



## REQUEST OF ANNUAL COURSE PROGRAM REDUCTION 2022-2023

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UNIVERSITÉ LIBRE DE BRUXE

Student's Enrolment N°

Submission Deadline: October 31, 2022

<u>Place of submission</u>: This form must be submitted via e-mail to the <u>President/Secretary of the Jury of your</u> <u>corresponding Year of Studies</u>.

Once it is approved, the Faculty's Administration will encode your annual course program reduction and you will receive a summary report via mail.

Notwithstanding the provisions of Article 100 of the Decree defining the landscape of higher education and the academic organization of studies of November 7, 2013, students can choose to reduce their program of activities, until the **October 31**. This modified program is established in cooperation with the jury and may include specific remedial activities.

Attention please ! Non-European students who need a renewal of their residence permit with the Immigration Office (https://dofi.ibz.be/fr/themes/third-country-nationals/etudes) must be registered to a minimum of 54 ECTS. This balance may be lower:

- Because the student is enrolled in their final academic year, or
- Because independently of the student's free will, the student cannot have a higher credit total

For more information, please check the ULB Registration Office Website: https://www.ulb.be/en/enrolment

The student must accompany his request by all supporting documents to reinforce their request.				
TO BE FILLED IN BY THE STUDENT				
LAST NAME :				
Program for which the annual course reduction is requested:				
Reasons for request :				
Professional reasons				
Academic reasons (only double enrolments or complementary programs)				
Social reasons				
Medical reasons				
Severe medical or social reasons (all year long)				
PASM (tailored first year programs)				
Student with specific needs (EBS)				
Date : Student's signature				

## By signing this document, you agree to comply with the following conditions, as established by the University:

- Each annual program must include a <u>minimum of 16 credits</u> of courses, seminars and practical works (with the exception of AESS).
- The decision regarding the course load reduction is irrevocable.



- All learning activities that constitute the teaching units of your program (lecture courses, directed exercises, practical works, seminars, excursions, etc.) should be taken during the same academic year.
- All the specific teaching constraints set by the Faculty must be respected (prerequisites, co-requisites, organization of the current year [some teaching units are only organized every other year], etc.).
- It is the student's responsibility to consult the timetable of the teaching units, so as to avoid enrolment in teaching units that have incompatible timetables.

You will be deliberated at the end of the academic year for which the annual course program reduction was requested.

## Procedure:

- The form must be submitted to the President/Secretary of the Jury before the October 31, 2022 by mail for signature
- The signed form and the supporting documents must be submitted to the student secretary (<u>Marie-Laetitia.Lavoye@ulb.be</u>) before **October 31.**

## ACADEMIC PROGRAM OF THE STUDY YEAR 2022-2023

Mnemonic	Title	N° of credits
Credit total		

Visa and Faculty's Seal
Date

President/Secretary of the Jury's Signature		
Date		