



REQUEST FOR ENROLMENT WITH INSUFFICIENT LEARNING ACCOUNT

EXTRACT EDUCATION REGULATION - ARTICLE 3.8 part 1 and 2 Learning account

- 1. Students whose learning account is less than or equal to zero may not enrol at Hasselt University/tUL for a program or program components, whatever the type of contract is the student wishes to use. In exceptional cases the student can be admitted based on a file. If the student lost his learning account due to circumstances beyond his control, this file should at least include a decision of the Council for Disputes concerning study progress decisions on the recovery of his learning account. The student shall file his substantiated request with the Academic Advisor. Subsequently the vice rector of education decides on the admission.
2. Students whose learning account is positive but insufficient for the program for which they wish to enrol, can enrol for not more than the number of ECTS credits according to their remaining learning account. In some-rare- cases, exceptions are possible:
- the student has insufficient learning account to enrol for at least 1 program component; - a student wishes to increase its enrolment with a limited number of ECTS credits in the context of maintaining its right to child allowance;
- a student in the year of graduation wishes to enrol for the remaining ECTS credits in the context of obtaining his diploma.
To do so, the student shall file a substantiated request with the Academic Advisor. The Director of Educational Coordination and Student Affairs will then decide if and for how many ECTS credits the student may enrol at most.

Surname:
Name:
Address:
Zip code and city:
E-mail:
Academic year:
Faculty:

Information regarding the status of your learning account

The status of my learning account = on date / /

This means that I submit an application with a learning account:

- checkbox less than or equal to zero
checkbox positive, but less than 30
checkbox positive, more than 30 but less than 60

I have lost learning account due to force majeure and have therefore submitted an application to the Council for Disputes concerning study progress decisions.

- checkbox Yes, and I have already received the decision. Add the decision as an attachment (Attention! Mandatory attachment for a learning account less than or equal to zero.)
checkbox Yes, but I haven't received the decision yet. Attach proof that you have submitted the application.
checkbox No

Information regarding the study program for which you want to enrol

- checkbox In the previous academic year I was a student at Hasselt University (re-enrolment).
checkbox I want to enroll for the same study programme, namely:

- preparation programme
- bridging programme
- master
- I want to enroll for another study programme, namely:
 - preparation programme
 - bridging programme
 - master

- In the previous academic year I was NOT a student at Hasselt University (new enrolment). I want to enroll for:
 - preparation programme
 - bridging programme
 - master

I wish to enroll for ECTS credits in the study programme (in total). This means that I want to take ECTS credits more than the current state of my learning account (ie = number of ECTS credits that you are short).

Information regarding your previous enrolments

I have already completed a master's degree.

- Yes, namely
- No

List of previous enrolments in Flanders

Academic year	Academic programme/Studies

Attach the transcript of records per academic year.

MOTIVATION LETTER:

Evidence to be added ⁽¹⁺²⁾:

- Transcript of records per academic year (Mandatory attachment!)
- Decision to reclaim learning account from the Council for Disputes concerning study progress decisions (If applicable)
- Proof of application for reclaiming learning account from the Council for Disputes concerning study progress decisions (If applicable)

⁽¹⁾ If the information is insufficient, Hasselt University can ask for additional information. ⁽²⁾ Incomplete requests will not be handled!

Date: / /

Signature:

Your request must be addressed to the Academic advisor:

- **Management:** heleen.vliex@uhasselt.be
- **Medicine & Biomedical Sciences:** heleen.vliex@uhasselt.be
- **Transportation Sciences:** tine.huygh@uhasselt.be
- **Interior Architecture:** eva.bollen@uhasselt.be
- **Statistics & Data Science:** michiel.vandenbempt@uhasselt.be

Advice/decision

<p>Advice chairman of the Examination Board</p> <p><input type="checkbox"/> positive <input type="checkbox"/> negative</p> <p>Date: / /</p>	<p>Motivation</p>
<p>LK \leq 0 Advice 0 < LK < 60: Decision Director of Educational Coordination and Student Affairs</p> <p><input type="checkbox"/> positive <input type="checkbox"/> negative</p> <p>ir. Saskia Bas Date: / /</p>	<p>Motivation</p>
<p>LK \leq 0 Decision Vice rector of Education</p> <p><input type="checkbox"/> positive <input type="checkbox"/> negative</p> <p>Prof. dr. Wanda Guedens Date: / /</p>	<p>Motivation</p>

Internal Appeals procedure

Based on the legal regulations in the Education, Examination and Legal position regulations for students at Hasselt University/tUL, any student who feels that an unfavorable study progress decision (as described in Art. 1 Legal position regulations) was affected by a violation of his rights may file an internal appeal, on the condition that this issue was not the subject of a previous appeal.

Any formal internal appeal needs to be filed within 7 calendar days, starting from the day after the student was given notice of the study progress decision.

The appeal shall be filed with the chairman of the Internal Appeals Committee. It shall be formally forwarded to the secretary of the Appeals Committee in accordance with art. 1.3 section 4 of the Legal position regulations.

t.a.v. Dienst onderwijsbeleid en kwaliteitszorg
Secretary Internal Appeals Committee
Universiteit Hasselt
Martelarenlaan 42
B-3500 Hasselt

For administrative reasons, the student is also asked to report the appeal to the e-mail address: intern.beroep@uhasselt.be.

Under penalty of inadmissibility, the appeal is filed by registered mail. The date of the appeal is the date of the postmark of the recorded delivery. Under penalty of inadmissibility the appeal shall contain at least the following information:

- Name, postal address and signature of the student filing the appeal;
- A description of the decision against which the appeal is directed, possibly together with all relevant documents;
- A description of the grievances.