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Notwithstanding the provisions of article 100 of the Decree defining the higher education landscape and the academic organisation of studies of 7 November 2013, students may choose before 15/02/2024 to reduce their annual program. This modified programme is drawn up in consultation with the Jury and may include specific remedial activities.

**! 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.*

For more information : <https://www.ulb.be/fr/inscriptions>

**Students are invited to submit any supporting documents they consider relevant and useful to the examination of their application (e.g. : work contract)**

#### 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 31<sup>st</sup>, 2024**.
- The form, completed and signed by the Jury, must be sent to the faculty administration office by e-mail to [marie-laetitia.lavoie@ulb.be](mailto:marie-laetitia.lavoie@ulb.be) **no later than October 31<sup>st</sup>**.
- If the course program reduction request is accepted by the Jury and the form is correctly completed, the faculty administration will then encode it and a summary e-mail will be sent to you.

#### To be filled in by the student:

**LAST NAME:** .....

**First Name:** .....

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

#### Reason for the course program reduction request :

- Professional reasons
- Academic reasons (only for double majors)
- Social reasons
- Medical reasons
- Severe medical reasons (can be requested throughout the year, no deadline)
- PASM (« première année sur mesure »)
- Specific needs students

<https://www.ulb.be/fr/accompagnement-des-etudiants-a-besoin-specifique/etudiant-en-situation-de-handicap-ebs-esh>

**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;**
- All of the learning activities that make up the courses that are part of your program (lectures, practical work, seminars, excursions, etc.) must be completed within the same academic year;

**Courses retained in your annual 2023-2024 program :**

Course Code	Cours Title	N° of credits
<b>Total number of course credits</b>		

**Faculty Stamp**

  
  
  
  
  
  
  
  
  

Date .....

**The President or Secretary of the Jury's Signature**

  
  
  
  
  
  
  
  
  

Date .....