

Voluntary Workload Balancing

Student's Enrolment N°

0	0	0							
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Deadline : **October 31st, 2022**

Where to submit ? The present form must be sent via e-mail to the President/ Secretary of the Jury.

Pursuant to article 100 §2 of the decree of November 7th, 2013, the jury may validate an annual program of less than 60 credits, at the request of the student, in order to balance the remaining credits in their further studies.

This form is therefore intended to allow you to postpone teaching units to the following academic year, in order to lighten your workload during the 2022/2023 academic year.

For instance, a student who still needs to acquire 90 credits in order to obtain their bachelor's degree has, by default, an annual program (PAE) of 60 credits in 2022/2023 and, provided the successful completion of all their teaching units, a PAE of 30 credits the following year.

This new provision makes it possible to follow for 45 credits during the 2022/2023 academic year and 45 credits the following year.

Please be aware of the following :

- The minimum number of credits to register in an annual program is of **20 credits**.
- The decision is **irreversible**.
- This balancing of your PAE is not taken into account upon calculation of your fundability.

Please make sure you are well informed about the potential impacts this demand might have.

- You remain subject to the rules regarding global PAE configurations and will not benefit from any derogation.

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.

Please fill in :

- I have carefully read the information mentioned above.
- I am aware that the voluntary reduction of my PAE does not modify the rules of financability or my school fees.
- I am aware that the voluntary reduction of my PAE does not modify the rules regarding global PAE configurations.
- I would like my EAP for the 2022/2023 academic year to total to : _____ ECTS.

The administration office will remove the excess teaching units, taking into account the prerequisites established by the jury.

TO BE FILLED IN BY THE STUDENT
LAST NAME :
First name :
Program for which the annual course reduction is 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 (Marie-Laetitia.Lavoye@ulb.be) before **October 31**.

ACADEMIC PROGRAM OF THE STUDY YEAR 2022-2023

Mnemonic	Title	N° of Credits
Credit total		

Date

Date