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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 2023/2024 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 note! Students who are nationals of a country outside the European Union and who need to renew their residence permit (<https://dofi.ibz.be/fr/themes/third-country-nationals/etudes>) with the Belgian Immigration Office must be registered for a minimum of 54 ECTS.

This balance may be lower because the student is in their final academic year, or because, through no fault of their own, they are unable to accumulate a higher number of credits.

Procedure :

- The form must be sent to the President or Secretary of the Jury by e-mail, in order to request their signature, no later than **October 31st, 2024**.
- The form, completed and signed by the Jury, must be sent to the faculty administration office by e-mail to marie-laetitia.lavoye@ulb.be **no later than October 31st**.
- The voluntary reduction of the annual program does not modify "financeability" or registration fees.

To be filled in by the student:

LAST NAME:

First Name:

Program for which the adjustment is requested (e.g. : BA1-BIOL) :

The student's signature :

Date :

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

- The annual program must contain **a minimum of 16 course credits**.
- The decision to modify the annual program is **irrevocable**;
- This balancing of your PAE may have an impact on the calculation of your fundability.
- You remain subject to the rules regarding global PAE configurations and will not benefit from any derogation.

