



Student's Enrolment Number

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1. Who ?

You are a **student in regular attendance at the ULB in 2022-2023** and you wish to add teaching units to your annual program (PAE) **within the same study cycle.**

Attention : Generally, a PAE cannot exceed a total of 60 credits. Every PAE exceeding 60 credits must have a prior authorization from the jury. A PEA of more than 60 credits can have a negative impact upon your future financiability.

2. How ?

This form must be dully filled and signed by the president of the faculty's jury prior to any other action. authorizing the program adjustment by the Faculty. It thereafter needs to be handed in **physically** at the Faculty's Student Administration. **Only one annual program adjustment can be granted per academic year.**

The present form is to be sent by e-mail to your president/secretary of the jury, your e-mail can serve as proof of signature.

3. When ?

This form is to be physically submitted no later than **October 31th 2022** at the Faculty's Student Administration.

TO BE FILLED IN BY THE STUDENT

LAST NAME :	
FIRST NAME :	
Faculty of Sciences	
Program for which the adjustment is requested :	
.....	
The program's code :	
.....	
Date :	The Student's Signature

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

- The decision of the annual course program reduction is irrevocable;
- All learning activities that constitute the U.E. 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

Procedure

- The form must be sent to the President/Secretary of the jury **before the 31st of October 2022** for signature;
- The signed form must be sent to the student secretary by mail **before the 31st of October 2022** at marie-laetitia.lavoye@ulb.be.

No other request addressed in any other way (phone, post, ...) shall be treated.

ANNUAL PROGRAM 2022-2023

Teaching Unit(s) to be deleted from your individual annual program 2022-2023

Please state the Teaching Units that you would like to delete from your annual program, as initially established by the jury

Mnemonic	Title	N° of Credits
Total UE credits to delete from the annual program		

Teaching Unit(s) replacing the deleted Unit(s) in your individual annual program 2022-2023

Please state the Teaching Units that you would like to delete from your annual program, as initially established by the jury

Mnemonic	Title	N° of Credits
Total UE credits replacing deleted UEs in the annual program (the total number of credits must be identical)		

Teaching Unit(s) to be added to your individual annual program 2022-2023

Please state the Teaching Units that you would like to delete from your annual program, as initially established by the jury

Mnemonic	Title	N° of Credits
Total UE credits to be added to the annual program 2022-2023		
Total PAE 2022-23		

President/Secretary of the Jury's Signature Date

Student's Signature Date

Faculty's Signature Date
