COURSE VALORIZATION REQUEST
2023-2024

ULB

Faculté des Sciences

UNIVERSITÉ LIBRE DE BRUXELLES

Registration Number

0	0	0						

Procedure :

- The form must be **sent by e-mail** to the professors of the courses that you wish to valorize, together with:
    - A copy of your student ID
    - An official transcript proving the successful completion of the previously completed course **or** a certified copy of an official transcript (unless the course was completed at the ULB)
    - The table of contents of the course or the course material
- The form must then be sent to the President/ Secretary of the Jury by e-mail.
- The form, completed and signed by the professors and the Jury, must be sent to the faculty administration office by e-mail to marie-laetitia.lavoye@ulb.be **no later than October 31st**, together with all supporting documents.

Remarks :

- Credit for a course in your program of study may be awarded, subject to academic agreement, when a similar course has been taken in another study program and when your knowledge of an equivalent subject can be proven.
- The jury may not valorize more credits than those awarded by the jury of the institution where the corresponding course was taken, assessed, and credited *(unless the jury deems otherwise)*.
- A previously completed course can only be used for a single valorization request and cannot already be the subject of another valorization within the framework of the admission to the study program.
- If the valorization request implies that the student is not actually taking 60 credits at the ULB and 30 credits in the enrolled program, the valorization will have to be compensated by another course to be determined by the Jury.

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 : …………………..…

Faculty Stamp (post-verification of compliance with the current regulations)

Date ....

Courses to be valorized				Previously successfully completed courses					
Course Code	Course Title	Professor	N° of Credits	Academic year during which the course has been completed	Course Code	Institution where the course has been completed	Course Title	Grade	N° of Credits

Compensatory courses (if applicable)				Previously successfully completed courses					
Course Code	Course Title	Professor	N° of Credits	Academic year during which the course has been completed	Course Code	Institution where the course has been completed	Course Title	Grade	N° of Credits

The Professor's Signature/The Professors' Signatures

Date ....

The President or Secretary of the Jury's Signature

Date ....