

Academic year.....

Faculty.....

## REQUEST FOR ENROLMENT WITH INSUFFICIENT LEARNING ACCOUNT

### EXTRACT EDUCATION REGULATION - ARTICLE 1.3 part 1 and 2 Learning account

*1. Students who have a learning account with a balance less than or equal to zero may not enrol for a programme or programme components at Hasselt University/tUL, regardless of the contract type with which the student wishes to enrol. In exceptional circumstances, the student may be admitted on the basis of an application. If the student has lost credit on his/her learning account due to force majeure, the application must at least contain a decision by the Study Progress Disputes Board regarding the restoration of his/her learning account credit. The student will address his/her reasoned request to the academic advisor. Subsequently, the vice rector for education will decide whether or not the student may be admitted.*

*2. Students who have a positive but insufficient learning account balance for the programme in they wish to enrol may enrol for no more than the number of credits corresponding to their learning account balance. Exceptions to this are possible in a number of cases:*

- *a student has an insufficient learning account balance to take at least one programme component;*
- *a student wishes to increase his/her enrolment by a small number of credits with a view to retaining the right to child benefit;*
- *a student in a graduation year wishes to enrol for the remaining credits with a view to obtaining his/her degree.*

*The student will address a reasoned request to the academic advisor for this purpose. The director of Education Coordination and Student Affairs will then decide on the maximum number of credits for which the student may enrol.*

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:

- ☐ less than or equal to zero
- ☐ positive, but less than 30
- ☐ 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.

- ☐ 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.)*
- ☐ Yes, but I haven't received the decision yet. *Attach proof that you have submitted the application.*
- ☐ No

Information regarding the study programme for which you want to enrol

☐ In the previous academic year I was a student at Hasselt University (re-enrolment).

☐ 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 <sup>(1+2)</sup>:

- 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)

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

Date: ..... / ..... / .....

Signature:

**Your request must be addressed to the Academic advisor:**

<b>Faculty of Architecture and Arts</b>	Master of Interior Architecture	<a href="mailto:eva.bollen@uhasselt.be">eva.bollen@uhasselt.be</a>
<b>Faculty of Business Economics</b>	Master of Management	<a href="mailto:heleen.vliex@uhasselt.be">heleen.vliex@uhasselt.be</a>
<b>Faculty of Engineering Technology</b>	Master of Energy Engineering Technology	<a href="mailto:kathleen.bovin@uhasselt.be">kathleen.bovin@uhasselt.be</a>
<b>Faculty of Medicine and Life Sciences</b>	Master of Biomedical Sciences	<a href="mailto:heleen.vliex@uhasselt.be">heleen.vliex@uhasselt.be</a>
<b>School for Transportation Sciences</b>	Master of Transportation Sciences	<a href="mailto:tine.huygh@uhasselt.be">tine.huygh@uhasselt.be</a>
<b>Faculty of Sciences</b>	Master of Statistics & Data Science	<a href="mailto:michiel.vandenbempt@uhasselt.be">michiel.vandenbempt@uhasselt.be</a>

**Decision**

<div><input type="checkbox"/> positive <input type="checkbox"/> negative</div> <div>Date: ..... / ..... / .....</div>	Motivation
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**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. 19.2 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. 19.3 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](mailto: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.