of motivation must reach the secretariat of the cycle jury no later than 7 February 2025.

Apart from the jury's assessment, the Haute Ecole automatically refuses a student's application for reorientation if the student does not meet the conditions for access to the new programme (e.g. restrictive equivalence, entrance exam). It may also refuse a request for reorientation from students and non-fundable students; in this case, the student has the possibility of lodging an appeal, in accordance with article 103 §1 of these regulations.

In the event of acceptance, the student must provide a new complete enrolment file as well as a document from his/her home institution attesting to the absence of debt towards them (or proof of application for a study allowance). The student's enrolment fees remain payable to the institution from which the cancellation was made, but the Haute Ecole may nevertheless claim from the student or from the student who is reorienting himself/herself at the Haute Ecole, the fees assessed at actual cost relating to the goods and services provided.

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

The reorientation is effective from the date on which the application is approved by the Haute Ecole authorities.

Article 6: Cancellation of registration

Enrolment is cancelled by the school if the student does not meet the conditions for validation of their enrolment.

He will be notified of this cancellation on 4 November at the earliest (subject to the FWB timetable), with the following consequences:

- the student no longer has access to learning activities

- the student cannot be deliberated
- the student cannot carry over or use credits
- Registrations cancelled after 30 November are counted as a full academic year.

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

Students may also cancel their enrolment themselves by notifying the student secretariat of the department concerned by email, with a request for acknowledgement of receipt. If the cancellation is made before 1st December, only €50.00 of the enrolment fee will remain payable to the school.

If the student withdraws after 1st December, the total tuition fees remain due and the year is counted as a failure.

Students in the 1st year of the 1st cycle who have cancelled their enrolment before 1st November and who subsequently wish to enrol in another programme and/or with another institution between 1st November and 15 February are treated as students requesting a change of programme.

Article 7: Registration procedure

In order to meet the registration deadline for a course, students must take the following steps:

STEP 1: APPLICATION FORM

Students complete the online application form on their institute's website by 30 September at the latest.

At the time of their 1st application, students are required to declare all previous enrolments in higher education and the results of their exams, unless they have interrupted their studies for at least 5 academic years.

STAGE 2: ANALYSIS OF THE ELIGIBILITY OF THE APPLICATION AND THE STUDENTS' FINANCIAL SITUATION

The school receives the application and checks that the student meets the entry requirements and is eligible for funding:

- if the application meets the admissibility and funding criteria, the student is invited to finalise the actual enrolment procedure
- if the application for admission does not meet the admissibility and/or financeability criteria, the student is informed in accordance with the procedures set out in articles 11, 14 and 15 of these regulations. The notification period does not begin, **at the earliest**, until the date of approval of the study regulations relating to the academic year for which enrolment is requested. For the 2024-2025 academic year, these regulations were approved by the Administrative Board on 5 September 2024.

3^{EME} STAGE: PROVISIONAL REGISTRATION

The student for whom the application for admission is admissible and for whom it is proven that the course can be financed must submit all the documents required to compile his/her application, i.e.

- a photocopy of both sides of its identity card or foreign identity document;
- a recent passport-size photograph ;
- the document (or a copy) giving access to higher education (see articles 1 and 2 of these rules) ;
- documents justifying occupancy for each academic year prior to registration:
- If applicable :
 - an attestation of enrolment in any higher education activity or examination or entrance examination + the corresponding transcripts.

- Official proof of employment ;
- An official certificate of unemployment ;
- Official proof of a stay abroad, including departure and return dates;
- An official certificate justifying a medical condition ;
- Or any other documentary evidence of the student's background
- A declaration on the student's honour attesting to and justifying the material impossibility of providing such documents may be submitted.

These documents may also be requested in their original format.

Students validate their provisional enrolment form according to the process set up in their department (manual or electronic signature).

Students who wish to have credits acquired during previous studies at the university or another higher education institute included in their programme of study must apply to the Academic Secretariat as soon as they sign their provisional registration form.

4TH STEP: EFFECTIVE REGISTRATION

Effective enrolment takes effect at the earliest on 1st day of the academic year concerned, subject to compliance with the conditions of regularity and affordability.

The school validates the student's effective and regular enrolment when :

- he or she has provided all the necessary documents justifying his or her eligibility;
- he or she has signed the annual programme;
- he or she has provided proof that he or she is not indebted to any higher education establishment in the French Community for enrolment fees (interval and related costs) and to the Social Council. This proof is provided by a certificate issued by the previous higher education establishment(s);
- he or she has paid the registration fee:
 - 50.00 on registration
 - The balance by 1 February at the latest.

This provision does not apply to scholarship students, who are entitled to free tuition fees. Students applying for a scholarship are also exempt from paying the deposit (€50.00) and have 30 days from the date of the decision by the department concerned to pay the full amount of the tuition fees.

In the ISFSC department, a deposit of 100.- euros is required by 31 October 2024 at the latest (cf. article 17 of these regulations).

Students whose provisional enrolment has been validated will receive from the school :

- all documents attesting to their regular registration, within a fortnight.
- all useful information about the school and the studies for which they are registering. They are also informed of the financial assistance available to him or her.

Regular enrolment is enrolment for one academic year for a coherent set of teaching units in a programme of study that has been validated by the jury and for which the student meets the conditions of access and fulfils his/her administrative and financial obligations.

Article 8: Provisional registration

Provisional enrolment may be offered to students who are waiting to meet certain entry requirements. This registration must be regularised by 30 November at the latest, unless the delay in issuing the missing documents or certificates is not the responsibility of the student.

Article 9: Registration fraud

Any misrepresentation or falsification in the preparation of an application for admission, enrolment or appeal against a refusal of enrolment shall constitute fraudulent enrolment. This includes criminally reprehensible acts such as theft, identity theft, falsification of documents, impersonation, etc.

In the event of presumed registration fraud, the procedure and, where applicable, the penalties provided for in article 86 of these regulations shall apply, involving in particular refusal of enrolment in any higher education establishment in the French Community for 3 academic years.

Chapter 3: Inadmissibility of an application for admission

Article 10: Definition

An application for admission is inadmissible if the student does not meet all the conditions for access to the studies in question or does not comply with the provisions of the study regulations.

Article 11: Notification of inadmissibility and right of appeal

If the application for admission is judged **inadmissible** by the Haute Ecole, the student will be notified in writing, stating the reasons for the decision, and sent :

- Or by hand against acknowledgement of receipt
- By registered post with acknowledgement of receipt
- Or by e-mail to the address given by the student on the application form.

The student may then lodge an appeal against this decision with the Government Commissioner, in accordance with the procedures set out in article 104 §1 of these regulations.

If no reply to their application for admission is received by 31 October, students may also lodge an appeal with the Government Commissioner.

Chapter 4: Student fundability

Article 12: Students benefiting from a special scheme in 2024-2025

Scope of application :

- Students already enrolled on a course of study between 2017-2018 and 2021-2022 who were also enrolled and eligible for funding in 2023-2024 will continue to be eligible for funding for enrolment on the same programme in 2024-2025.
- A student who was eligible for funding and enrolled in 2023-2024, and who has acquired or validated at least 45 credits *after two enrolments in the first cycle*, remains eligible for funding for enrolment in the same programme in 2024-2025.

Article 13: Students benefiting from the "new" funding regime.

Scope of application :

Any student who does not fall within the scope of the derogation provided for in the previous article.

To be eligible for funding, students must meet the following conditions:

- on the one hand, be a national of a Member State of the European Union or meet one of the conditions laid down in Article 3, 1^o to 3,7^o of the Decree of 11 April 2014³
- meet at least one of the following conditions at academic level:
 - the 2024-2025 enrolment is the first⁴ enrolment in the cycle during the previous 5 academic years (years of preparatory higher education are counted).
 - the Annual course programme (PAE) for the 2023-2024 enrolment for the same course is fully acquired or validated
 - Sufficient conditions for academic success have been met for the cycle concerned. These conditions impose thresholds of success by "levels" and a maximum number of enrolments in the cycle concerned.

³ Decree of 11 April 2024 adapting the financing of higher education establishments to the new organisation of studies.

⁴ With the exception of students whose first enrolment in higher education is in 2022-2023

At the end of the second enrolment in the cycle and as they progress through it, other conditions will have to be met, and we invite students to pay attention to these from the start of their higher education career. In order to ensure maximum clarity in these rules, and given that their scope is limited to the 2024-2025 academic year, students who would like full and/or practical information on these rules of fundability are invited to consult :

- the coordinated version of the decree of 11 April 2014 adapting the funding of higher education institutions to the new organisation of studies, available at <https://www.galilex.cfwb.be> ;
- the interactive web page of the Fédération Wallonie-Bruxelles: <https://www.mesetudes.be/decret-paysage>

Article 14: Procedure for non-fundable students

§1 STUDENTS OF EUROPEAN NATIONALITY

After analysing the student's academic record and examining the conditions for academic success, the institution concludes that the student is 'non-fundable'.

For students who, at the end of their first enrolment in the programme, have not acquired or validated the credits associated with at least one teaching unit (TU) from among the teaching units in the first annual block, registration is refused outright on the grounds of non-financibility (cf. article 15 of these regulations).

Students in situations other than those mentioned above will be informed that they are not eligible for funding and invited to give reasons for their application and to complete the table showing their academic record.

To be admissible, this request must be :

- on a single A4 page, in pdf format;
- together with a table showing the applicant's academic record in higher education;
- sent by e-mail, within 5 days of being notified of its non-financibility, to the following address:

| | | |
|--|--|--|
| ICHEC Department | ECAM Department | ISFSC Department |
| derogation@ichec.be | derogation@ecam.be | derogation@isfsc.be |

After analysing the application and the student's track record in higher education, the School:

- either lifts the obstacle of non-fundability and authorises the student to enrol; or
- or rejects the application on the grounds that it cannot be funded (see article 15 of these rules).

In the absence of a duly justified request, the School will automatically refuse registration on the grounds that it is not fundable.

§2 STUDENTS FROM OUTSIDE THE EUROPEAN UNION WHO ARE NOT ELIGIBLE FOR FUNDING

The academic criteria for removing the obstacle of non-financibility are defined as follows:

- Bachelor results (minimum average of 13/20);
- the date on which the diploma was obtained (a maximum of 3 years before the year of enrolment in the 1st cycle and a maximum of 7 years for enrolment in the 2nd cycle)
- for enrolment in the 2nd cycle, English language proficiency (C1 or B2 minimum and attested by the result of an official test (IELTS, TOEFL or TOEIC) less than 2 years old, unless the first cycle was completed in English).

As these students are automatically ineligible for funding, they are asked to provide supporting documents as soon as they apply for enrolment, and within the deadlines set out in article 4 of these rules.

If they fail to send this information and/or meet the above-mentioned academic criteria, they will immediately receive a decision to refuse enrolment, on the grounds that they do not meet

the conditions of Article 3 §1 of the Decree of 11 April 2014 adapting the funding of higher education institutions to the new organisation of studies.

Chapter 5: Refusal of registration

Article 15: Grounds for refusal of registration

By reasoned decision, the Department head:

- automatically **refuses to** register a student if, in the previous three years, he or she has Has been subject to:
 - exclusion from a higher education institution for reasons of registration fraud or assessment fraud;
 - a decision by ARES to refuse registration for an entrance test or examination organised by ARES.

- **may refuse to** enrol a student :
 - when the application is for studies that do not give rise to funding ;
 - when the student is not fundable
 - the student has been expelled from a higher education institution for serious misconduct in the previous three academic years.
 - the student has not obtained the jury's agreement to his/her programme.

The decision to refuse registration is notified to the student by registered letter, against receipt or by e-mail to the e-mail address provided by the student or, in the case of re-registration, to the e-mail address provided by the department. The student will be notified of the refusal no later than fifteen calendar days after the effective application for enrolment, which will take effect no earlier than the date of approval of the study regulations for the academic year concerned.

Article 16: Appeals against a refusal to enrol

A student whose enrolment has been refused may appeal against the decision in accordance with the procedures set out in Article 103(1) (internal appeal) and 104(2) (external appeal) of these regulations.

Chapter 6: Study costs and specific costs

Article 17: Amount of study costs

For their enrolment to be taken into account, students must pay tuition fees according to their status

- European student: scholarship holder/modest condition/non-scholarship holder
- students from outside the European Union: subject to the Specific Enrolment Fee/exempt from the Specific Enrolment Fee.

By 11 October at the latest, and except in cases of force majeure, the student must provide the secretariat with the required original supporting documents attesting to his or her status.

Students who **apply for a study allowance (scholarship)** are exempt from the €50.00 deposit and have 30 days from the date of the decision by the Study Allowance service to pay the study fees if the application has been refused. An appeal against a decision by the DAPE (Direction des Allocations et Prêts d'Etudes) does not suspend the obligation to pay within 30 days.

Students **receiving a grant** are entitled to free tuition.

To be recognised as a **student or a student of modest means** and thus benefit from a reduction in tuition fees, the student must provide the social services with :

- a copy of the tax assessment notice for each member of the family for 2022 income - 2023 tax year;
- a recent household composition (maximum 2 months) issued by the local authority of the student's place of residence;
- where applicable, proof of enrolment of any other members of the family in higher education in 2024-2025 ;
- where applicable, a copy of the invalidity certificate issued by the Ministry of Social Affairs for any member of the family recognised as being over 66% invalid.

The application for recognition must be submitted by 11 October, or by 30 April at the latest if a scholarship application procedure is in progress and has been rejected. In the meantime, he or she must pay the full cost of the studies by the required deadline and will be reimbursed, where appropriate, if he or she satisfies the legal conditions.

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 organisation of studies, shall pay registration fees established in proportion to the number of credits in their annual programme.

Details of these study costs are set out in **Appendix 1** to these regulations.

The amount of the "French Community" minerval varies:

- depending on the type of study: short (Professional bachelor) or long (masters);
- depending on the student's position in relation to their programme of study.

All students *in the ISFSC department*, including those receiving a study allowance, must pay a **deposit of 100 euros when they enrol at first registration**. This is used to guarantee the books and other equipment loaned to students free of charge by the department. It will be reimbursed if the student submits, within a maximum period of 6 months, the request form available on teams (student valves) or by sending an email to the student secretariat, unless the student is in debt to the Haute Ecole (library books not returned, etc.).

Article 18: Administrative costs associated with processing specific admission requests

Applicants studying outside the European Union, who are not resident in Europe and who have spent 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 no later than the closing date of the specific registration period for these candidates. This fee covers the cost of processing an eligibility application for a previous educational pathway outside the European Union.

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

If they register, this amount will be deducted from their enrolment fees.

Article 19: Deadlines for payment of study fees

50.00 must be paid into the Haute Ecole's account on registration and by 31 October at the latest, with the balance due by 1 February at the latest.

Under no circumstances will a student who withdraws be reimbursed the €50.00 paid on enrolment. After 30 November, the student who withdraws will still be liable for the balance of the tuition fees.

In the event of a change of establishment, linked to a change of enrolment (between 1st October and 31 October), any deposit paid by the student will be retained by the original establishment and, in this case, the student will only owe the balance of the tuition fees to the new establishment.

In the event of late registration between 1st November and 1st February, a deposit of €50.00 must be paid at the time of registration and the balance must be paid by 1st February at the latest.

If late registration takes place between 2 February and 15 February, the student pays the full fee at the time of registration.

Article 20: Costs relating to the issue of duplicates

Any duplicate of a certificate or document initially issued by the Haute Ecole may be subject to an advance payment of €10.00 maximum, with the exception of the diploma, which may under no circumstances be duplicated. Any duplicate student card will automatically incur an advance payment of €30.00 per student card, unless a declaration of loss or theft is made to the police.

Article 21: Special provisions for "free students"

Unenrolled students are required to register for a maximum of 20 credits per academic year, which must be approved by the Admissions Board.

The deadline for enrolment in teaching units in the 1st four-month period is 31 October, and the deadline for enrolment in teaching units in the 2nd four-month period is 1st March.

A specific fee is applied for these students who participate in part of the study programme of a given course, in the status of student or 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.

Taking part in certain activities/EU in isolation as a student or free student does not confer student or "regular" student status on the participant.

Free students will still have access to the assessments, but the jury will not be able to award them the associated credits.

However, these credits may be credited when the student's annual programme is validated, at the time of subsequent regular enrolment, provided that the pass mark of 10/20 is reached.

The Haute Ecole will issue an attestation of participation in the activities/teaching units concerned: title of the activity followed, number of hours and points obtained.

Chapter 7: Special conditions for academic regularity

Article 22: Attendance and monitoring of learning activities

All students are presumed to follow the learning activities of the year in which they are enrolled assiduously and regularly.

As a general rule, these learning activities take place face-to-face, unless other arrangements are approved by the department head.

Participation requirements are set out in the teaching unit descriptions ("fiches UE").

Student attendance may be checked on the basis of the following criteria:

- Attendance/participation in learning activities in accordance with the teacher's instructions.
- Compliance with the academic calendar.
- Compliance with the timetable specified by the teacher.
- Compliance with continuous assessment deadlines.

Any absence from a learning activity during a placement period 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 student secretariat within two working days. Students who are unable to attend their work placement must also inform their supervisor and their departmental adviser before the start of their work placement or, if this is not possible, as soon as possible.

Particular attention is paid to attendance in Bachelor 1 to help students adapt to higher education.

All teaching unit descriptions are "contractual" insofar as they set out the relevant terms and conditions.

Access to certain learning activities (labs, work placements, etc.) may be suspended for students with absences from preparatory learning activities or for students with too many unjustified absences who therefore present risks for safety or organisational reasons.

A student who fails to participate assiduously in learning activities or who does not comply with the attendance requirements laid down in the placement agreement may be penalised, from a pedagogical point of view, by a failing grade and, from a disciplinary point of view, by one of the sanctions provided for in article 99 of these regulations.

In the ECAM department :

- *Attendance is taken at application sessions (laboratories, design offices, projects, etc.) in all years of study.*
- *Any document justifying an absence must either be handed in at the Reception desk or sent by e-mail to secretariat@ecam.be.*
- *Students are asked to arrive at the various rooms where scheduled classes and practical sessions are held (laboratories, design offices, projects, etc.) 5 minutes before the start of the teaching activity.*
- *Where appropriate, students take the seats assigned to them, particularly during certain written examinations.*
- *Students who are late are allowed to enter the auditoriums only once, 15 minutes after the start of the learning activity. In the case of application sessions, those in charge of the sessions decide whether to admit latecomers.*
- *The regulatory provisions, occupancy hours and opening hours outside the scheduled application sessions (laboratories, design offices, projects, etc.) are posted in the laboratories. Access is normally only permitted during opening hours or in the presence of a teacher from the Unit to which the laboratory belongs.*

Chapter 8: Measures to promote health in higher education

Article 23: Medical check-up

All students or those enrolling for the first time in higher education outside university are required to have an individual health check with the centre to which the Haute Ecole has entrusted health promotion.

The student is invited to the medical check-up via the student secretariat in each department of the Haute Ecole (article 7 of the decree of 14 March 2019 on health promotion in non-university higher education).

Chapter 9: Curriculum and annual Student Programme

Article 24: Curriculum

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

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

- 1° its identification, its specific title, its discipline ;
- 2° the number of associated credits ;
- 3° its contribution to the teaching profile of the programme, and the specific learning outcomes attested by the assessment;

- 4° a description of the objectives, content and any sources, references and media, indicating which are essential for acquiring the required skills;
- 5° the cycle and level of the Francophone qualifications framework to which it relates and, if relevant, the chronological position in the cycle programme;
- 6° whether it is compulsory or chosen individually by the student 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° details of the department of the teacher or teachers responsible for its organisation and assessment;
- 9° its organisation, in particular the timetable, location and period of the academic year;
- 10° a description of the various learning activities that make up the course and the pedagogical coherence of any grouping of teaching activities leading to separate assessments;
- 11° the method of assessment and, where appropriate, the method of integration of the various learning activities ;
- 12° the language(s) of instruction and assessment.

These elements form the "fiches UE" (course description), which is an integral part of the course programme offered by the Haute Ecole.

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

The Haute Ecole proposes a **chronological division of** each study cycle into annual blocks of 60 credits. (see www.ichec.be - www.ecam.be - www.isfsc.be).

The credit is the unit corresponding to the time devoted by the student to a learning activity within his or her study programme.

It is based on the workload required by the student to achieve the expected results at the end of the learning process. The workload of a student studying full-time for one academic year represents 60 credits.

When setting credits, the Haute Ecole takes account of the specific arrangements for each course (required reading, personal work, group work, etc.). The weight of each course is also assessed in the light of the overall curriculum of the course concerned and the place of the course within that curriculum.

Credits are regularly adjusted to take account of changes in the content or procedures of a course or programme of study.

The programme indicates the interdependencies between teaching units in terms of :

- pre-requisites: the teaching units in a programme of study that must have been previously approved and validated by the jury before accessing other teaching units.
- co-requisites: the teaching units of a study programme that must have been taken before or at the latest during the same academic year.

Article 25: Annual Student Programme (PAE)

§1 PROGRAMME FOR STUDENTS ENROLLED IN THE FIRST YEAR OF UNDERGRADUATE STUDIES

Students enrolling for the first time in an undergraduate programme are allocated a programme that must correspond to the first 60 credits of the programme of study.

Only students who **have acquired the first 60 credits** will have **successfully completed** the first year of the first cycle (at the end of the 2023-2024 academic year). In this case, he or she goes straight on to further study (in 2024-2025).

Students who have **not acquired the first 60 credits** by the end of their enrolment are considered to have failed and **therefore remain enrolled in the first year of the first cycle**. He or she will have to add to his or her annual programme any teaching units from the 1^{er} annual block that have not been acquired.

Students who have acquired or validated **between 55 and 59 credits** will fail the course, but may apply for a programme of **up to 65 credits**. The jury must give its **approval**, ensuring that the prerequisites have been met.

Students who have acquired or upgraded **between 45 and 54 credits** fail the course, but may complete their programme with units from the rest of the cycle programme for which they meet the prerequisites, up to a **maximum of 60 credits** in total. The jury must give its **approval** for validation.

Students who have acquired or upgraded **between 30 and 44 credits** will fail the course, but may complete their programme with units from the rest of the cycle programme for which they meet the prerequisites, up to a **maximum of 60 credits** in total. The jury must give its **approval**.

Students who have acquired or upgraded **fewer than 30 credits** are considered to have failed, but must complete their programme of **activities to help them succeed** (see article 36 of these regulations).

Students in the 1st year of the 1st cycle are required to acquire or upgrade the credits associated with **a minimum number of teaching units** in order to meet the conditions for successful completion of the course; if they fail to do so, their re-registration will be refused (cf. article 15 of these regulations).

This condition applies to applications for enrolment in 2024-2025 from students who, in 2023-2024, were enrolled for the first time in 1st year of 1st cycle (1st generation students).

§2 PROGRAMME FOR CONTINUING STUDENTS (BEYOND THE FIRST 60 UNDERGRADUATE CREDITS)

The student's annual programme is submitted to the jury for approval, which ensures that the programme is balanced and that the prerequisites and corequisites are met.

However, at the end of the course, the jury may, on an individual decision based on the student's progress, convert pre-requisites into corequisites.

The student's programme is examined by the year or programme coordinator and then validated by the jury committee.

The personalised study programme consists of :

- teaching units from the rest of the cycle programme in which he or she had already been enrolled but not previously acquired
- teaching units from the rest of the cycle programme, provided the prerequisites are met.
- taking into account the study plan proposed by the institution (division of the cycle, corequisites, prerequisites)

The jury ensures that the student's annual course load is at least 60 credits, except in the following situations:

- at the end of the cycle
- in the event of programme reduction
- by reasoned individual decision, in the following cases :
 - in the case of co-organisation with higher education establishments outside the French Community or mobility ;
 - where, in order to achieve the minimum of 60 credits, the student's annual programme would have to include teaching units for which he or she has not yet acquired the prerequisites.
 - for pedagogical and/or organisational reasons, but may not be less than 55 credits ;
 - at the student's request, in order to balance the remaining credits for further study.

§3 STUDENT PROGRAMME AT THE END OF THE FIRST CYCLE

Students who have yet to acquire or validate a **maximum of 15 credits** from the undergraduate programme may complete their annual programme with units from the next cycle of study for which they meet the prerequisites, provided that the total number of credits does not exceed 60.

The student remains enrolled in the 1st cycle of studies⁵ ; however, for the purposes of acquiring or valuing teaching units in the 2^e cycle, he or she is deemed to be enrolled in the 2^e cycle. The student pays the registration fees for the first cycle and is exempt from paying the registration fees for the second cycle.

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

Students who have not obtained their undergraduate degree may not include in their annual programme the graduate credits corresponding to their dissertation or thesis.

There is no right of appeal against the decisions of the Jury Committee concerning the approval and monitoring of the student's programme.

Article 26: Language of instruction

The language of instruction and assessment of learning activities is French, with the exception of the Master in Management Sciences, the Master in International Business Management and the Master in Industrial Engineering (7 orientations), which may be taught in English.

However, for all courses organised within the Haute Ecole, certain learning activities are taught and assessed in another language, in compliance with the provisions of article 75 of the "Landscape" decree.

SPECIFIC FEATURES OF THE STUDENT PROGRAMME IN THE ICHEC DEPARTMENT

The Dutch language course is part of the programme for all students enrolling in the ICHEC department, with the exception of students who meet one of the following criteria, who will then be enrolled on the German course:

- the student has spent the whole of his or her studies abroad (except in the Netherlands) and has therefore never taken a Dutch language course

or

- the student studied in Belgium and :
 - never had a single Dutch course in secondary school;
 - or has followed a Dutch language course in secondary education for a maximum of 2 years;
 - and has never had a Dutch language course in higher education.

In such cases, he/she must provide an official document from his/her secondary school(s)/higher education institution(s) proving this fact at the time of final registration.

If the student does not strictly comply with these conditions, he/she will have to take the Dutch course of his/her programme year.

Article 27: Reduction in the student's programme

GENERAL PROVISIONS

In exceptional cases, the academic authorities may grant a student a reduction in the length of the programme by means of a reasoned individual decision:

- at the time of registration: for duly attested professional, academic, social or medical reasons
- during the academic year: for duly attested serious social or medical reasons.

⁵ Students who, prior to 2023-2024, benefited from enrolment in the 2^e cycle, via this mechanism, will retain this enrolment in the 2^e cycle for this year 2023-2024.

The possibility of such a derogation is given by right:

- students with disabilities under article 1^{er} littéra 4^o/1 of the decree of 30 January 2014 on inclusive higher education
- students who are recognised as high-level sportspeople, hopeful sportspeople or training partners in accordance with chapter III of the decree of 8 December 2006 on the organisation and subsidisation of sport in the French Community.
To prove their status as top-level sportsmen and women, students must produce a certificate from their sports federation or from the Minister responsible for sport.

If the student wishes to take advantage of a reduction in the number of courses at the time of applying for admission, he or she must send a written request to the secretariat of the jury by 30 September at the latest, enclosing the documents/certificates/attestations proving the professional, academic, social or medical reasons.

If the student requires a reduction during the academic year, he or she must also submit a written request to the jury secretariat, enclosing supporting documents justifying the serious social and/or medical reasons.

Students benefiting from this exemption must pay registration fees proportional to the number of credits in their annual programme.

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

SPECIFIC PROVISIONS FOR 1ST YEAR UNDERGRADUATES

First-year undergraduate students who have taken part in the January assessments and failed some of them may also choose, before 15 February, to lighten their programme of learning activities for the 2nd term.

This modified programme is drawn up in consultation with the jury and includes specific remedial activities.

Students wishing to benefit from this programme reduction must inform the cycle jury secretariat by post before 15 February.

Students in the first year of the first cycle who change their course of study during the first four-month period may also apply for a reduction in their course load, which may cover the UEs of the first four-month period.

Article 28: Exchange programme

Students taking part in a course-based exchange programme (Erasmus, Erasmus belgica or other) must send their definitive learning agreement to the International Exchange Office (BEI) no later than 15 days after their arrival date abroad.

The student selection criteria and the student's obligations towards both the Haute Ecole and the host university are available on the electronic valves.

Chapter 10: Organisation of the academic year

Article 29: General principle

All the learning activities for each teaching unit in the programmes leading to an undergraduate or graduate degree are spread over one of the first two semesters of the academic year:

- with the exception of certain assessments, work placements, projects or professional integration activities.
- for justified pedagogical reasons, certain first cycle teaching units may be spread over the first two terms of the academic year, subject, for the 1st cycle, to partial assessment of these teaching units, organised at the end of the first term.

The first term starts on 14 September, the second on 1 February and the third on 1 July.

The first two terms comprise a minimum of 12 weeks of learning activities. At the end of each of these four terms, an assessment period is organised for the acquisition of credits. This covers at least all the learning activities organised during the semester.

However, for duly justified reasons of force majeure, the jury may extend a student's assessment period to the following semester term, without however being able to exceed a period of two and a half months beyond the end of the semester term.

A third term includes assessment periods, as well as professional integration activities or personal work. In work-linked higher education (Master en Business-Analyst), a teaching unit can be assessed as soon as it has been organised.

Article 30: Academic calendar

DIVISION OF THE ACADEMIC YEAR INTO FOUR TERMS

- Start of the academic year and beginning of the 1st term: Saturday 14 September 2024
- End of 1st term: Friday 31 January 2025

- Start of the 2nd four-month term: Saturday 1st February 2025
- End of 2nd four-month term: Monday 30 June 2025

- Start of 3^{ème} four-month term: Tuesday 1^{er} July 2025
- End of academic year and 3rd term period: Saturday 13 September 2025

DEADLINE FOR APPLICATIONS FOR EXEMPTIONS AND PERSONALISED PROGRAMMES :

- Monday 14 October 2024

ASSESSMENT PERIODS :

- Assessments at the end of the 1st term: from Monday 6 January 2025
- Assessments at the end of the 2nd four-month period: Monday 19 May to Monday 30 June 2025
- Assessments at the end of the 3rd term: from Monday 18 August 2025.

Ongoing assessments may also be added to the assessments organised at the end of each term. Depending on the academic constraints imposed by the academic organisation of certain courses, assessments may be scheduled outside these periods, in compliance with the rules on publicity for students and with the agreement of the department head, as delegated by the management body.

STATUTORY AND NON-STATUTORY LEAVE

- Friday 27 September 2024: French Community Day
- Friday 1 November 2024: statutory All Saints' Day holiday
- Monday 21 April 2025: Easter Monday
- Wednesday 28 May 2025: recovery from 2 November 2024
- Thursday 29 May 2025: Ascension
- Monday 9 June 2025: Whit Monday

SUSPENSION OF COURSES, SEMINARS AND WORKSHOPS

- Monday 28 October 2024
- Tuesday 29 October 2024
- Wednesday 30 October 2024
- Thursday 31 October 2024
- Friday 30 May 2025

SCHOOL HOLIDAYS

- Monday 23 December 2024 to Saturday 4 January 2025: winter holidays
- Monday 3 March 2025 to Saturday 8 March 2025: March holidays
- Monday 28 April 2025 to Saturday 4 May 2025: spring holidays
- Monday 7 July 2025 to Saturday 16 August 2025: summer holidays

Article 31: Timetabling of learning activities

Learning activities are usually provided from Monday to Friday between 8am and 9.30pm and on Saturdays from 9am to 6pm.

Article 32: Organisational constraints relating to student safety

If there is an objective assessment that teaching premises or common areas of a department are over-occupied, the Management, in consultation with the in-house Occupational Health and Safety Service, reserves the right to take any measure likely to guarantee peaceful conditions of use that comply with safety standards, both for students and for members of staff.

In terms of teaching, these measures may include, among others: the implementation of distance learning formulas, the relocation of students to another auditorium or room, the reorganisation of groups or the rearrangement of ways of participating in the teaching activities affected by these situations of overcrowding. These measures, taken on the basis of objective observations (occupancy figures), will be provisional in nature and any extension will be based on a risk assessment.

Chapter 11: Support of success

Article 33: Course materials

The Haute Ecole makes available to regularly enrolled students, on its intranet site, course materials, the list of which is determined by the Pedagogical Council.

Students in receipt of a study allowance may, at their request, obtain a free hard copy of the course materials relating to the course in which they are enrolled and which are included in the aforementioned list.

Article 34: Support for success

In addition to the measures relating to the reduction, assessment and reorientation of 1st 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 organises support for success, in line with the objectives set out in the decree of 18 July 2008 democratising higher education, working to promote student success and creating the Higher Education Observatory.

The department responsible for helping students to succeed communicates with them about the various activities in place.

The **Success Support Service** develops activities and workshops for students, especially those in their 1st year of study in the 1st cycle.

Article 35: Tutoring

At the beginning of the year, the Success Support Service draws up a list of subjects for which tutoring will be offered.

CONDITIONS FOR BECOMING A TUTOR

To apply as a tutor, students must :

- have passed the subject for which tutoring is being organised and for which he or she is applying
- be approved by the teacher teaching the subject.

Before taking up their duties, tutors will receive an "information note for volunteer tutors" setting out the volunteering arrangements to which they are committed. They will sign this note.

To qualify for the lump-sum payment, they must return their performance sheet to the Assistance service (on the date specified on the sheet). The lump sum is set by the Management Board.

CONDITIONS FOR TUTORING

The students concerned sign a document setting out the terms and conditions they agree to in order to benefit from tutoring.

In the first four term, the Haute Ecole gives priority to "first generation" students and, subject to the number of places still available, to "bisseur" students.

After the January assessments, the Success Support Service, in conjunction with the coordinators, also identifies students in difficulty, who can be referred for tutoring.

Article 36: Remedial activities

Remedial activities are also offered by teachers to students in the 1st year of the 1st cycle; however, these activities are not part of the PAE.

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

Article 37: Definition

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

Article 38: Public concerned

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

Article 39: Specific arrangements

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

§2 Students wishing to benefit from accommodation measures in their course of study must submit a request for recognition of their disability to this department, exclusively in writing, no later than 31 October for the 1st term and 15 March for the 2nd term, using a form available from the Registrar's Office. This completed form must be handed in to the reception and support service in each department.

He or she shall provide any documentary evidence in support of his or her application, in particular :

1° or the decision of a public body responsible for the integration of people with disabilities ;
2° or a detailed report on its autonomy within the Haute Ecole, drawn up by a specialist in the medical field or by a multidisciplinary team and less than one year old at the time of the application.

If the student's disability situation changes over time, the reception and support service may request an update.

The reception and support service examines the request and analyses the material, educational, medical and psychological needs, in collaboration with the student and the parties involved. It forwards the request for recognition of disability to the departmental management.

§3 If a disability is recognised, the school will decide whether reasonable accommodation should be made.

An individual support plan is drawn up within two months of the request being accepted.

It is intended for one academic year and is renewable for each year of the student's course if he or she so requests. Implementation of the individualised support plan is subject to ongoing assessment by the reception and support service.

The individualised support plan is signed by both parties (the student or student beneficiary, the reception and support service and the management). If the student does not sign, the planned arrangements will not be put in place.

Article 40: Specific accompaniers

§1 During an academic year, higher education students may be recognised by support service as accompanying students, provided that they have undergone specific training in accompanying students, or are able to demonstrate any useful skills in this area.

§2 Any association recognised by the competent bodies of the Walloon Region and the French Community Commission, namely the Agence pour une Vie de Qualité (AViQ) and

The "Personnes Handicapées Autonomie recherchées" (PHARE) association, whose corporate purpose and missions are aimed at integrating people with disabilities, can be involved in an individualised support plan.

Article 41: Appeal procedures

In the event of a refusal to provide accommodation, in the event of a dispute relating to a change in the accommodation plan or in the event of early termination of the plan, the student may lodge an appeal in accordance with the procedures set out in articles 102 §3 (internal appeal) and 103 §3 (external appeal) of these regulations.

Chapter 13: Provisions specific to the Master's degree in Business Management - Triple degree 120-credits

Article 42: Partner institutions

The higher education institutions that signed the agreement of 12 May 2015 on the tridiploma of the 120-credit Master's degree in Business Management are:

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

Article 43: Specific features of the programme

The master's degree in business management, which is a triple degree from ICHEC, UCL and ULB, emphasises the link with business by, among other things, requiring all students to undertake a minimum three-month work placement. In addition, the student's thesis must deal with the issues developed during the work placement. The student is regularly monitored not only by the thesis promoter and the company's placement supervisor, but also by a Internship-thesis coordinator.

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

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

Article 44: Centralisation of administrative management

As the lead institution, ICHEC is responsible for centralising the administrative management of the programme and its students, including enrolment management.

Article 45: Joint academic management

The three institutions agree to ensure joint academic management. As a result, in addition to the governing bodies and councils, they have set up a programme management committee responsible for :

- Defining the programme (content, contribution of each party, admission requirements, etc.)
- Annual global evaluation of the study programme
- Communications policy: label, logo, website, brochure, promotion, etc.
- Planning teaching, assessment and jury activities
- Submission to ranking
- Analysis of student flows

Article 46: Allocation of learning activities between the different parties

Unless amended by the authorities of the partner institutions and with the exception of the end-of-quarter assessments relating thereto, the various learning activities of the teaching units provided within the framework of the present tridiploma are organised on campuses for which the partner institutions also have authorisation for second cycle courses in management sciences, namely the ULB campuses in the Brussels-Capital Region and the UCL campuses in Louvain-la-Neuve and Mons.

Article 47: Assessment, deliberation and sanction procedures at the end of the cycle

The authorities of the partner institutions set up 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 higher education landscape and the academic organisation of studies* and its study regulations.

The jury makes a collective decision on all the credits taken by the student, regardless of the distribution of these credits within the partner institutions.

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

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

Article 48: Title of the diploma

At the end of their studies, and provided they have met the conditions for successful completion, students will be awarded a diploma conferring the academic degree of "Master in Business Management".

This diploma consists of a single document signed by the competent authorities of each of the establishments involved. This diploma is the subject of a single diploma supplement.

Chapter 14: Provisions specific to the joint organisation of the 120-credit Master's degree in Communication Strategy and Digital Culture.

Article 49: Partner institutions

The following higher education institutions have signed an agreement for the joint award of the 120-credit Master's degree in Communication Strategy and Digital Culture:

- Haute Ecole ICHEC-ECAM-ISFSC
- UCLouvain - Saint-Louis - Brussels

Article 50: Specific features of the programme

The master's degree in Communication Strategy and Digital Culture trains communicators who are able to approach communication strategically and critically. It enables students to develop skills in analysing and developing communication projects for companies, organisations,

associations, etc., while optimally integrating the qualities of interaction, collaboration and participation of digital culture.

This digital culture is constantly evolving, and communication professions need to evolve with it. This is why the master's programme sees 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 enables digital communication to be approached in all its complexity, with rigour and professionalism.

Professional integration activities and the dissertation round off the course. The work placement enables the student to practise a form of participatory observation and the dissertation demonstrates the student's methodological and analytical skills as well as his or her ability to contribute to the reflection and/or action of the players involved.

Article 51: Centralisation of administrative management

As the lead institution, UCLouvain Saint-Louis - Bruxelles is responsible for centralising the administrative management of the programme and its students, including the management of enrolments.

Students enrolled in this study programme are therefore subject to the implementing provisions of the general study and examination regulations of UCLouvain Saint-Louis-Bruxelles, available at the following address: <https://uclouvain.be/fr/etudier/reglement-general-des-etudes-et-des-examens.html>

Article 52: Allocation of learning activities between the different parties

Each school is responsible for at least 15% of the programme's activities.

All courses are held at the UCLouvain Saint-Louis - Brussels site.

Article 53: Assessment, deliberation and award procedures at the end of the cycle

The authorities of the partner institutions set up a single joint jury and determine its operating rules, in compliance with the *Decree of 07/11/2013 defining the higher education landscape and the academic organisation of studies* and the study regulations of the referring institution.

The jury makes a collective decision on all the credits taken by the student, regardless of the distribution of these credits within the partner institutions.

Article 54: Title of the diploma

At the end of their studies, and provided they have met the conditions for successful completion, students will be awarded a diploma conferring the academic degree of "Master in Communication Strategy and Digital Culture".

This diploma consists of a single document signed by the competent authorities of each of the establishments involved. This diploma is the subject of a single diploma supplement.

Chapter 15: Provisions specific to joint degree programmes for the Bachelor's degree in Early Childhood Education and Care

Article 55: Partner institutions

The following higher education establishments have signed an agreement for the joint degree of Bachelor in Early Childhood Care and Education:

- The Haute Ecole Léonard de Vinci

- EPHEC Business School
- Haute Ecole ICHEC-ECAM-ISFSC

Article 56: Specific features of the programme

The Bachelor's degree in Early Childhood Care and Education has a number of key advantages. Firstly, it is an interdisciplinary course that brings together three key areas: social, paramedical and educational. With its focus on early childhood, it meets a real demand in the sector and addresses current social issues.

What's more, practical placements start as early as the first year, enabling students to quickly gain experience in the field.

The course programme is divided between the 3 educational establishments. HE Vinci provides 120 credits, while HE EPHEC and ISFSC each provide 30 credits.

Block 1 is devoted to observing the practice of welcoming and caring for young children. Students learn the basics of early childhood education, health and psychology.

Block 2 focuses on how to care for young children and their families. Relational skills are developed extensively, as is knowledge of the environment in which young children and their families live.

Finally, block 3 enables students to familiarise themselves with the management of professional situations, whether through theoretical and practical courses, work placements or the preparation of their final dissertation. These last two elements account for a quarter of the year's credits.

Article 57: Centralisation of administrative management

As the lead institution, the HE Léonard de Vinci is responsible for centralising the administrative management of the programme and its students, including the management of enrolments.

Students enrolled on this programme of study are therefore subject to the implementing provisions of the general regulations governing studies and examinations of the Haute Ecole Léonard de Vinci, available at the following address: <https://www.vinci.be/fr/reglement-des-etudes>.

Article 58: Allocation of learning activities between the different parties

The 180 credits in the programme are distributed as follows: 30 credits organised and assessed by HE EPHEC, 30 credits organised and assessed by ISFSC and 120 credits organised and assessed by HE Léonard de Vinci. The courses organised by each party are given at their respective sites.

Article 59: Assessment, deliberation and award procedures at the end of the cycle

The authorities of the partner institutions set up a single joint jury and determine its operating rules, in compliance with the *Decree of 07/11/2013 defining the higher education landscape and the academic organisation of studies* and the study regulations of the referring institution. The jury makes a collective decision on all the credits taken by the student, regardless of the distribution of these credits within the partner institutions.

Article 60: Heading of title of the diploma

At the end of their studies, and provided they have met the conditions for success, students are awarded a diploma certifying the academic grade of "Bachelor in early childhood care and education". This diploma consists of a single document signed by the competent authorities of each of the institutions involved. This diploma is the subject of a single diploma supplement.

Chapter 16: French Community juries

Article 61: Organisation

French Community juries are set up within the Haute Ecole for each course it organises and each year of study, with the exception of :

- the didactic option of the Master's degree in business management, which is not organised by the Haute Ecole, although it is still authorised to do so.
- Master's degree in communication strategy and digital culture

Candidates for the jury must carry out teaching activities such as internships, professional integration activities and practical work in accordance with the Haute Ecole's specific timetable.

These study regulations apply to the student or to the student enrolled on these juries, unless otherwise specified below or incompatible with the situation of a student enrolled on a jury of the French Community.

Article 62: Conditions of access to French Community juries

Under penalty of all registrations being null and void, no one may be registered for different juries organised by one or more institutions. In order to control any multiple registrations, each Haute Ecole sends its Government Commissioner the list of students registered for the current academic year.

Access to the tests is reserved for people who are unable to follow the teaching activities on a regular basis for objective reasons assessed by the department management.

Apart from candidates whose file establishes that it is possible for them to register regularly for the course for which registration is requested, students may not register for the Jury de la Communauté française if :

- he or she is unfundable 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 organisation of studies;
- the academic degree awarded at the end of the course may be obtained as part of a staggered timetable or in higher education for social advancement;
- in the three academic years preceding that for which registration is requested, he or she has been the subject of an official report relating to registration fraud in a higher education establishment in the French Community;
- in the previous three years, he or she has been excluded from a higher education institution for reasons of registration fraud, assessment fraud or serious misconduct
- during the academic year preceding that for which registration is requested, he or she was convicted of fraud or attempted fraud in the context of tests organised by a higher education establishment in the French Community or in the context of a French Community jury. A certificate from the higher education establishment stating that he or she has not been subject to this type of sanction constitutes the best proof for the latter two hypotheses.

Article 63: Registration procedure and conditions

INTRODUCTION AND COMPOSITION OF THE APPLICATION FILE

To be taken into consideration, the **complete** application must :

- be submitted by registered mail to the Director-President by 30 September of the current academic year at the latest;
- include the following documents:
 - a duly reasoned, dated and signed handwritten application;
 - a copy of both sides of a valid identity document ;
 - a copy of the document showing that you hold a qualification giving access to teaching for enrolment in 1st year (CESS or equivalent, etc.); for other years of study, a certificate of successful completion of the previous year;

- documentary evidence that you are unable to attend classes regularly (medical certificate, employment certificate, etc.) ;
- for the last five years, original proof of attendance, and transcripts for higher education in Belgium and/or abroad or documentary evidence of any other activity.

AUTHORISATION TO REGISTER

The decision to authorise enrolment is taken by the Departmental Management.

If enrolment is refused, the decision is notified by registered post within 15 days of receipt of the enrolment application.

This decision may be appealed within ten calendar days by registered post to the internal appeals committee, which may overturn the refusal within 30 days.

REGISTRATION FEE

A registration fee must be paid into the Haute Ecole's account for each academic year. The amount of this registration fee corresponds to :

- the "French Community" minerval claimed from the student or the student who is regularly enrolled in that year;
- administrative costs of €180.

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

Under no circumstances will this registration fee be refunded.

STUDENT STATUS

Students registered with the jury do not have regular student status, within the meaning of the Decree of 7 November 2013 defining the higher education landscape and the academic organisation of studies; they are therefore not entitled to the rights attached thereto.

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

Article 64: Assessment and approval of studies

The student is assessed on each of the learning activities relating to the year of study to which the assessments relate.

The deliberations of the French Community juries cover all these assessments.

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

The Jury Regulations (cf. part 2 of these regulations) apply to the student or to the student enrolled on a French Community jury, with the exception of the provisions that are not compatible with their special status

PART 2: JURY RULES

The rules governing the selection juries are established without prejudice to the application of the provisions set out in Part 1^{ère} of these regulations.

Chapter 1: Registration procedure for assessments

Article 65: General principle

For each teaching unit, the Haute Ecole organises two assessments at the end of two different terms.

However

- activities that can only be assessed once, as mentioned in the course description (e.g. practical work, internships, etc.) are automatically assessed at the end of the (last) four-month semester during which they are organised.
- the activities provided to first-year undergraduates during the first four-month semester are subject to three assessments.

First-year undergraduate students are those who have not yet acquired or validated the first 60 undergraduate credits.

Only the teaching units listed in the student's PAE are eligible for assessment, unless otherwise stipulated by law (see article 24 of these regulations), and will, where applicable and in compliance with the regulations, be subject to validation of credits.

Any registration for a second assessment, or third assessment for 1st year students, will result 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.

No student may take part in the assessment of a teaching unit/learning activity if he or she has not registered for the assessment when registration was required, in accordance with the terms of articles 66, 67 and 68 of these regulations.

Article 66: Assessments for the 1st semester

All students must register for the end-of-term assessments (including the thesis).

Failure to respect the deadline for registering for the assessments, which is posted at the valves to the school or communicated to students' e-mail addresses, may result in refusal of admission to the assessments.

Students in the final year of a study cycle must register for the assessments of the activities that mark the end of the study cycle. The student's enrolment and participation in these end-of-cycle assessments, such as the dissertation will enable the jury to make a decision, where appropriate, at the end of the first term.

Article 67: Assessments at the end of the 2nd semester

Students in the first year of the first cycle have the opportunity to sit or re-sit, during the second assessment period, examinations relating to teaching units making up the first 60 credits of the first cycle, for which they have not reached the pass mark.

The student registers for the end-of-2nd semester assessments for the teaching units that were part of his or her study programme in the second quarter.

Failure to comply with the registration deadline and related instructions, which are posted at the registration desk or sent to the student's e-mail address, may result in refusal of admission to the assessments.

Article 68: Assessments at the end of the 3rd semester

Registration for the second session is only valid for teaching units that have not been passed (mark below 10/20). Learning activities that have been passed (10/20 or more) within a non-acquired Teaching unit may also be reassessed in the second session if the student expressly requests this, with a view to improving his/her mark.

Students wishing to sit an assessment again must register for it in accordance with the procedures defined in each department. Failure to comply with the registration deadline and the relevant instructions, which are posted at the registration desks or sent to the student's e-mail address, may result in refusal of admission to the 3rd term assessments.

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

Chapter 2: Composition of the jury, how it operates and publication of its decisions

Article 69: Competence of the jury

The juries are responsible for :

- value the credits acquired by candidates in the course of successfully completed higher education studies or parts of higher education studies, in order to exempt the student from the corresponding parts of the study programme (PAE);
- promote the knowledge and skills acquired by students through their professional and personal experience;
- approving or, where appropriate, validating each student's annual programme;
- to approve applications for reorientation to enrol in a new course of study
- to deliberate;
- sanction the acquisition of credits,
- to confer the academic degree that marks the completion of the course of study,

Article 70: Composition of the jury

A jury is set up for each course of study cycle leading to an academic degree.

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

Each jury is made up of at least five members, including a chairman and a secretary.

The identity of the chairperson and secretariat of each jury is given in Annex 3 to these rules.

Each jury includes all the professors who are responsible for a teaching unit in the programme of study that is not chosen individually by the student. The heads of the other teaching units taken by at least one regularly enrolled student take part in the deliberations as of right.

The professors responsible for the learning activities that make up the teaching units are invited to sit on the jury in an advisory capacity. The same applies to members of staff responsible for pedagogical coordination.

The names of the heads of teaching units, who are ex officio members of the jury, are given in the programme of studies for each course, available on the website of each department.

The jury will also set up committees of at least three members, including the chair and the secretariat of the jury, plus a representative of the academic authorities, to carry out the following tasks:

- approval and monitoring of the student's programme ,
- admission,
- equivalence
- valuing experience
- analysis of the results of students likely to meet the conditions for success

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

Article 71: Jury mode of operation

The jury will 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.

Jury deliberations take place behind closed doors. All members of the jury are required to respect the secrecy of the deliberations and any votes.

The jury's decision is final and binding.

The minutes of each deliberation are signed jointly by the President and the secretary of the jury.

Article 72: Publication of jury decisions

- For its admission and programme validation missions, the jury gives reasons for its decisions and notifies them individually to the students.
- The jury's decisions regarding its deliberations and the awarding of credits are made public to 1st year and 1st cycle students, as well as to students at the end of the cycle, by announcement and posting for at least fifteen days following the announcement. Once the results have been announced, students may request details of the results of the course evaluations on which the jury's deliberations were based.

Chapter 3: Organisation of deliberations and the granting of credits

Article 73: Role of the jury in deliberations

The jury deliberates on the basis of assessments of each student's achievements in each of the teaching units taken during the academic year. It also awards credits for teaching units taken outside the programme and for which it deems the results to be sufficient.

Article 74: Grading and pass mark

The final assessment of a teaching unit is expressed in the form of a mark between 0 and 20, with a pass mark of 10/20 required to acquire the associated credits.

This pass level also applies to the tests organised as part of the entrance examination for the bachelor's degree in social work.

Credits attached to teaching units are definitively acquired.

The guidelines for the method of integrating the assessment are defined by the chair of the jury.

In all cases, in the ICHEC department, when a teaching unit (TU) comprises several learning activities (LA), the overall mark for the TU is calculated as follows:

- *If all the marks obtained for the different learning activities are equal to or above 10/20, the overall mark will be the **weighted arithmetic average** (according to the relative importance of each of the SAs in the EU) of these marks.*
- *If at least one of the marks obtained for an SA is less than 10/20, the overall mark will be the **weighted geometric mean** of the SA marks.*

These calculation methods apply when a teaching unit comprises several learning activities.

At the end of the second and third terms, on the basis of the assessments submitted by the student during the academic year, the jury awards the credits for the teaching units whose assessment is sufficient or for which the deficit is deemed acceptable in the light of the student's results as a whole.

Successful completion of a teaching unit is indivisible, which means that the jury cannot award partial credits for certain learning activities within the teaching unit.

Within the same academic year, if the teaching unit is not validated, the student is exempt from retaking the learning activities that have been passed, unless he or she expressly requests to retake them in order to improve his or her grade.

A student who does not register for the second session of a learning activity failed in 1st session retains the failing grade obtained in 1st session.

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

Article 75: Deliberation with reservation

Students will be examined under reserve in 1st session if, for reasons beyond their control, they are unable to provide the CESS, the definitive equivalence certificate or any other document deemed essential.

Where applicable, a statement of missing documents will be drawn up at the end of the period covering provisional enrolments, i.e. from 1st December. The student will acknowledge receipt of this statement, which will also mention the academic consequences of this administrative failure.

If a student's administrative situation has not been regularised by the day before the second session deliberation, he or she will not be able to take part in the deliberation, nor will he or she benefit from any deferral or credit recovery. However, he or she will still be considered as having been enrolled for the academic year.

Article 76: Decisions on deliberations for 1st year undergraduates

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

At the end of the 1st session:

- Successful completion of the first year of undergraduate studies (acquisition of 60/180 credits) and accepted for further study
- Deferral (less than 60 credits acquired) + number of credits acquired/180

At the end of the 2nd session:

- Successful completion of the first year of undergraduate studies (acquisition of 60 credits) and admission to further study
- Failure of the first year of undergraduate study with "x" credits acquired/180.

Article 77: Decisions on the deliberations of students enrolled in a year of study higher than the 1st

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

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

Article 78: Criteria for deliberation

When deliberating on the acquisition of credits and the decision to deliberate (1^{re} year - end of cycle: award of grade), the jury may take the following elements into account:

- Number of credits automatically acquired (10/20)
- Where appropriate, participation in remedial activities
- Importance or seriousness of the failure for the Teaching Unit in question and for the programme as a whole
- Participation in assessments of all the learning activities that make up the teaching unit.
- Educational developments
- Average PAE/cycle

Article 79: Granting of the academic degree

At the end of a course of study, the jury confers the corresponding academic degree on the student or students 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 duly enrolled.

The jury also determines the grade, if any, on the basis of all the courses taken during the cycle: these grades are satisfaction, distinction, great distinction or highest distinction. Pedagogical developments are also taken into account.

A diploma attesting to the academic grade, together with the diploma supplement, is then issued to the student within three months of the graduation date

Chapter 4: Procedure for admission to studies and recognition of prior learning

Article 80: 1st generation students

Students enrolling for the first time in higher education after having successfully completed their secondary education are subject to the enrolment procedure described in Chapter 2 of these regulations.

Article 81: Students already in higher education

Each cycle jury sets up an "admissions" committee made up of :

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

This committee deals with the admission of students who have already completed a course of higher education: internal and/or external. Its role is to:

- analyse the student's previous career;
- credits acquired by the student in the course of higher education studies or parts of higher education studies that he or she has already successfully completed
- analyse the student's proposed programme and, where appropriate, validate it.

If the jury awards a minimum of 60 credits on this basis, the student will have access to the 1st cycle even if he or she does not have an entrance qualification as provided for in article 1 of these regulations.

PROCEDURE FOR REQUESTING EXEMPTION FROM TEACHING UNITS - LEARNING ACTIVITIES

Applications for credit exemptions must be submitted by 14 October at the latest, except in exceptional cases as determined by the department head.

The file must include at least :

- the student application form ;
- Transcripts of records for the subject(s) concerned;
- the programme of previous years of higher education (with details of the hours and credits allocated to each subject);
- the course description(s)/ for which the request for acquired exemptions is made;
- on request, the syllabus of the course(s) for which the request for credits is made.

The institution may also request these documents in their original format

To be eligible for credit for a subject, students must have achieved a minimum mark of 10/20 for studies taken from September 2014.

For studies completed before the entry into force of the "Landscape" decree, marks between 10/20 and 12/20 cannot be counted as credits unless they were obtained as part of a successful year.

To be admissible, the request for exemption must meet the following criteria: exemption from a teaching unit/learning activity may only be based on activities included in the syllabus of a year of higher-level study at an institution recognised by the competent authorities.

The academic secretariat examines requests for exemption, and the decision is taken by the "programme" committee of the corresponding cycle jury.

Students are required to sign their personalised programme before 1st November or on the date of enrolment if it is deemed to be a 'late' or 'reorientation' enrolment.

Article 82: Students with personal or professional experience (VAE) related to the study programme

Each cycle jury sets up a "VAE" committee made up of :

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

VAE enables students to gain access to training at the Haute Ecole by making the most of their personal and professional experience.

VAE RULES AND PROCEDURES

To be admitted on the basis of VAE, personal or professional experience must correspond to at least 5 years of activity, in connection with the course applied for. A maximum of 2 years of postgraduate study may be taken into account, with each year of study being worth a maximum of 60 credits.

The student undergoes an assessment procedure, at the end of which the VAE committee determines whether the student's skills and knowledge are sufficient to successfully complete the relevant studies, and what additional courses and exemptions, if any, are required to personalise the programme.

When validating the student's annual programme, the VAE committee may **recognise** knowledge and skills acquired through professional or personal experience. Reasons must be given for any such recognition.

The complete VAE application must be submitted to the department head by 31 August at the latest. The application documents can be downloaded from the websites of each Haute Ecole department (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 department:

- Send the VAE Advisor a complete dossier entitled "Dossier VAE-Bachelier" or "Dossier VAE-Maîtrise" in which the student highlights, in addition to his/her personal and/or professional experience duly analysed and justified, the diplomas already obtained as well as all the teaching activities already passed with at least 12/20 for studies completed before September 2014 and 10/20 for studies completed from September 2014.

At the request of the VAE Advisor, candidates may be asked to add any information they consider useful to their application.

If necessary, the student may have to take tests or be interviewed by the VAE commission, which will examine the student's VAE application.

The committee's decision, with full reasons, will be sent to the student within 10 working days of the date of the decision.

The decision taken by the committee is valid for two consecutive academic years, the current one and the one following the decision.

This decision is valid only in the Haute Ecole in which it was taken.

Students who receive an unfavourable opinion on their VAE application may submit an amended version of this application for a second time during the same academic year and at the same Haute Ecole.

Article 83: Students who have acquired credits within the Haute Ecole

Each cycle jury sets up a Programme Committee made up of :

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

A student enrolled in the first year of an undergraduate programme who has acquired or validated **at least 55 credits** may request **the jury's agreement** to complete her/his annual programme of credits from the rest of the programme of the cycle, up to a **maximum of 65 credits**.

A student enrolled in the first year of an undergraduate programme who has acquired or validated **between 45 and 54 credits** may request **validation** from the jury to complete her/his annual programme of teaching units for the rest of the programme of the cycle, up to a **maximum of 60 credits**.

A student enrolled in the first year of the first cycle who has acquired or validated **30 credits to 44 credits** may request **the jury's agreement** to complete his **or** her annual programme of teaching units from the rest of the cycle programme, up to a **maximum of 60 credits**; he or she **may** also complete his or her enrolment **with activities to help him or her succeed** (see article 34 of these regulations).

A student enrolled in the first year of an undergraduate course who has acquired or validated **fewer than 30 credits⁶ must** supplement their enrolment with activities **to help them succeed** (see article 34 of these regulations).

The request must be made by 30 September at the latest; the decision is taken by the Jury Committee.

For the remainder of their course, students submit their personalised programme to the Programme Committee for approval, ensuring that they enrol for a minimum of 60 credits (except in the event of a reduction, a request to balance the remaining credits or at the end of the course) and taking into account the corequisites and pre-requisites.

The request must be made by 30 September at the latest, except in exceptional cases as determined by the Departmental Management.

Chapter 5: Assessment periods and procedures for organising and carrying out assessments

Article 84: Assessment periods

Three assessment periods, leading to the acquisition of credits, are organised per academic year at the end of each of the three terms.

These periods appear in the academic calendar (see article 30 of these regulations).

Examinations organised during the academic year are attached to the following assessment period.

Each student has access to two assessment periods for each teaching unit, with the exception of :

⁶ Students in 1^{re} year of 1^{er} cycle and 1^{re} generation no longer meet the conditions for academic success if, at the end of their first enrolment 2022-2023 in this course, they have not acquired or valued the credits associated with at least one teaching unit from among the teaching units in the first annual block.

- activities whose assessments are organised only once per academic year. The teaching documents specify which activities are covered by this provision.
- students in the 1st year of the 1st cycle, who have three assessment periods for teaching units organised during the 1^{er} four-month term.

The authorities of the higher education institution may, for duly substantiated reasons of force majeure, extend a student's assessment period to the following four-month term, but may not do so for a period of more than two and a half months beyond the end of the four-month term.

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

Except with the agreement of the Management Board, there will be no assessments outside the periods set out in the academic calendar.

Article 85: Organisation and conduct of assessments

§1 LOCATION OF ASSESSMENTS

Assessments take place on the premises of the Haute Ecole or on premises made available on an occasional basis. However, in exceptional circumstances, assessment may be organised remotely, by decision of the department head. Where appropriate, organisational instructions for these assessments will be communicated to students, in compliance with legal deadlines.

§2 TIMETABLE FOR ASSESSMENTS

The timetable for the various assessments organised will be posted at the valves or distributed electronically at least one month before the start of the assessment period.

Except in cases of force majeure, the date and time of a test 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.

Examinations may not be held on Sundays or public holidays.

§3 ORGANISATION OF ASSESSMENTS

Generally speaking, assessment is based on the skills framework, the teaching profile and the learning outcomes targeted by each teaching unit and each learning activity.

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

The assessment of learning activities within a single teaching unit may take the form of an integrated test.

Students are assessed by the teacher in charge of the learning activity or by the person designated by the department management in the event of force majeure or special circumstances.

For an integrated test, students are assessed by the team of teachers involved in 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 procedures are specified in the course descriptions and may be adapted from one assessment period to another.

Examinations may not last more than three consecutive hours. Students may not leave the examination room without handing in their papers.

Oral examinations are open to the public. Under no circumstances may the public interact with the teacher during the test or disrupt its progress.

A member of the jury may not attend the examination, administer it or take part 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 in the form of a mark between 0 and 20. The method of assessment and, where applicable, the relative weighting of the various learning activities that make up the unit are specified in the course descriptions. Marks awarded during

the year (partial assessments) may be taken into account in the final marks; the student is informed of this on the teaching document.

§4 FINAL DISSERTATION OR THESIS

The subject of the final year thesis or dissertation relates to the theoretical or practical subjects as well as to the final aim/option or orientation of the programme. It is approved by the department head or his/her representative.

The Department Head approves or, where appropriate, appoints from among the teaching staff the promoter(s) responsible for guiding the final year's work or dissertation.

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

The final paper or dissertation is assessed by a jury comprising a president, the promoter and one or more external or internal readers. The final paper or dissertation is the last assessment of study cycle.

Students choose to submit their TFE or dissertation at the end of the term, in accordance with any registration procedures set by their department.

§5 ABSENCE FROM OR LATENESS FOR ASSESSMENTS

- Students who arrive late for a written or oral examination may be refused access to their assessment. If, however, they are admitted, they must complete their assessment at the scheduled time, regardless of the reasons for their lateness.
- A student who, for a legitimate reason, is unable to take an examination on the date and at the time scheduled must send a written document to the secretariat of the examination board within two working days, setting out the legitimate reason for the student's inability to attend and specifying the examination(s) concerned.

Any student registered for an **oral** examination who is unable to attend must also immediately notify the academic secretariat or the secretariat of the examination board.

The legitimacy of the reason is assessed by the President of the jury, on the basis of the documentary evidence provided by the student. If the reason for the delay is recognised as legitimate, the assessment may be rescheduled if, and only if, the organisation of the examinations permits. If this is the case, the assessment will only be rescheduled once, even if a new legitimate reason is provided.

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

§6 MONITORING AND CONTROL MEASURES

Any assessment requires each student to behave ethically and responsibly, particularly with regard to compliance with assessment instructions. Each student is presumed to demonstrate loyalty and honesty and thus to respect all the stated or defined instructions.

However, the Haute Ecole must be able to ensure that these assessment instructions are respected, and will therefore put in place a process of identity checks and monitoring to guarantee that these assessments are carried out correctly.

The Haute Ecole has therefore established technical alternatives for distance assessments which, by definition, do not allow direct supervision or identity checks, as is the case for face-to-face assessments.

All students are informed of these technical procedures and of the measures taken to protect their personal data in the context of these assessments before they take place.

§7 ASSESSMENT GUIDELINES

Students undergoing **face-to-face assessment** will comply with the instructions of those responsible for supervising the assessments.

Unless otherwise indicated, students must enter the examination room with their student card or ID bearing a recent photograph and :

- no documents or paper of any kind - questionnaires and draft sheets provided
- without an electronic device for data storage or communication such as, for example, smartphones and connected watches.

Students must present themselves with their ears clear and must write their surname, first name and registration number legibly on all papers, including draft papers, before the start of the examination.

Failure to comply with the assessment guidelines, which are designed to prevent fraud, is treated as a serious offence with the corresponding penalties, as defined in articles 87 and 99 of these regulations.

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

§8 PUBLICISING ASSESSMENTS

Students can consult the corrected copies of their exams and written work:

- or in the presence of the teacher responsible for the assessment, or the person delegated for this purpose.
- or by a distance learning procedure organised by the teacher responsible for the test, or his/her delegate, in accordance with the following procedure:
 - The teacher (or his or her delegate) defines the consultation periods
 - The student is informed of the practical arrangements for submitting a consultation request (deadline, means).
 - The teacher (or his or her delegate) who has received a request for consultation will schedule the consultation and immediately inform the student of the terms and conditions;
 - The teacher (or delegate) will contact the student at the appointed time.

Students who have consulted their assessments may also personally obtain a copy for the academic year in question, provided that they first sign and submit the request form, in which they undertake to use the copy obtained solely for personal purposes.

If this copy is requested at the time of consultation, the student will be authorised to photograph his or her copy, provided that he or she declares in writing (or electronically if consulting remotely) that it is for personal use only.

General considerations

Copies may be consulted only by the student, who may not be accompanied in this process.

An examination paper is a document containing both the question paper and the answers provided by the student.

The choice of system is the responsibility of the teacher. This consultation is organised no later than one month after the results of the assessment have been communicated, on a date determined by the person responsible for the assessment and communicated to the students at least one week in advance.

Students who fail to comply with the commitment to strictly personal use of their examination papers may be subject to disciplinary action, in accordance with article 100 of the Academic Regulations, which may lead to permanent expulsion.

Students who are absent lose their right to consultation: consultation sessions will not be rescheduled.

Chapter 6: Penalties for proven fraud in the assessment process or in the preparation of admission applications

Article 86: Registration fraud

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

This includes criminally reprehensible acts such as theft, identity theft, falsification of documents, impersonation, etc.

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

He or she may contest the alleged facts within 15 days of this notification, either in writing or by submitting a request for a hearing to the Head of the Department within the same period.

At the end of this procedure, the Department head confirms whether or not registration has been refused and, if so, sends the Government Commissioner the surname, first name and gender of the recognised perpetrators of the fraud, as well as the date, place and country of birth of the perpetrators and the academic year of the fraud and, if available, their national registration number or, failing that, their identification number with the Social Security. After checking that the procedure has been followed and that the fraud has actually occurred, the Banque Carrefour de la Sécurité Sociale immediately registers the information received on the e-paysage platform. Fraudsters are removed from the list after a period of 3 academic years.

In the event of proven registration fraud :

- the student's enrolment is automatically refused by the establishment.
If the fraud is discovered while the student is already enrolled, he or she will be subject to a disciplinary sanction resulting in immediate expulsion from the Haute Ecole.
- the student immediately loses his/her status as a student or as a regularly enrolled student, as well as all the rights linked to this status and the legal effects linked to the passing of tests during the academic year concerned. Registration fees paid to the higher education establishment are definitively acquired by the latter.
- the student is also excluded from all higher education institutions for a period of 3 academic years. The 3-year period begins on the first day of the academic year during which the fraud is punished.

The student may make use of the internal and external appeal procedures, as described in articles 103 §2 (internal appeal) and 104 §5 (external appeal) of these regulations.

Article 87: Assessment fraud

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

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

If it is found that a student has committed an act that could be assimilated to assessment fraud, the Department head examines the information in the file and notifies the student, via The Secretary of the jury, of the facts that could constitute assessment fraud. This notification of the facts is accompanied by an invitation to a hearing, by registered post or by e-mail, except in the case of students living abroad, who are then invited to comment on the alleged facts by return of post or e-mail.

At the end of the hearing (or upon the written return of a student living abroad), if the Department head considers that the procedure should be continued, he/she will forward the hearing report and all the documents in the student's disciplinary file to the Management board.

The Management Board will decide whether or not fraudulent assessment has been committed. It notifies the student of its decision by registered letter, giving reasons for its decision and responding to the arguments put forward by the student.

If the Management Board considers that the student has been guilty of assessment fraud, the following sanctions will be applied:

- the student immediately loses his/her status as a duly registered student, as well as all the rights associated with this status and the legal effects associated with the passing of

tests during the academic year concerned. Registration fees remain the property of the Haute Ecole.

- at the end of the procedure, the file is forwarded to the Government Delegate-Commissioner.

If the Government Commissioner-Delegate considers that the procedure is in order and finds that the act on which the exclusion is based does indeed constitute assessment fraud, he will forward the student's name to ARES, which will set up a database containing the names of 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.

A student who has been definitively expelled may, however, make use of a right of appeal as described in article 103 §2 of these regulations.

Article 88: Serious misconduct in connection with an assessment

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

- any behaviour or action by the student that does not comply with examination/work instructions and/or the rules governing the conduct of placements;
- and which falls outside the scope of the assessment fraud explained in the previous article.

If it is found that the student has committed an act that may be considered to constitute serious misconduct, the Department head examines the information in the file and notifies the student, or the student via the secretary of the jury, of the facts that may constitute serious misconduct. This notification is accompanied by an invitation to a hearing, by registered post or by e-mail, except in the case of students living abroad, who are then invited to express their views on the alleged misconduct by return post or e-mail.

At the end of the hearing (or on the written return of the student living abroad), if the Department head considers, on the basis of the investigation of the case, that the student has committed a serious offence because, for example, he or she has cheated, attempted to cheat, failed to comply with cheating prevention instructions, or failed to reference or cite sources when taking an idea or passage from a document, the Department head will sanction the student:

1. by imposing a disciplinary sanction, which falls within its competence, in accordance with article 100 of these regulations.
2. by the total loss of points awarded
 - *for the assessment of the activity in question (examination/work, etc.)*
 - *for assessment of the teaching unit, or*
 - *for all the assessments for the learning activities in semester period concerned, with the exception of continuous assessments.*

It will notify the student of its decision as soon as possible by registered letter, giving the reasons for its decision.

The student has the right to appeal as set out in articles 103 §2 (internal appeal) and 104 §5 of these regulations (external appeal).

Chapter 7: Disciplinary rules

Part 1: General discipline

Article 89: General principles

Students are presumed to be familiar with and to respect the regulatory provisions applicable to higher education (short/long type), as well as the present regulations governing studies, which they approve when they enrol.

The content and methods of teaching are determined by the lecturers, in agreement with the Department Head, and the student is required to comply with them.

He or she will also ensure compliance with the principles set out in the Haute Ecole's Educational, Social and Cultural Project, which is available on the Haute Ecole website.

Finally, students must respect the code of conduct and the IT charter of the department in which they are registered.

Official communications to students (teaching and examination timetables, examination registration procedures, warnings, invitations, etc.) are generally made via the department's electronic notice boards. Students are required to consult them regularly and must comply with the instructions posted there and follow up any invitations issued to them.

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

Article 90: Respect for oneself and others

Students are expected to meet the requirements of their 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 (members of staff, students and students), including on social networks and at their work placements.

To protect everyone's health, students whose state of health involves a risk of contamination of others are asked to reduce their contact with other students, staff or members of the public and, at the very least, to use preventive hygiene measures (washing hands, wearing a mask, etc.).

Haute Ecole students are bound by the principle of discretion with regard to their religious or community affiliations, particularly in their choice of clothing and accessories.

This principle of discretion concerns the way in which these affiliations are expressed. It aims to strike a balance between :

- personal, religious, philosophical, cultural and political convictions ;
- the diversity, pluralism and multicultural nature of the school and its social and urban environment;
- modes of interaction used in society ;
- the values set out in the Haute Ecole's educational, social and cultural project, in particular equality between men and women.

Students must always dress appropriately 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, based on potential danger (e.g. laboratory work).

The law prohibits the recording and broadcasting of the image and/or voice of others (e.g. other students, teachers, members of staff, third parties photographed or filmed in or outside the school environment) by any means whatsoever, in particular via the press, blogs, websites, social networks, mobile phones, screen captures, without the **explicit** consent of the persons concerned for both the recording and the broadcasting of their image and/or voice. In the case of minors, authorisation from parents or guardians is required.

Anyone who broadcasts the image and/or voice of another person without this double authorisation is liable to internal sanctions and/or legal proceedings.

Students wishing to record a lesson must first request permission from the teacher concerned. Furthermore, it is strictly forbidden to record an oral assessment, on pain of internal sanctions and/or legal proceedings.

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

Smoking is not permitted on Haute Ecole premises.

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

Certain behaviour likely to compromise the smooth running of learning activities may give rise to the disciplinary sanctions described in article 100 of these rules. The same applies to the use of any equipment not related to the teaching activity in progress.

Signing, by hand or electronically, an attendance list or any other document in place of another student is considered forgery and will be subject to sanctions.

In the event of an alert or a situation requiring the administration of care, the student will comply with the injunctions of the intervention team and first aiders.

Article 91: Respect for equipment

Everyone is expected to respect the facilities and equipment provided and to keep them as clean as possible.

Any damage to property will be prosecuted. In addition, any damage caused intentionally or through negligence to furniture, equipment or buildings will be repaired at the expense of the student who caused it.

The consumption of food and/or drink must comply with the rules of hygiene and good manners.

In all cases, students are required to comply with the instructions posted on the premises and, where applicable, with the Internal Regulations, particularly in terms of safety.

Article 92: Compliance with ICT usage rules

Without prejudice to the application of the provisions of these study regulations and those defined for distance learning/assessment, the teacher shall lay down the rules in use during his/her activities, in compliance with the applicable legislation, with regard to the use of computers, connections to the Internet or social networks, audio and/or video recording of all or part of the learning activities and the exchange of messages on services linked to telephony or applications available on the web.

Failure to comply with these rules may result in disciplinary action as provided for in article 99 of these regulations.

Similarly, a student who does not comply with legislation on the respect of intellectual property rights will also assume responsibility (including financial responsibility) for his or her failure vis-à-vis external supervisory bodies.

The student must request authorisation from the teacher of any other lecturer if he or she wishes to record (take sound and/or images) the lesson or any other speech. Students who have obtained such authorisation are required to respect the purpose for which it was given, i.e. to provide individual assistance in studying and understanding the subject. He or she undertakes not to disseminate these images or statements by any means whatsoever and to destroy them at the end of the academic year in which they were made.

Article 93: Intellectual property

Students retain ownership of the intellectual property rights (copyright) attached to their dissertation or final year work, as well as to any literary work they produce during their enrolment at the Haute Ecole.

When submitting their dissertation or thesis online, students have the option of granting the Haute Ecole a non-exclusive licence to use it for illustrative teaching or scientific research purposes on a not-for-profit basis. If the student refuses to grant such a licence to the Haute Ecole, the dissertation will nevertheless be electronically archived on the Haute Ecole's ad hoc sites, on which only its title(s), keywords and sponsor(s) will be mentioned.

Unless otherwise agreed, the student hereby assigns to the Haute Ecole all intellectual property rights to his/her research results obtained during his/her studies at the Haute Ecole.

Article 94: Measures to combat discrimination, violence and 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 organised by the Haute Ecole. Discrimination is the unfair or unequal treatment of a person on the basis of personal characteristics.

Violence is defined as any situation in which a person is threatened or physically or psychologically assaulted in the course of their studies or as part of activities organised by members of staff.

Harassment is defined as all undesirable, abusive and repeated behaviour, including unilateral behaviour, words, intimidation, acts, gestures and written material, the purpose of which is 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 combating certain forms of discrimination).

If you feel that you have been the victim of discrimination, violence or harassment by a member of staff or a student, you may :

- report suspected discrimination, violence and/or harassment, either individually or collectively. Filing a report is an information procedure and gives rise to an investigation.
- lodge an internal complaint in addition to an "external" complaint lodged with the judicial authorities.

A complaint is a denunciation by the victim of a situation or repeated abusive conduct.

It must be substantiated, dated and signed.

Any internal reports or complaints should be addressed to the Department Management⁷ ,

The confidentiality of the report or complaint is respected.

However, in the event of a complaint, the anonymity of the complainant cannot be granted, as the accused person must be able to know the identity of his/her accuser(s), while respecting the rights of defence.

Any acts or attempts of discrimination, harassment and/or violence will be followed up by measures and will result in disciplinary action being taken against the perpetrator(s), with recourse to the remedies provided for this purpose.

Further information on this subject can be obtained from the Legal Department: service.juridique@ichec.be.

⁷ If the complaint concerns a Director, it will be addressed directly to the Director/Chairman. If the Director/President is himself/herself the subject of the complaint, it will be addressed to the President of the Organising Authority.

2^{ème} Part: Ethical rules for citing sources

Article 95: Referencing rules

The process of developing a piece of work involves the use of theoretical knowledge, methods, etc. (built up by others, reference authors, experts in organisations, etc.). Any reliance on knowledge or information must be specifically **mentioned** in any work.

Similarly, while artificial intelligence has become a key element of digital transformation, it must be used responsibly and in accordance with academic and scientific integrity.

However, each teacher will be able to stipulate whether the use of artificial intelligences is authorised, totally or partially prohibited, as part of their learning activity or teaching unit.

In all cases, the use of software such as ChatGPT or any other artificial intelligence software may not lead to a complete or partial substitution of the student's personal production, which could lead to an academic penalty.

In all cases, students must mention the use of any form of artificial intelligence in their work and specify the use they have made of it, failing otherwise they will be subject to the penalties set out in the following article.

In addition, when a student reproduces all or part of a personal or group work produced previously, he or she must mention the references of his or her own work or of the group work, failing otherwise he or she will be liable to the penalties set out in the following article.

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

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

All quotations must be placed in inverted commas and must include a precise reference to the source.

The standards for citing sources in force in each department are made available to students, in accordance with the department's internal procedures.

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

Article 96: Penalties for non-compliance with referencing rules

All work produced by students, whether individually or in groups, must therefore comply with the referencing rules, even when it draws on references from previous personal or group work. In the event of non-compliance 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 treated as a serious offence or assessment fraud and give rise to the penalties provided for in this regard (cf. articles 87 and 88 of these regulations).

3^{ème} Part: Special clauses

Article 97: Student associations or groups

Students have the right to form associations, the headquarters of which must be located outside the Haute Ecole. With the prior authorisation of the Management, they may organise collective events on the premises of the Haute Ecole.

No form of proselytising is permitted.

Article 98: Use of the acronym or name of the Haute Ecole

The name or acronym of the Haute Ecole or one of its departments may not be used without the prior formal authorisation of one of the members of the Management board. Failure to do so may result in the application of one of the disciplinary sanctions provided for in article 100 of these regulations.

4^{ème} Part: Disciplinary sanctions

Article 99: Scope of application

Disciplinary sanctions apply to:

- students who commit an act or adopt an attitude that does not comply with the principles of general discipline, the regulations in force or institutional values,
- students who commit registration fraud, assessment fraud or serious misconduct, following the procedures set out in articles 86, 87 and 88 of these regulations.

Article 100: Types of disciplinary sanctions

- being called to order or excluded from the classroom by the teacher or a member of management
- a reprimand issued by the Head of Department or his representative
- participation in tasks of collective interest, decided by the Management of the Department or its representative
- temporary dismissal by the Department head
- removal from the Haute Ecole for the remainder of the academic year by the Department Head
- exclusion from the "Internship" activity by the Department head
- final dismissal by the Management Board

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

Article 101: Disciplinary procedure

A reprimand, temporary or permanent dismissal or expulsion may not be pronounced without the student concerned having been heard by the authority pronouncing the sanction or by its delegate. The student may be accompanied by a person of his/her choice.

The student hearing scheduled in the event of suspected serious misconduct, registration fraud or assessment fraud is deemed to be a "disciplinary hearing" and entails following the procedure laid down for this purpose.

In the event of a disciplinary sanction imposed by the Department head or the Management Board, the student is notified by e-mail with acknowledgement of receipt and, in the absence of acknowledgement of receipt, by registered post. A copy of this letter is kept in the student's file. Students may consult the documents in their file by contacting the Academic Secretariat.

Any disciplinary sanction may be the subject of an appeal, the procedure for which is described in article 102 §2 of these regulations.

Chapter 8: Procedures for lodging, investigating and settling student complaints relating to irregularities in the conduct of assessments or the processing of files

Article 102: Student complaints about irregularities in the conduct of assessments

§1 INTRODUCTION OF COMPLAINTS

Any complaint relating to any irregularity in the conduct of the assessments or to a material error shall be lodged with the secretary of the jury, either in person or by registered post, within two 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 the student has actually consulted the examination papers if the challenge relates to the assessment.

Students are advised to include an electronic version of the appeal with their registered letter. Any appeal that does not comply strictly with the formal requirements or that is not signed by the student or the student's representative will be rejected as irregular.

The student who is being represented must clearly state the identity of the person appointed for this purpose in a written document, dated and signed by the student, which must be attached to the complaint.

§2 INVESTIGATION OF COMPLAINTS

The Jury Secretary will investigate the complaint and, within two working days of receiving it, report back to the Jury President.

§3 RESOLUTION OF COMPLAINTS

Within one working day of receiving the report, the Chair of the jury will convene a restricted jury, made up, in addition to himself or herself, of two members of the jury chosen from among those not implicated in the irregularity or material error claimed. This select panel will decide immediately whether or not the irregularity or material error is well-founded.

The complainant is notified of the decision, with reasons, within two working days.

In the event of a well-founded complaint, the full jury will meet and deliberate again in a sovereign capacity.

Article 103: Internal student complaints about irregularities in the handling of files

§1 INTERNAL RECOURSE IN THE EVENT OF REGISTRATION REFUSAL

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

This committee is made up of :

- three members who have no contractual link with the Haute Ecole, appointed by the Haute Ecole Management board
- a member of the Students' Council, appointed by the Students' Council
- a secretary, responsible for administrative and legal follow-up.

Its composition is shown in **Appendix 2** to these regulations.

Under penalty of inadmissibility, students must lodge their appeal online within 10 calendar days of receiving notification of refusal.

This form is available online on the Haute Ecole website at the following address:

<https://he-ichec-ecam-isfsc.be/>

A student who appeals against a refusal to enrol may :

- or contest its non-fundability giving the reasons why it is convinced that it can be financed.
Any appeal that calls into question the student's non-fundability will first be examined by the Government Commissioner, who will give the Haute Ecole an opinion on the student's fundability, on the basis of which the committee will then take its decision.
- or apply for a derogation on the grounds of exceptional circumstances or specific factors which, in its could, justify enrolment as a student or non-fundable student.
The student also specifies the means envisaged to improve their results and become a student again or a student eligible for funding.

The appeal, duly completed, must be accompanied by :

- o the table showing his or her academic record, which can be downloaded from the appeal form ;
- o written documents proving the circumstances or arguments put forward;
- o where applicable, the reasoned request for registration submitted in accordance with Article 14§1 of these regulations.

Any appeal that does not comply strictly with the prescribed form and content will be rejected as irregular.

The student who is being represented must clearly state the identity of the person appointed for this purpose in a written document, dated and signed by the student, which must be attached to the appeal.

Except in special circumstances, the Internal Appeals commission will make its decision within 30 days of receiving the appeal and will notify the student of its reasoned decision by email.

Where applicable, the time limit is suspended between the sending of the file to the Government Commissioner and receipt of his opinion, as well as during periods when the Haute Ecole is closed (cf. article 30 of these regulations).

The email address given by the student in the appeal will be considered as the address to which the student should receive a reply, even if it contradicts the one given in the student's file.

The appeals procedure is exclusively written; no hearings are granted and no information on the content of the decision is given by telephone.

If the student has not received the Commission's decision within 30 days of lodging his/her appeal, he/she may send the Haute Ecole a formal notice by registered post to notify the decision.

This formal notice must be sent to the following address, failing which it will be null and void:
Haute Ecole ICHEC - ECAM - ISFSC
For the attention of Mrs Fabienne Lecris, secretary of the internal appeal commission
Boulevard Brand Whitlock, 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. In the absence of a decision within 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 a formal notice are invited to indicate that they have not received the decision by e-mail to the Legal Department at the following address: service.juridique@ichec.be.

§2. APPEAL AGAINST A DISCIPLINARY SANCTION

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

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

In the event of **definitive dismissal**, the student concerned may lodge an appeal within a period of 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.

If necessary, this appeal should be made by the student to the following address:

Haute Ecole ICHEC - ECAM - ISFSC

For the attention of Brigitte Chanoine, President of the Management Board

Boulevard Brand Whitlock, 6

1150 Brussels

The decision taken on the appeal will be communicated by registered mail and is not subject to internal appeal.

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

In the event of a refusal to provide adjustment, the student may, within ten days of being notified of the decision, lodge an appeal by registered post with the Haute Ecole Management board

To do so, he or she must submit to the board a file containing a copy of the decision to refuse adjustment and a letter stating 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 Brigitte Chanoine, President of the Management Board

Boulevard Brand Whitlock, 6

1150 Brussels.

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

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

Article 104: Student complaints, via external appeal, about irregularities in the processing of applications

§1 EXTERNAL APPEAL AGAINST A DECISION TO REJECT AN APPLICATION FOR ENROLMENT OR ADMISSION

An appeal against the inadmissibility of an application for enrolment or admission, including late applications, may be lodged with the Chief Commissaire-Délégué within 15 working days from the first working day following notification of the decision appealed against, on the understanding that the time limit 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 of the first working day following 15 November, providing proof that they have submitted an application to the Haute Ecole.

Students should submit their appeals, preferably electronically, to the following address: nourdine.taybi@comdelcfwb.be

Alternatively, he or she may lodge the appeal by hand against a receipt or by registered post with a receipt:

Mr Nourdine Taybi,

Government Commissioner and Delegate to the Hautes Ecoles and Ecoles Supérieures des Arts
120 rue de Bruxelles
5000 Namur

When lodging an appeal, the student must include the following information:

- Last name(s), first name(s) and address ;
- His nationality ;
- Telephone number and e-mail address;
- The institution concerned ;
- The studies for which you are applying;
- The academic year concerned ;
- The subject of the appeal and the reasons for it ;
- A copy of the decision to refuse admission (inadmissibility);
- For students who have not received this decision, proof that they have submitted an application to the Haute Ecole.

In addition, the appeal may be supplemented by any document deemed useful and shall include an inventory of the documents attached.

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 will rule on the documents and any arguments put forward by the higher education establishment within 7 working days of receiving this information.

The student is informed of the reasoned decision:

- or by registered post with acknowledgement of receipt;
- or by e-mail, to the address given by the student on the application form.

The Haute Ecole will receive a copy of the decision.

§2 EXTERNAL APPEAL AGAINST A DECISION TO REFUSE REGISTRATION

A student's complaint about a refusal to enrol is submitted to the Commission responsible for receiving complaints. Complaints are submitted by registered post or electronically on the e-paysage platform, within fifteen working days of notification of the rejection of the internal appeal.

Under penalty of inadmissibility, the application must state :

1° the student's identity (surname and first name),

2° his legal address and the precise purpose of his request

3° a copy of the internal appeal, the resulting decision and its notification to the student or students

This request must be signed by the student.

If he or she has one, the student also mentions his or her National Register number or, if known, his or her Crossroads Bank for Social Security identification number.

He or she may also give his or her personal telephone number and e-mail address.

The student may attach all the information and documents he or she considers necessary to substantiate the appeal.

If the appeal is submitted by registered post, the student should send it to :

ARES -CEPERI

Rue Royale, 180

1000 Brussels.

Following the appeal, the Committee checks that the formal grounds for the Haute Ecole's decision are adequate. Depending on this, it either confirms the internal decision or invalidates the refusal to register within fifteen working days of receiving the complaint.

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

§3 EXTERNAL APPEAL AGAINST A DECISION TO REFUSE TO ACCOMMODATE A COURSE OF STUDY

In the event of a refusal to make adjustments to their course, and after having exhausted all internal appeal procedures, students may lodge an appeal with the Commission de l'Enseignement Supérieur Inclusif (CESI) within five working days of being notified of the refusal by the Haute Ecole following an internal appeal procedure.

The student shall submit his/her appeal to 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 the appeal.

The student may also, after exhausting all internal appeal procedures, lodge an appeal with the same body in the event of a dispute relating to the modification or early termination of his/her accommodation plan.

§4. EXTERNAL APPEAL AGAINST DISMISSAL FOR NON-PAYMENT OF TUITION 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 Nourdine Taybi: nourdine.taybi@comdelcfwb.be

When lodging an appeal, the student must include the following information:

- Last name(s), first name(s) and address ;
- His nationality ;
- Telephone number and e-mail address;
- The institution concerned ;
- The studies for which you are applying;
- The academic year concerned ;
- The subject of the appeal and the reasons for it ;
- A copy of the referral decision ;
- For students who have not received this decision, proof that they have submitted an application to the Haute Ecole.

In addition, the appeal may be supplemented by any document deemed useful and shall include an inventory of the documents attached.

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 will rule on the documents and any arguments put forward by the higher education establishment within 7 working days of receiving this information.

The student is informed of the reasoned decision:

- or by registered post with acknowledgement of receipt;
- or by e-mail, to the address given by the student on the application form.

The Haute Ecole will receive a copy of the decision.

If the Commissioner's or Delegate's decision concludes that the appeal is inadmissible, the higher education establishment's decision is final.

The Government Commissioner either confirms the Haute Ecole's decision or invalidates it and confirms the student's enrolment. The student then continues to have access to the learning activities, to be examined and to benefit from the deferral or upgrading of credits.

§5. EXTERNAL APPEAL TO THE COUNCIL OF STATE

By virtue of Article 2 of the Decree of 22 December 1994 on 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 a student may be appealed to the Council of State.

The authorities of the Haute Ecole include the jury, the Director, the Board of Directors, the Administrative Board, the appeals committees, etc.

Any challenge before the Council of State must be made by means of a petition for annulment, sent by registered post to the registry of the Council of State, rue de la Science, 33, 1040 Brussels, within 60 days of notification of the decision.

APPENDIX 1: STUDY COSTS

| Année 2024-2025 | | | | | | | | | | | | | |
|--------------------------|-------------------------|---------------------|--------------------------------|---|---------------------------|---------------------------------|---|---------------------|-------------------------|--------------------------|----------------------|------------------------------|---------------|
| 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°a) | Réduction hors Cond.mod. et hors Bours. | Réduction boursiers | Réduction Cond. modeste | NB | B | condition modeste | |
| | | | | Montant mutualisé | Montant mutualisé | Montant variable | | | | | | | |
| Département ICHEC | | | | | | | | | | | | | |
| Sciences commerciales | Bac 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | | 101,36 | 587,33 | 452,35 | 836,00 | 0,00 | 374,00 |
| | Bac interm | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | | 101,36 | 587,33 | 452,35 | 836,00 | 0,00 | 374,00 |
| | Bac terminal | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | | 205,80 | 587,33 | 556,80 | 836,00 | 0,00 | 374,00 |
| | Master 60 | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | | 205,80 | 587,33 | 556,80 | 836,00 | 0,00 | 374,00 |
| | Master 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | | 101,36 | 587,33 | 452,35 | 836,00 | 0,00 | 374,00 |
| | Master 2 | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | | 205,80 | 587,33 | 556,80 | 836,00 | 0,00 | 374,00 |
| Ingénieur commercial | Bac 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | | 101,36 | 587,33 | 452,35 | 836,00 | 0,00 | 374,00 |
| | Bac interm | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | | 101,36 | 587,33 | 452,35 | 836,00 | 0,00 | 374,00 |
| | Bac terminal | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | | 205,80 | 587,33 | 556,80 | 836,00 | 0,00 | 374,00 |
| | Master 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | | 101,36 | 587,33 | 452,35 | 836,00 | 0,00 | 374,00 |
| | Master 2 | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | | 205,80 | 587,33 | 556,80 | 836,00 | 0,00 | 374,00 |
| AESS | | 70,57 | 0,00 | 70,57 | 100,74 | 486,59 | | 132,90 | 587,33 | 283,90 | 525,00 | 0,00 | 374,00 |
| Département ECAM | | | | | | | | | | | | | |
| Ingénieur industriel | Bac 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | 220,92 | 322,28 | 808,25 | 673,27 | 836,00 | 0,00 | 374,00 |
| | Bac interm | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | 220,92 | 322,28 | 808,25 | 673,27 | 836,00 | 0,00 | 374,00 |
| | Bac terminal | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | 220,92 | 426,72 | 808,25 | 777,72 | 836,00 | 0,00 | 374,00 |
| | Master 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | 220,92 | 322,28 | 808,25 | 673,27 | 836,00 | 0,00 | 374,00 |
| | Master 2 | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | 220,92 | 426,72 | 808,25 | 777,72 | 836,00 | 0,00 | 374,00 |
| Business Analyst | Master 1 | 350,03 | 0,00 | 239,02 | 100,74 | 486,59 | 220,92 | 322,28 | 808,25 | 673,27 | 836,00 | 0,00 | 374,00 |
| | Master 2 | 454,47 | 0,00 | 343,47 | 100,74 | 486,59 | 220,92 | 426,72 | 808,25 | 777,72 | 836,00 | 0,00 | 374,00 |
| Département ISFSC | | | | | | | | | | | | | |
| Assistant social | Bac 1 | 175,01 | 0,00 | 64,01 | 217,80 | 451,63 | 126,45 | 520,89 | 795,88 | 485,89 | 450,00 | 0,00 | 374,00 |
| | Bac interm | 175,01 | 0,00 | 64,01 | 217,80 | 451,63 | 126,45 | 400,89 | 795,88 | 485,89 | 570,00 | 0,00 | 374,00 |
| | Bac terminal | 227,24 | 0,00 | 116,23 | 217,80 | 451,63 | 126,45 | 453,12 | 795,88 | 538,11 | 570,00 | 0,00 | 374,00 |
| Communication | Bac 1 | 175,01 | 0,00 | 64,01 | 217,80 | 451,63 | 310,78 | 405,22 | 980,21 | 670,22 | 750,00 | 0,00 | 374,00 |
| | Bac interm | 175,01 | 0,00 | 64,01 | 217,80 | 451,63 | 310,78 | 319,22 | 980,21 | 670,22 | 836,00 | 0,00 | 374,00 |
| | Bac terminal | 227,24 | 0,00 | 116,23 | 217,80 | 451,63 | 310,78 | 371,45 | 980,21 | 722,44 | 836,00 | 0,00 | 374,00 |
| Écriture multimédia | Bac 1 | 175,01 | 0,00 | 64,01 | 217,80 | 451,63 | 732,90 | 827,34 | 1.402,33 | 1.092,34 | 750,00 | 0,00 | 374,00 |
| | Bac interm | 175,01 | 0,00 | 64,01 | 217,80 | 451,63 | 732,90 | 741,34 | 1.402,33 | 1.092,34 | 836,00 | 0,00 | 374,00 |
| | Bac terminal | 227,24 | 0,00 | 116,23 | 217,80 | 451,63 | 732,90 | 793,57 | 1.402,33 | 1.144,56 | 836,00 | 0,00 | 374,00 |

Students subject to DIS (SPECIFIC REGISTRATION FEE)

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

In the ICHEC and ECAM departments:

Baccalaureate: €1,487.00 Masters : €1,984.00 AESS: € 1984.00 in addition to normal tuition fees.

In the ISFSC department

Baccalaureate holders: €992.00 in addition to normal tuition fees.

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

Free students

Number of credits taken in the programme/60 x total annual fees applied to non-scholarship students for the course in question (appendix 1)

A minimum of 10 credits is charged from the outset, with a maximum of 20 credits allowed under this status.

APPENDIX 2: COMPOSITION OF THE INTERNAL APPEALS COMMITTEE AGAINST REFUSAL TO REGISTER

| | |
|--|---|
| Independent members with no contractual link to the Haute Ecole, appointed by the Board of Directors | <ul style="list-style-type: none">• Sabine Peters (Godts)• Vincent Froment• Marie-Françoise Rosseel |
| Member of the Student Council | Variable (depending on the availability of student council members and the degree courses involved in the appeals). |
| Secretariat | Fabienne Lecris |

APPENDIX 3: IDENTITY OF JURY CHAIRPERSONS AND SECRETARIES

| Department | Course | President president | Secretary |
|-------------------|---|----------------------------|--------------------------|
| ICHEC | Bachelor's degree in business management | Brigitte Chanoine | Marie Garcia |
| | Bachelor of Commercial Engineering | Brigitte Chanoine | Marie Garcia |
| | Master in Business Management | Brigitte Chanoine | Martine Osterrieth |
| | Master in Commercial Engineering | Brigitte Chanoine | Martine Osterrieth |
| | Master in Business Sciences | Brigitte Chanoine | Martine Osterrieth |
| | Agrégation in upper secondary education | Brigitte Chanoine | Marie Garcia |
| ECAM | Bachelor of Science in Industrial Engineering | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - automation orientation | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - construction orientation | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - electromechanics specialism | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - with a focus on electronics | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - surveyor specialisation | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - computer science orientation | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master's degree in industrial engineering - health engineering specialism | Philippe Dekimpe | Marie-Françoise Lefebvre |
| | Master in Business-Analyst | Philippe Dekimpe | Martine Osterrieth |

| | | | |
|-------|---|--------------------|---------------------|
| ISFSC | Bachelor of Social Work | Roland Schmetz | Soumaya Allach |
| | Bachelor's degree in Communication | Roland Schmetz | Nina Cavecchi |
| | Bachelor's degree in Multimedia Writing | Roland Schmetz | Soumaya Allach |
| | Bachelor's degree in Early Childhood Education and Care | François Landercy | Julie David |
| | Master's degree in communication strategy and digital culture | Laurence Mundschau | Geoffroy Patriarche |
| | Entrance exam (AS curriculum) | Roland Schmetz | Soumaya Allach |