

## STUDY CONTRACT

The **Vrije Universiteit Brussel**,

situated at Pleinlaan 2, 1050 Brussels, operating under company registration number 0449.012.406 which has legal personality under the Act of 28 May 1970, and represented by the rector, Jan DANCKAERT.

AND

Mr/Ms **AMALU SUNITHA RAJAN**

Home address **MUPPATHU HOUSE, RAJAKKAD P.O, 685566 IDUKKI, KERALA, INDIA**

*The home address is the correspondence address as indicated in Section 8.*

Place of birth: **KOTHAMANGALAM, KERALA, INDIA**.....

Date of birth: **02/09/2000**

National number: .....

(hereafter referred to as the 'Student')

have agreed the following.

### Article 1 – Study Contract

In accordance with Article II.199 of the Flemish Government's decision to codify the decree provisions governing higher education (hereafter referred to as the 'Codex Higher Education') the Vrije Universiteit Brussel offers the Student, during enrolment, the choice of concluding a credit contract, a degree contract or an exam contract.

On the date of their enrolment, the Student declared their wish to conclude the following contract with the Vrije Universiteit Brussel (indicate which option the Student chose):

- a. a degree contract (hereafter referred to as the 'Degree Contract'),  
The Student enrolls with a view to obtaining a degree or diploma (See also Art. I.3, 20° Codex Higher Education) or to obtaining a certificate within a transition or preparatory programme, or a postgraduate or continued education programme.  
For the Student who has enrolled in a continued education programme, Article 4 does not apply.
- b. a credit contract (hereafter referred to as the 'Credit Contract'),  
The Student enrolls with a view to obtaining a credit certificate or certificates for one or more programme components (See also Art. I.3, 18° of the Codex Higher Education).
- c. an exam contract with a view to obtaining a degree or diploma (hereafter referred to as the 'Exam Contract with a view to obtaining degree or diploma')  
The Student enrolls to sit exams with a view to obtaining a degree or diploma for a programme (See also Art. I.3, 25° a) of the Codex Higher Education).
- d. an exam contract with a view to obtaining a credit certificate for one or more components of a programme (hereafter referred to as the 'Exam contract with a view to credits')  
The Student enrolls to sit exams with a view to obtaining a credit certificate of one or more components of a programme (See also Art. I.3, 25°b) of the Codex Higher Education).

### Article 2 – The Study pathway

2.1. In the Study Contract, agreement is reached on the study pathway, on the basis of which the Student intends to obtain:

- if the Student enrolls through a Diploma Contract, or through an Exam Contract with a view to obtaining a degree or diploma:

the diploma or certificate

**MASTER OF MOLECULAR BIOLOGY**.....

(hereafter referred to as the 'Programme');



- if the Student enrolls through a Credit Contract, or through an Exam Contract with a view to obtaining credits:  
a credit certificate for the programme components they have chosen.

The Student wishing to enrol through a Credit or Exam Contract (whether with a view to obtaining a degree, a diploma or credits) must acquire authorisation from the dean of the faculty that hosts the programme components.

2.2. The Student hereby declares that they understand, and agree to (the content of):

- by enrolment through Diploma Contract or Exam Contract with a view to obtaining a degree or diploma:
  - (i) the objectives of the programme they will be following, (ii) the credit load of the programme, (iii) the programme components that should or could be included in the pathway, (iv) the credit load and the sequence of courses of these programme components, (v) the central education and exam regulation with faculty additions and/or deviations (hereafter referred to as the 'education and exam regulation') and (vi) the disciplinary regulations for students of the Vrije Universiteit Brussel.
- by enrolment through Credit or Exam Contract with a view to obtaining credits:
  - (i) the credit load of the programme components, (ii) the enrolment requirements of the programme components, (iii) the central education and exam regulation with faculty additions and/or deviations (hereafter referred to as the 'education and exam regulation') and (vi) the disciplinary regulations for students of the Vrije Universiteit Brussel.
- in which the Student who enrolls through Exam Contract with a view to obtaining a degree or diploma, or credit, also declares they have familiarised themselves, and agree with (the content of) (a) whether an enrolment through Exam Contract for a programme component is possible, which will be evidenced by the programme component sheet, (b) the fact that the Student cannot participate in education activities and (c) the conditions under which the Student may make use of the education support facilities.

The above-mentioned regulations form an integral part of the Study Contract and can be consulted at the following URL: <https://www.vub.be/en/studying-vub/practical-info-for-students/regulations-and-insurance/regulations>.

2.3. The Student can consult the programme components chosen online at any time in their student SelfService through the URL: <https://cali.vub.be>, (including (i) the programme components chosen in the context of an individualised pathway and/or (ii) the possible reduction in credit load obtained by the Student as a result of any waiver or exemption).

### **Article 3 – The period the enrolment concerns**

The period of enrolment corresponds to the duration of the Study Contract as stipulated in Article 7.

### **Article 4 – Education and exam rules**

4.1 The education and exam rules are laid out in the Education and Exam Regulation. The university-wide provisions are recorded in the Central Education and Exam Regulation; each faculty can formulate additions to and deviations from this Regulation, and these can be found in the faculty education and exam rules.

The Education and Exam Regulation offers information on the following subjects, in terms of evaluation:

- the conditions for obtaining a credit certificate per programme component,
- the organisation of the exams, including the number of exam opportunities, the conditions for participation in the exams and the course they take,
- the deliberation and study progress on the basis of the exams,
- the awarding of a degree or diploma (only relevant in the case of enrolment through Diploma or Exam Contract with a view to obtaining a degree or diploma)
- and the measures taken to monitor study progress.



4.2 By derogation from 4.1, any Student wishing to obtain a master's or doctoral degree should enrol under Degree Contract, with the understanding that this Student is bound by the provisions of the central rules for the conferral of the doctorate (Centraal Reglement voor de Toekenning van de Academische Graad van Doctor) (<https://www.vub.be/en/studying-vub/practical-info-for-students/regulations-and-insurance/regulations>).

### **Article 5 – Tuition fees**

5.1. The tuition fees owed by the Student in the context of this Study Contract are payable per academic year.

5.2. The tuition fees should be paid once the Study Contract has been signed, by way of a bank transfer to the account number shown on the account statement. The Student receives this account statement by email sent to their VUB email address. The Student should pay within 15 days of receiving the payment request.

Any additional tuition fees are also payable to the same account number within 15 days of receipt of the additional payment request.

5.3. Failure to pay in full by the final deadline for payment as indicated in Article 4.2 and following a single reminder, will result in the tuition fees being increased by a fixed sum of 55 euros.

### **Article 6 – Power of amendment**

Amendments to the Study Contract are possible within the confines of Article II.202 of the Codex Higher Education on the one hand and the Education and Exam regulations on the other.

### **Article 7 – Duration and Termination**

7.1. The Study Contract runs for the period of one academic year, from the date of the Student's enrolment.

At the end of the academic year, the Student must enrol anew for the new academic year, through their student SelfService and enter a new Study Contract.

7.2. The Study Contract can be terminated in accordance with the provisions of the Education and Exam Regulation.

### **Article 8 – Data processing**

8.1. The VUB is responsible for personal data and its processing during the implementation of this contract.

8.2. The personal data provided by the Student will only be used for the implementation of this contract and the legitimate interests of the VUB in the context of its policy-making. With the Student's permission, their data can also be used for other objectives, such as communication; the Student can adjust their preferences in this in the student SelfService.

8.3. The General Data Protection Regulation (Algemene Verordening Gegevensbescherming) will be observed. The Student can exercise their rights through [dpo@vub.be](mailto:dpo@vub.be). The Student can also consult the VUB privacy statement at <http://www.vub.ac.be/privacy/> if they have any questions concerning privacy or their personal data, or they can get in touch with the VUB Data Protection Officer at [dpo@vub.be](mailto:dpo@vub.be).

A formal complaint can be submitted through the Privacy Commission: [commission@privacycommission.be](mailto:commission@privacycommission.be).

8.4 The VUB reserves the right to filter internet access for connections that pose a threat to the VUB information security and privacy, or the VUB legal status.

### **Article 9 – Notifications**

9.1. All notifications provided by this Study Contract, or concerning the implementation of the Study Contract can be sent, unless otherwise advised in this contract, by both post and email to the following addresses:

With regard to the Vrije Universiteit Brussel:

Correspondence address: Vrije Universiteit Brussel  
Education and Student Matters  
OWSA - Studentenadministratie  
  
Pleinlaan 2  
1050 Brussels

Email address: studentenadministratie@vub.be

With regard to the Student:

Correspondence address: The home address or, if relevant, the study address of the Student, depending on the correspondence address indicated above

Email address: The email address first allocated to the Student at their mandatory request, following their enrolment at the Vrije Universiteit Brussel.

9.2. The Student declares they will immediately notify the university of any change of correspondence address.

9.3. In the event of failure to notify as stipulated in Article 9.2, the Student will be deemed to have received all notifications as referred to in Article 9.1, as long as they were sent to the correspondence address stated in Article 9.1.

9.4. The Student declares that they will immediately activate the email address allocated to them by the Vrije Universiteit Brussel. Any Student who studied at the Vrije Universiteit Brussel in the previous year, should activate their Office 365 account.

9.5. In the event of failure to carry out the activation referred to in Article 9.4. the Student will be deemed to have received all communications sent through those channels.

#### **Article 10 – Nullity**

The nullity or invalidity of a specific provision of this Study Contract will not result in the nullity of the entire contract.

The nullity or invalidity will be replaced, where possible, with a valid provision with as fitting a scope as possible.

#### **Article 11 – Applicable law and competent court**

Any dispute over the realisation, interpretation, application and/or implementation of this Study Contract fall within the competence of the Brussels courts.

The provisions of this Study Contract are governed by Belgian law.

Drawn up in duplicate in Brussels on 22/07/2021..... (date), and of which each party declares they have received a copy.

**For the Vrije Universiteit Brussel:**

Rector Jan DANCKAERT



The Student

  

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