



University of Antwerp
| Faculty of Law

Faculty of Law Education Codex

Academic year 2023-2024

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Table of contents

TABLE OF CONTENTS	2
PREAMBLE	9
INTRODUCTORY PROVISIONS	10
APPLICATION AREA	10
ENTRY INTO FORCE AND AMENDMENTS	10
ORGANISATION OF EDUCATION WITHIN THE FACULTY OF LAW	11
SECTION I. STUDY TRAJECTORY	12
I.1 ENROLMENT	13
I.1.1 ENROLMENT AT THE UNIVERSITY OF ANTWERP	13
I.1.2 REGISTRATION FOR A PROGRAMME AT THE FACULTY OF LAW	13
I.1.2.1 Bachelor of Laws	13
I.1.2.2 Bachelor of Laws programme with reduced study duration	13
I.1.2.3 Law bridging programme (in Dutch)	13
I.1.2.4 Master's programmes at the Faculty of Law	13
I.1.2.4.1 Master of Laws (in Dutch), including specialisation in tax law	13
I.1.2.4.2 Master of Laws (LL.M.)	13
I.1.2.4.3 Master of Teaching in Social Sciences: Laws (in Dutch)	14
I.1.2.5 Advanced Master of Tax Law (in Dutch), including specialisation in customs and excise	14
I.1.2.6 Micro-credentials	14
I.1.2.7 Doctoral studies	15
I.1.3 EXCEPTIONAL ENROLMENTS	15
I.1.3.1 Exception to degree requirements	15
I.1.3.2 Exam and credit contract	15
I.1.3.3 Re-enrolment after previous refusal due to study progress monitoring	16
I.1.3.4 No or insufficient learning account at the time of enrolment	16
I.1.3.5 Enrolling outside the standard enrolment period	16
I.1.3.6 Combination of a programme within the Faculty of Law with a programme outside the Faculty of Law	16
I.1.4 PROCEDURE FOR APPLICATION FOR ADMISSION	16
I.2 EXEMPTIONS	17
I.2.1 APPLICATION CASES AND CONDITIONS FOR GRANTING AN EXEMPTION	17
I.2.1.1 General provisions	17
I.2.1.2 University-wide interdisciplinary courses	17
I.2.1.3 Exemptions based on proof of competence	18
I.2.2 PROCEDURE FOR APPLYING FOR EXEMPTIONS	18
I.3 EDUCATION ORGANISATION	18
I.3.1 LANGUAGE OF INSTRUCTION	18
I.3.1.1 Language of instruction within the University of Antwerp	18
I.3.1.2 Language of instruction and examination language within the Faculty of Law	18
I.3.2 USE AND DISTRIBUTION OF EDUCATION AND STUDY MATERIAL	19
I.3.3 PARTICIPATION IN QUALITY ASSURANCE	19
I.4 STUDY PROGRAMMES	19
I.4.1 GENERAL PROVISIONS	19
I.4.2 BACHELOR OF LAWS	20
I.4.2.1 Study programme	20

I.4.2.2	Starter pack	20
I.4.2.2.1	First-time starter without a previously obtained bachelor's degree	20
I.4.2.2.2	First-time starter with late enrolment	21
I.4.2.2.3	First-time starter transferring from a law programme at another educational institution	21
I.4.2.2.4	First-time starter with a previously obtained bachelor's degree	22
I.4.2.2.5	Modifications to the starter pack	22
I.4.2.3	Mentorship	22
I.4.2.4	Sequentiality	22
I.4.3	BACHELOR OF LAWS WITH REDUCED STUDY DURATION	23
I.4.3.1	Study programme	23
I.4.3.2	Starter pack	23
I.4.3.3	Sequentiality	24
I.4.3.4	Composition of study programme for the candidature law degree	24
I.4.4	LAW BRIDGING PROGRAMME	25
I.4.4.1	Study programme	25
I.4.4.2	Sequentiality	25
I.4.5	MASTER'S PROGRAMMES AT THE FACULTY OF LAW	25
I.4.5.1	Master of Laws (in Dutch)	25
I.4.5.1.1	Study programme	25
I.4.5.1.2	Equivalent courses with the Master of Laws programme (LL.M.)	26
I.4.5.1.3	Moot courts	27
I.4.5.1.4	Sequentiality	27
I.4.5.2	Master of Laws with specialisation in tax law (in Dutch)	27
I.4.5.2.1	Study programme	27
I.4.5.2.2	Sequentiality	28
I.4.5.3	Master of Laws LL.M.)	28
I.4.5.3.1	Study programme	28
I.4.5.4	Educational Master of Laws	29
I.4.5.4.1	Study programme	29
I.4.5.4.2	Sequentiality	29
I.4.5.5	Master project in the master's programme	30
I.4.6	ADVANCED MASTER OF TAX LAW, INCLUDING SPECIALISATION IN CUSTOMS AND EXCISE	30
I.4.6.1	Study programme	30
I.4.6.2	Master's thesis in the Advanced master's programme	30
I.4.7	COMBINING PROGRAMMES WITHIN THE FACULTY OF LAW	30
I.4.7.1	Permission to combine programmes	30
I.4.7.2	Scope of study programme	31
I.4.7.2.1	Bachelor of Laws and a master's programme at the Faculty of Law	31
I.4.7.2.2	Bridging programme in law and a master's degree at the Faculty of Law	31
I.4.7.2.3	A master's degree in law and Advanced Master of Tax Law	31
I.4.7.3	Composition of study programme	32
I.4.7.3.1	Master of Laws (in Dutch)	32
I.4.7.3.2	Master of Laws with specialisation in tax law (in Dutch)	33
I.4.7.3.3	Educational Master of Laws	33
I.4.8	STUDY PROGRAMME WITH BACHELOR'S OR MASTER'S DEGREE IN LAW ACQUIRED ELSEWHERE	34
I.4.8.1	Holder of a Belgian bachelor's degree obtained at a Dutch-language university, followed by a foreign master's degree in law	34
I.4.8.2	Holder of a Belgian bachelor's and master's degree in law obtained at a French-language university	34
I.4.8.3	Holder of a foreign bachelor's degree in law obtained in a country belonging to the European Higher Education Area	34

I.4.8.4	Holder of a foreign bachelor's degree in law obtained in a country that is not part of the European Higher Education Area	34
I.4.8.5	Holder of a foreign master's degree in law obtained in a country belonging to the European Higher Education Area.....	34
I.4.8.6	Holder of a foreign master's degree in law obtained in a country that is not part of the European Higher Education Area	35
I.4.9	COMPOSITION OF THE STUDY PROGRAMME AS A WORKING STUDENT.....	35
I.4.10	PROCEDURE FOR REQUESTING AN EXCEPTION IN THE STUDY PROGRAMME	36
I.5	SPECIAL EDUCATION AND EXAMINATION FACILITIES	36
I.5.1	APPLICATION FOR SPECIAL FACILITIES.....	36
I.5.2	POLICIES WITHIN THE FACULTY OF LAW	36
I.6	EXAMINATION REGULATIONS AND GRADUATION.....	37
I.6.1	ORGANISATION OF EXAMS.....	37
I.6.1.1	Exam forms.....	37
I.6.1.2	Registration for an exam session	37
I.6.1.3	Exam schedules	37
I.6.1.4	Changing an exam time.....	37
I.6.1.5	Number of exam opportunities.....	37
I.6.2	USE OF MATERIALS IN AN EXAM.....	37
I.6.2.1	Use of legislation	37
I.6.2.2	Use of other learning materials.....	38
I.6.3	RULES OF CONDUCT DURING EXAMS.....	38
I.6.3.1	General rules of conduct.....	38
I.6.3.2	Detection of irregularities during the exam.....	39
I.6.4	NON-PARTICIPATION IN EXAMS	40
I.6.5	EXAM GRADES AND RIGHT TO INSPECTION	40
I.6.5.1	Exam grades	40
I.6.5.2	Cluster course grades.....	40
I.6.5.3	Right to inspection	41
I.6.5.4	Right to copy	41
I.6.6	PASSING A (BRIDGING) PROGRAMME, DEGREE DETERMINATION AND DELIBERATION CRITERIA.....	41
I.6.7	GRADUATING IN FEBRUARY	41
I.6.8	AWARD OF DIPLOMA OR CERTIFICATE	42
I.6.9	EXAMINATION BOARDS	42
I.7	STUDY PROGRESS.....	42
I.7.1	EVALUATION OF INDIVIDUAL RESULTS	42
I.7.2	STUDY PROGRESS MONITORING.....	42
I.7.2.1	General provisions.....	42
I.7.2.2	Pre-deliberation	43
I.7.3	SCOPE OF STUDY PROGRAMME WITH STUDY PROGRESS MONITORING	43
I.8	THE OMBUDS SERVICE	43
I.8.1	FACULTY OMBUDS SERVICE	43
I.8.2	CENTRAL OMBUDSPERSON	44
I.9	ERRORS COMPLAINTS AND DISPUTES.....	44
I.10	FRAUD AND PLAGIARISM.....	44
I.10.1	CONCEPTS OF FRAUD AND PLAGIARISM	44
I.10.2	REPORTING FRAUD OR PLAGIARISM, HANDLING OF FILE AND STUDENT'S RIGHTS	44
I.10.3	DECISIONS AND POSSIBLE SANCTIONS	45
I.11	APPEALS	45
I.11.1	INTERNAL APPEAL.....	45
I.11.1.1	Faculty appeal bodies.....	45
I.11.1.2	Procedure	46

I.11.2	EXTERNAL APPEAL	46
SECTION II. MASTER PROJECT		47
MASTER OF LAWS (IN DUTCH/LL.M.)		47
II.1	GENERAL	48
II.1.1	DESCRIPTION.....	48
II.1.2	OBJECTIVES – LEARNING OUTCOMES	48
II.1.3	LINK TO ONE MODULE.....	50
II.1.4	ENROLMENT IN THE MASTER PROJECT COURSES	50
II.2	ORGANISATIONAL FRAMEWORK	51
II.2.1	INTRODUCTORY LECTURES FOR STUDENTS	51
II.2.2	MASTER PROJECT PORTFOLIO	51
II.2.3	MASTER PROJECT COORDINATOR	51
II.2.4	MASTER PROJECT COMMITTEE.....	52
II.2.5	SUPERVISOR – ASSESSORS	53
II.2.6	INTERNSHIP MENTOR.....	53
II.2.7	LEGAL CLINIC MENTOR.....	53
II.2.8	THE MODULE MANAGER IN CHARGE OF ORGANISING THE LEGAL CLINIC.....	54
II.2.9	INSURANCE	54
II.3	INTERNSHIP STUDY GUIDE	54
II.3.1	GENERAL INFORMATION.....	54
II.3.2	INTERNSHIP IN PRACTICE	55
II.3.2.1	Introductory lecture	55
II.3.2.2	Opportunity to submit internship selection form.....	55
II.3.2.3	Allocation of internship place for students in the Master of Laws programme (in Dutch) ...	55
II.3.2.4	Internship place for students in the Master of Laws with specialisation in tax law programme (in Dutch).....	56
II.3.2.5	Allocation of internships abroad.....	56
II.3.2.6	Contacting the mentor and first interview (only for internships in Belgium).....	56
II.3.2.7	Internship planning and documents	57
II.3.2.8	Absence from other courses and exams.....	57
II.3.2.9	Attitude in the workplace – confidentiality	58
II.3.3	THE INTERNSHIP REPORT	58
II.3.3.1	General.....	58
II.3.3.2	Cover page.....	58
II.3.3.3	Part I: general descriptive part.....	58
II.3.3.4	Part II: substantive legal part	59
II.3.3.5	Conclusion	59
II.3.3.6	Appendices	59
II.3.4	SUBMISSION OF INTERNSHIP REPORT	59
II.3.5	THANKING MENTOR AND STUDENT EVALUATION OF INTERNSHIP	60
II.4	LEGAL CLINIC STUDY GUIDE.....	60
II.4.1	GENERAL INFORMATION.....	60
II.4.2	PRACTICAL COURSE LEGAL CLINIC	60
II.4.3	THE FINAL REPORT OF THE LEGAL CLINIC	61
II.4.4	SUBMISSION OF FINAL REPORT	61
II.4.5	THANKING MENTOR AND STUDENT EVALUATION OF LEGAL CLINIC.....	61
II.5	RESEARCH PROPOSAL STUDY GUIDE	61
II.5.1	GENERAL INFORMATION.....	61
II.5.2	PRACTICAL COURSE OF RESEARCH PROPOSAL	61
II.5.2.1	The choice and allocation of the thesis topic.....	61

II.5.2.2	The methodological lectures.....	61
II.5.3	THE DIFFERENT THESIS TRACKS	62
II.5.3.1	Standard track.....	62
II.5.3.1.1	Option selection thesis topic from list on Blackboard	62
II.5.3.1.2	Option own proposal thesis topic	62
II.5.3.1.3	Submission method.....	63
II.5.3.2	Student researcher.....	63
II.5.3.2.1	Option selection thesis topic from list on Blackboard	63
II.5.3.2.2	Option personal proposal thesis topic	63
II.5.3.2.3	Submission method.....	63
II.5.3.2.4	Appointment	64
II.5.3.3	First interview with the supervisor	64
II.5.4	CONTENT OF THE RESEARCH PROPOSAL.....	64
II.5.5	RESEARCH PROPOSAL SUBMISSION AND DISCUSSION WITH SUPERVISOR.....	65
II.5.6	FOLLOW-UP IN CASE THE STUDENT DOES NOT SUBMIT A RESEARCH PROPOSAL.....	66
II.6	THESIS STUDY GUIDE	66
II.6.1	GENERAL INFORMATION.....	66
II.6.2	PRACTICAL COURSE OF THESIS	66
II.6.3	THE CONTENT OF THE THESIS	67
II.6.3.1	General.....	67
II.6.3.2	Template	67
II.6.3.3	Table of contents.....	67
II.6.3.4	Introduction	67
II.6.3.5	Body.....	67
II.6.3.6	Conclusion	68
II.6.3.7	Bibliography	68
II.6.3.8	Concise summary of thesis.....	69
II.6.4	THESIS SUBMISSION.....	69
II.6.5	ORAL DEFENCE OF THE THESIS	69
II.6.5.1	General.....	69
II.6.5.2	Time and place of defence	70
II.6.5.3	Substance of the defence.....	70
II.6.5.4	Preparing the presentation	70
II.7	ADDITIONAL GUIDELINES FOR ERASMUS STUDENTS.....	71
II.8	ADDITIONAL GUIDELINES CIEL STUDENTS	71
II.9	LANGUAGE	71
II.9.1	GENERAL	71
II.9.2	RULES APPLICABLE TO THE MASTER OF LAWS AND SPECIALISATION IN TAX LAW PROGRAMME (IN DUTCH)	71
II.9.3	RULES THAT APPLY TO THE MASTER OF LAWS PROGRAMME (LL.M.)	72
II.10	GENERAL GUIDELINES ON LANGUAGE AND STYLE – ACKNOWLEDGEMENT OF SOURCES AND CITATIONS	72
II.10.1	LANGUAGE AND STYLE	72
II.10.2	SOURCES AND CITATION	72
II.11	EVALUATION AND FEEDBACK	73
II.11.1	INTERNSHIP EVALUATION (6 CREDITS).....	73
II.11.2	LEGAL CLINIC EVALUATION (9 CREDITS)	73
II.11.3	RESEARCH PROPOSAL EVALUATION (3 CREDITS).....	74
II.11.4	EVALUATION THESIS (18 CREDITS)	74
II.11.5	FEEDBACK AND SECOND EXAM PERIOD.....	74
II.11.6	PROCEDURE IN CASE OF SERIOUS DISCREPANCY BETWEEN THESIS ASSESSMENTS	75
II.11.7	PASSING THE TOTALITY OF THE MASTER PROJECT	75
II.12	DISPUTES	75
II.12.1	INTERNSHIP & LEGAL CLINIC.....	75

II.12.2	THESIS	75
II.12.3	FRAUD	76
II.13	PRACTICAL INFORMATION AND QUESTIONS – MASTER PROJECT ADMINISTRATION	76
II.13.1	MASTER OF LAWS (IN DUTCH)	76
II.13.2	MASTER OF LAWS (LL.M.)	76
II.13.3	AGREEMENTS AND CORE DATES FOR MASTER'S PROGRAMMES ACADEMIC YEAR 2023-2024	76
MASTER PROJECT		78
ADVANCED MASTER IN TAX LAW		78

SECTION III. STUDENT RESEARCHERS 79

III.1	GOAL	80
III.2	SELECTION CRITERIA AND SELECTION PROCEDURE	80
III.3	PROGRAMME.....	80
III.4	EVALUATION.....	81
III.5	FINAL PROVISION	81

SECTION IV. STUDENT MOBILITY..... 82

IV.1	STUDY PERIOD AT HOST UNIVERSITIES FOR FACULTY OF LAW STUDENTS	83
IV.1.1	INTRODUCTION	83
IV.1.2	STUDY STAY AT A HOST UNIVERSITY FOR BACHELOR STUDENTS	83
IV.1.2.1	Destination	83
IV.1.2.2	Duration	83
IV.1.2.3	Application	83
IV.1.2.4	Student selection	84
IV.1.2.5	Timing.....	84
IV.1.2.6	Departure criteria	84
IV.1.2.7	Study programme at the host university	84
IV.1.2.8	'Learning Agreement'	84
IV.1.2.9	Additional courses at the host university	84
IV.1.2.10	Exams at the host university	85
IV.1.2.11	Communication of study results obtained at the host university	85
IV.1.2.12	Recognition of study results obtained at the host university	85
IV.1.2.13	Impact of course deficiencies at the host university	85
IV.1.3	STUDY STAY AT A HOST UNIVERSITY FOR MASTER STUDENTS (DUTCH-LANGUAGE PROGRAMME)	85
IV.1.3.1	Destination	85
IV.1.3.2	Duration	85
IV.1.3.3	Application	85
IV.1.3.4	Student selection and allocation of host university.....	86
IV.1.3.5	Duration	86
IV.1.3.6	Departure criteria	86
IV.1.3.7	Communication of the draft course package ('Learning Agreement')	86
IV.1.3.8	Final approval of the draft course package	86
IV.1.3.9	Scope of training course package	87
IV.1.3.10	Final 'Learning Agreement'	87
IV.1.3.11	Study load at the Faculty of Law	87
IV.1.3.12	Additional courses at the host university	87
IV.1.3.13	Extending a study stay at the host university	88

IV.1.3.14	Exams at the host university	88
IV.1.3.15	Communication of study results obtained at the host university	88
IV.1.3.16	Recognition of study results obtained at the host university	88
IV.1.3.17	Consequences of course deficiencies at the host university	88
IV.1.4	STUDY STAY AT A HOST UNIVERSITY FOR MASTER OF LAWS (LL.M.) STUDENTS	88
IV.1.4.1	Destination	88
IV.1.4.2	Thesis topic	88
IV.1.4.3	Privileged partners	88
IV.1.4.4	Application	89
IV.1.4.5	Other destinations	89
IV.1.4.6	Recognition of elective courses	89
IV.1.4.7	Student selection and allocation of host university.....	89
IV.1.4.8	Opportunities after non-selection	89
IV.1.4.9	Departure criteria	90
IV.1.4.10	Final 'Learning Agreement'	90
IV.1.4.11	Exams at the host university	90
IV.1.4.12	Communication of study results obtained at the host university	90
IV.1.4.13	Recognition of study results obtained at the host university	90
IV.1.4.14	Impact of deficiencies on courses at host university	90
IV.1.5	PARTICIPATION IN A SUMMER OR WINTER SCHOOL	90
IV.1.6	INCLUDING INDIVIDUAL COURSES UNDER A COOPERATION AGREEMENT WITH ANOTHER UNIVERSITY	91
IV.1.7	INCLUDING INDIVIDUAL COURSES AS PART OF SHORT TERM BLENDED MOBILITY.....	91
IV.1.7.1	Participation in Short Term Blended Mobility	91
IV.1.7.2	Application for a Short Term Blended Mobility scholarship	91
IV.2	STUDY STAY OF STUDENTS AT THE UANTWERP FACULTY OF LAW IN THE CONTEXT OF A COOPERATION	
	AGREEMENT WITH ANOTHER UNIVERSITY	92
IV.2.1	INTERNATIONAL AND EUROPEAN LEGAL STUDIES CERTIFICATE.....	92
IV.2.2	NUMBER OF CREDITS.....	92

Preamble¹

The Faculty of Law intends to compile all education-related regulations within the faculty – with the exception of the Faculty of Law's Supplementary Regulations to the Academic Degree of Doctor – into the Education Codex of the Faculty of Law (hereinafter: Faculty of Law's Education Codex). The Faculty of Law's Education Codex consists of four sections:

- Section I: Study trajectory
This section regulates the following aspects: enrolment in a programme or courses, exemptions, the study programme, composition of the study programme, special education and examination facilities, examination regulations, academic progress, mistakes and complaints, disputes and appeals.
- Section II: Master's thesis
This section applies to the master's thesis of the University of Antwerp's Faculty of Law in the framework of the available programmes towards obtaining the Master of Laws degree.
- Section III: Student researchers
This section applies to the student researcher trajectories in the framework of the available programmes towards obtaining the Master of Laws degree.
- Section IV: Student mobility
This section regulates outgoing and incoming exchange between the student of the Faculty of Law and the other university for both undergraduate and graduate students, participation in summer and winter schools, and inclusion of individual courses under a cooperation agreement with another university.

The Faculty of Law's Education Codex is a concretisation of the binding rules from:

- The Flemish Decree ratifying the decretal provisions on higher education, codified on 11 October 2013 (BS 27 April 2014) and amended by the Flemish Decree on Education XXVI of 17 June 2016 (BS 10 August 2016) (hereinafter abbreviated: Higher Education Codex)
- The decree on intake and optimising study efficiency in higher education and other organisational aspects of higher education of 15 July 2022 (BS 24 August 2022)
- The University of Antwerp's Education and Examination Regulations (*Onderwijs- en Examenreglement*, hereinafter abbreviated: OER).

The Faculty of Law's Education Codex regulates in principle all general teaching questions. Cases not covered by these regulations are submitted to:

- The Study Progress Committee with regard to all educational questions concerning the student's study trajectory, unless this falls under the competence of another body. All urgent educational questions are submitted to the Chair of the Study Progress Committee.
- The Master Project Committee for all questions related to the master's thesis
- The Student Mobility Committee for all questions related to the exchange of a student, summer and winter schools, taking courses at another university

The Faculty of Law's Education Codex includes all rules that may be useful for students and staff associated with the Faculty of Law.

Throughout the Faculty of Law's Education Codex – for reasons of readability – one term of address is used, namely 'the student'. This refers to all gender identities.

In the event of any contradictions between the Faculty of Law's Education Codex on the one hand and the Higher Education Codex or the OER on the other hand, the latter provisions shall prevail.

The provisions of the OER have been integrated into the Faculty of Law's Education Codex. These provisions were added to the relevant provisions of the Faculty of Law's Education Codex.

¹ EER Preamble art. I-V (Education and Examination Regulation, from *Onderwijs- en Examenreglement*)

Introductory provisions²

Application area³

§1. SECTION I shall apply to:

- All prospective students wishing to enrol at the Faculty of Law of the University of Antwerp
- All students enrolled at the Faculty of Law of the University of Antwerp
- All students attending lectures and/or taking examinations at the Faculty of Law for an academic year, a semester, or any other period, pertaining to them insofar as this section is compatible with other rules to which such students are subject and which take precedence over this Section I

§2. SECTION II applies to all Master's and Advanced Master's (*Manama*) students, as well as students following the Erasmus exchange programme – except where expressly provided otherwise below – from the following programmes:

- Master of Laws (in Dutch), including specialisation in tax law
- Master of Laws (LL.M.), except where expressly provided otherwise below
- Advanced Master of Tax Law (in Dutch), including specialisation in customs and excise

A student who has already been assigned a thesis topic in a previous academic year will remain subject to the master's thesis regulations of that academic year. This student may opt to take the master's thesis under application of the new provisions in SECTION II. To this end, the student shall communicate the choice via the Faculty of Law's helpdesk by 15 October 2023 at the latest.

In case the application of certain rules in Section II are incompatible with credits acquired under an earlier version of the Master Project Regulations, these rules will be disregarded.

§3. SECTION III applies to all master students who wish to participate in the master's thesis student researcher programme and all master students who have been granted student researcher status.

§4. SECTION IV shall apply to:

- All students enrolled at the Faculty of Law of the University of Antwerp
- All students attending lectures and/or examinations at a host university for an academic year, semester, or any other period, pertaining to them insofar as this section is compatible with other rules to which such students are subject
- All students who participate in a summer and/or winter school and wish to make it eligible for credits in the master's programme
- All students wishing to take individual courses at a host university and make them eligible for credits in the master's programme

Entry into force and amendments⁴

The Faculty of Law's Education Codex takes effect as of the beginning of the academic year following its approval. All previous regulations, namely the Faculty of Law of the University of Antwerp's Study Progress Regulations, Master Project Regulations, and Student Mobility Regulations, are replaced by this Education Codex from that academic year onwards.

This Education Codex was approved by the Faculty Board on 1 June 2023.

² EER art. 1.1

³ EER art. 1.2

⁴ EER art. 1.3

Organisation of education within the Faculty of Law⁵

Education within the Faculty of Law is regulated by various governing and executive bodies. The composition of the executive bodies is determined by the Faculty Board at the start of the academic year in the overview of memberships and mandates. The composition of the executive bodies can be consulted on the Student Portal.

The Faculty of Law's Education Codex covers the following actors⁶:

- Chair of the Education Committee: this task is assumed by the member of the Executive Board responsible for education within the Faculty of Law. The Chair of the Education Committee bears ultimate responsibility for all education-related aspects within the Faculty of Law and handles urgent files.
- Comprehensive Executive Committee (*Uitgebreid Dagelijks Bestuur*, or UDB): handles application files concerning admission to doctoral studies and oversees all granted and denied special admissions to enrolment, approved study programmes and all decisions in internal appeals handled by the Study Progress Committee. The UDB evaluates and coordinates Section I and, if necessary, makes proposals for improvement.
- Chairman of the Examination Board: together with the other members of the Examination Board, deals with internal appeals submitted as provided for in Section I.
- Study Progress Committee: this is responsible for all academic progress decisions within the Faculty of Law.
- Chairman of the Fraud Committee: together with the other members of the Fraud Committee, handles submitted fraud and plagiarism cases.
- Master Project Committee: is in charge of the following tasks: monitoring and approving the list of traineeships, the list of partner institutions for the Legal Clinic and the list of thesis topics; confirming the appointment of the supervisors through an annual detailed list; monitoring the proportionate distribution of the workload between the various members of the AAP and the ZAP; monitoring the proportionate workload at the internships and in the framework of the Legal Clinic; quality supervision of the internships, the Legal Clinic and theses; settling disputes arising in the context of the master's thesis, whether or not after intervention of the ombudsperson and the chairman of the Examination Board of the master's programme (except in case of fraud); discuss all kinds of practical problems at the suggestion of the master project coordinator; allow deviations from Section II in urgent cases and report these to the Education Commission.
- Research Reflection Group (*Reflectiegroep Onderzoek*, or ROZ): receives applications from students who have applied for student researcher status and decides on the appointment of student researchers. The Research Reflection Group evaluates whether the student has achieved the competences as a student researcher.
- Student Mobility Committee: is in charge of implementing Section IV and is assisted by the International Office Law and the study programme counsellor. The Student Mobility Committee is composed by the Faculty Board and consists of at least three members including a chair. The academic coordinator for internationalisation is an ex-officio member of this committee.
- Study programme counsellor: provides advice on the students' study trajectory, composition of the study programme and admission to the Faculty of Law. The study programme counsellor handles applications as stipulated in Section I and is the contact point on pending education files. The study programme counsellor at the Faculty of Law is [Ms Julie Walraevens](#). The study programme counsellor is assisted by the faculty student administration office.

⁵ EER art. 2.1

⁶ Note that this enumeration is purely informative and refers only to the responsibilities of the actors under this Codex. The formal competences of the various actors are defined in the Faculty of Law's Organisational Regulations.

SECTION I. STUDY TRAJECTORY

I.1 Enrolment

I.1.1 Enrolment at the University of Antwerp⁷

I.1.2 Registration for a programme at the Faculty of Law

I.1.2.1 Bachelor of Laws

§1. The admission requirements for an undergraduate programme are defined in [Art. II.178 Higher Education Codex](#).

§2. After enrolment, a prospective student may be subject to study progress monitoring with binding conditions imposed by the Study Progress Committee as stipulated in Article [I.7.2](#).

I.1.2.2 Bachelor of Laws programme with reduced study duration

§1. The admission requirements for the Bachelor of Laws programme with study duration reduction are:

- Have an academic higher education degree: a candidate or licentiate degree or an academic bachelor's or master's degree
- Have a professional bachelor's degree where the programme:
 - Has law subjects as its main focus: Bachelor of Business Management, option legal practice, or
 - Has social subjects as its main focus: Bachelor of Social Work

A student wishing to enrol for the Bachelor of Laws programme with reduced study duration must submit an application for admission to the study programme counsellor in accordance with the procedure described in article [I.1.4](#). The student shall enrol in the Bachelor of Laws programme.

§2. After enrolment, a prospective student may be subject to study progress monitoring with binding conditions imposed by the Study Progress Committee as stipulated in Article [I.7.2](#).

I.1.2.3 Law bridging programme (in Dutch)

The admission requirements for the law bridging programme are:

- Have a degree of professional Bachelor of Business Management, option legal practice, or
- Be able to demonstrate that at least 100 credits of law subjects and/or skills applied to law subjects have been acquired within the degree programme

I.1.2.4 Master's programmes at the Faculty of Law

I.1.2.4.1 Master of Laws (in Dutch), including specialisation in tax law

The admission requirements for the Master of Laws (in Dutch), including specialisation in tax law, are:

- Have the Belgian Bachelor of Laws degree, or
- Have the certificate of the law bridging programme obtained at the Faculty of Law of the University of Antwerp

I.1.2.4.2 Master of Laws (LL.M.)

§1. The admission requirements for the Master of Laws (LL.M.) are:

- Have a Bachelor of Laws degree obtained in Belgium, the Netherlands or Luxembourg; or
- Have the certificate of the law bridging programme obtained at the Faculty of Law of the University of Antwerp, or
- Have a Master of Laws degree obtained in Belgium, the Netherlands or Luxembourg

⁷ EER art. 3.1.1, 3.1.3, 5.1.1-3, 5.2.1-3, 19.7

§2. A student who does not have a degree as stipulated in §1 of this article may be admitted to the Master of Laws programme if the student submits a reasoned application showing that:

- The student holds at least the Bachelor of Laws degree or a degree deemed equivalent; and
- The student demonstrates adequate knowledge of English. This can be done in two ways:
 - Proof that lectures were attended in English for at least one academic year during the bachelor's or master's programme; additional proof of English proficiency may be requested by the programme coordinator
 - A language certificate with the following minimum scores:
 - TOEFL via paper: minimum 550
 - TOEFL via internet: minimum 80
 - IELTS: overall score of at least 6.5 and minimum score of 6.0 for each individual component
 - Common European Framework of Reference for Languages (CEFR): minimum B2

A student wishing to enrol in the Master of Laws programme on these grounds submits an application via Mobility Online. The programme coordinator will handle the application. The procedure and requirements are described on the [website](#).

I.1.2.4.3 Master of Teaching in Social Sciences: Laws (in Dutch)

The admission requirements for the Master of Teaching in Social Sciences: Laws programme (in Dutch; hereinafter: Educational Master of Laws) are:

- Have the Belgian Bachelor of Laws degree, or
- Have the certificate of the law bridging programme obtained at the Faculty of Law of the University of Antwerp

I.1.2.5 Advanced Master of Tax Law (in Dutch), including specialisation in customs and excise

§1. The admission requirements for the Advanced Master in Tax Law programme (in Dutch), including the specialisation in customs and excise, are:

- Have a master's degree in law (except in tax law), or
- Have a Master of Laws (LL.M.) degree

§2. A student who does not have a degree as stipulated in §1 of this article may be admitted to the Advanced Master in Tax Law programme (in Dutch), including the specialisation in customs and excise, if the following conditions are met:

- The student submits a reasoned application to the programme coordinator as described in article [I.1.4](#); and
- The student has a master's degree in law, majoring in tax law; or
- The student has at least one of the following degrees and has passed the entrance [entrance examination](#):
 - 1° Master's degree in economics
 - 2° Master's degree in business engineering
 - 3° Master's degree in business engineering in policy informatics
 - 4° Master's degree in socio-economic sciences
 - 5° Master's degree in applied economics
 - 6° Master's degree in business economics
 - 7° Master's degree in business science (college and university)
 - 8° Master's degree in another field of economics

§3. A student with a master's degree in maritime and logistics management can only enrol in the Advanced Master in Tax Law programme (in Dutch), including the specialisation in customs and excise, with the permission of the programme coordinator and after passing the [entrance examination](#).

I.1.2.6 Micro-credentials

The faculty is free to opt for open access or to impose certain admission conditions such as degree requirements, language requirements, or the establishment of an admission procedure for micro-credential

enrolments. The learning account is not applicable to continued education. Micro-credential enrolments are possible regardless of the applicant's state of the learning account.

I.1.2.7 Doctoral studies

The doctoral studies at the Faculty of Law are open to any candidate who fulfils the conditions stipulated in [articles II.184 and II.185 of the Higher Education Codex](#), and who has also been granted admission to the doctoral studies after an aptitude test by the Comprehensive Executive Committee.⁸

A student who wants to start as a PhD researcher follows the procedure as described in the [general PhD regulations](#).

A PhD researcher at the Faculty of Law is subject to the [additional faculty PhD regulations](#).

I.1.3 Exceptional enrolments

I.1.3.1 Exception to degree requirements

A student who does not meet the diploma requirements as stipulated in articles [I.1.2.2](#), [I.1.2.3](#), [I.1.2.4.1](#) may submit an [application](#) for admission to the Study Progress Committee in order to gain access to the Bachelor of Laws programme with shorter study duration, the law bridging programme or the Master of Laws programme (in Dutch), including the specialisation in tax law, respectively.

I.1.3.2 Exam and credit contract

§1. A student opting for an exam and/or credit contract may submit an application for admission to the Study Progress Committee. When granting admission, the Study Progress Committee takes into account the sequentiality between courses as well as the study load. The sequentiality rules for each programme are established in article [I.4](#).

§2. The [course information](#) for each course indicates the contract restrictions that determine whether the course can be taken under a credit and/or exam contract.

For courses that by their nature do not qualify for an exam contract, the student may opt for a (supplementary) credit contract, if this is possible for that course.

§3. A student opting for a credit contract within the Master of Laws programme (in Dutch) as part of the promotion procedure to level A for federal civil servants may apply for the following courses only:

- Deontologie
- Droit comparé
- Ethiek
- Human Rights Law
- Insolventierecht m.i.v. zekerheden
- Internationaal privaatrecht
- Bijzondere studies uit de opleiding Master in de rechten

The Study Progress Committee evaluates the submitted practical experience and verifies whether the applicant meets the necessary prerequisites.

§4. A student wishing to modify a contract must submit a request to the Study Progress Committee before the start of the academic year. The Study Progress Committee will grant a student a modification to another contract type no more than once.

⁸ [art. II.10 supplementary regulations of the Faculty of Law to obtain the academic degree of doctorate](#)

I.1.3.3 Re-enrolment after previous refusal due to study progress monitoring⁹

A student whose re-enrolment – in a preceding academic year – was refused due to study progress monitoring whereby the binding conditions were not met by the student, may submit an [application](#) for re-enrolment to the Study Progress Committee.

I.1.3.4 No or insufficient learning account at the time of enrolment¹⁰

§1. In principle, the Study Progress Committee refuses the enrolment of a student who no longer has a learning account. The student may still [submit an application](#) for admission to the Study Progress Committee, which may – in exceptional circumstances or in case of force majeure – grant admission subject to well-founded justification.

§2. The Study Progress Committee allows a student who does not yet have a master's degree yet does meet the admission requirements for enrolment, but has exhausted the learning account, to enrol in a master's programme under a diploma contract. In such a case, the Study Progress Committee may limit this student's study programme.

I.1.3.5 Enrolling outside the standard enrolment period

§1. A student wishing to enrol outside the standard enrolment period must always [apply](#) for admission to the study programme counsellor. Admission is also always required for a student wishing to start in the second semester.¹¹ The standard enrolment period runs from 1 July to the Friday of the second week of classes of the first semester. Re-enrolment is possible from 15 July.

The study programme counsellor may limit the study programme of a student who registers late: late registration for courses subject to continuous assessment is in principle not possible. When applying, the study programme counsellor will also determine whether the student can meaningfully enrol in the first semester. If the first semester is too advanced, the student will be referred to the second semester.

§2. For the master's programmes in law, i.e. the Master of Laws programme (in Dutch), including the specialisation in tax law, and the Master of Laws programme (LL.M.), it is not possible to start a first enrolment in the second semester.

I.1.3.6 Combination of a programme within the Faculty of Law with a programme outside the Faculty of Law

§1. A student wishing to combine a programme within the Faculty of Law with a programme outside the Faculty of Law should submit an [application](#) to the Study Progress Committee.

Students may compose a study programme with a total study load of up to 72 credits.

§2. Students who have yet to acquire or take more than 30 credits in a particular programme outside the Faculty of Law at the University of Antwerp will not be allowed to combine study programmes.

I.1.4 Procedure for application for admission

§1. The reasoned application for admission to the Study Progress Committee or the study programme counsellor and the necessary supporting documents must be delivered to the study programme counsellor on time using the [digital form](#), that is to say:

- At least five working days before the Friday of the second lecture week of the first semester for courses of the first semester (including year-long courses)
- At least five working days before 28 February for courses of the second semester. This deadline only applies to articles [I.1.3.2](#) and [I.1.3.5](#)

⁹ EER art. 19.8

¹⁰ EER art. 19.10-11

¹¹ [A2.2 of the registration procedure](#)

Incomplete or late applications are inadmissible and will not be evaluated substantively.

§2. The study programme counsellor receives the application and decides on the application or submits it to the Study Progress Committee, as deemed appropriate. The study programme counsellor shall inform the student via email of the decision.

The study programme counsellor reports annually to the Comprehensive Executive Committee on the decision regarding exceptional admissions.

I.2 Exemptions¹²

I.2.1 Application cases and conditions for granting an exemption

I.2.1.1 General provisions

§1. Regarding courses for which a student has obtained a credit and which are listed in the appendix to this Codex, in accordance with article [1.2.2](#) an exemption will be granted based on a simple request. Regarding courses that are not listed in this appendix, the Study Progress Committee shall evaluate the specific request.

§2. Regarding law courses, an exemption can only be granted on the basis of a credit for an equivalent law course obtained at a law faculty.

§3. Regarding non-law courses, an exemption may be granted if a credit was obtained at a faculty other than a law faculty on condition that sufficient equivalence is demonstrated in terms of study scope and content, learning outcomes, and teaching and assessment methods.

§4. Deliberated courses or courses based on tolerance credits are not eligible for exemption.

§5. A credit remains valid indefinitely, unless it is demonstrated after more than five years that the acquired competences differ substantially from the current competences.

§6. A result acquired before the academic year 2004-2005 in a study programme for which the student has obtained the degree or in an annual programme for which the student has been declared passed, regardless of whether this is within or outside the law programme, will result in an exemption – valid indefinitely – for the equivalent course in the law programme. This applies even if the student was deliberated for one or more courses with grade deficiencies.

The result obtained for a law course from the academic year 2004-2005 onwards is subject to the credit system. An exemption is granted if a credit was obtained for the course in accordance with the above provisions.

I.2.1.2 University-wide interdisciplinary courses

A student who has already obtained a credit for a course that is part of the university-wide interdisciplinary courses (*korf verbreedend vak*) during a previous study at the University of Antwerp, transfers this credit to the Bachelor of Laws programme. The student does not need to submit an application for this.

Exemption requests for university-wide broadening courses based on credits obtained elsewhere are submitted to the [Centre Pieter Gillis](#).

¹² EER art. 9.1-2

I.2.1.3 Exemptions based on proof of competence

A student can apply for an exemption based on previously acquired competences after the student has completed the [EVC-procedure](#). (*eerder verworven competenties*, or EVC). The decision on whether to grant exemption shall be made by the Study Progress Committee, based on the acquired proofs of competence.

I.2.2 Procedure for applying for exemptions

§1. A student wishing to obtain an exemption shall submit a justified request for exemption to the Faculty Student Administration using the [digital form](#). The application shall be accompanied by a study certificate and the ECTS sheet of the course concerned for which the credit was obtained.

Incomplete or late applications are inadmissible and will not be evaluated substantively.

§2. Pending a decision on the application for an exemption, the student may include the course in the study programme and participate in the course in question. If the exemption is granted, the course will be removed from the study programme.

§3. The Study Progress Committee decides on the granting of exemptions based on proofs of competence (EVCs), credits or previously acquired qualifications (*eerder verworven kwalificaties*, or EVK).

§4. The study programme counsellor informs the student via email about the decision taken by the Study Progress Committee or by the Pieter Gillis Centre in the case of exemption requests for university-wide interdisciplinary courses.

The study programme counsellor reports annually on the decisions made regarding the granting of exemptions and any internal appeals to the Comprehensive Executive Committee.

I.3 Education organisation

I.3.1 Language of instruction

I.3.1.1 Language of instruction within the University of Antwerp¹³

I.3.1.2 Language of instruction and examination language within the Faculty of Law¹⁴

Nevertheless, students taking a foreign-language course are entitled to take the examination in Dutch, i.e. to answer the (foreign-language) questions in Dutch.

Students wishing to exercise the right to take the examination in Dutch must submit a request via the Faculty of Law Helpdesk within the following applicable deadlines:

- No later than 1 December for applications related to courses of the first semester
- No later than 1 May for applications related to courses of the second semester and for year-long courses
- No later than 31 July for applications relating to courses of the second session
- No later than the start of the examination of the mandatory courses for the master's programme 'Droit Comparé' and 'Human Rights Law'

The language choice for the examination covers all assessment methods for a given course and applies to the whole of each assessment method.

This right does not exist for the student enrolled in the Master of Laws programme (LL.M.) or a student who includes a module from the Master of Laws (LL.M.) in the Master of Laws programme (in Dutch). This student is allowed to sit the exam in English only.

¹³ EER art. 8.1

¹⁴ EER art. 6.1.2

I.3.2 Use and distribution of education and study material¹⁵

I.3.3 Participation in quality assurance¹⁶

I.4 Study programmes

I.4.1 General provisions¹⁷

§1. The standard track for all study programmes in the Faculty of Law, as well as the starter packs for the undergraduate programme, can be found [online](#).

§2. After (re)enrolment, the student registers the study programme via the student information system (SisA) within the deadlines set by the Faculty of Law. These deadlines can be found in the Faculty of Law's academic calendar.

§3. In accordance with Article [I.4.10](#), a student may submit an application to the study programme counsellor to include more than 72 credits in Bachelor of Laws study programme. The student's justification shall be submitted to the Study Progress Committee, which will make a decision based on the justification submitted.

In accordance with Article [I.4.10](#), a student may submit an application to the study programme counsellor to include more than 72 credits in the master's study programme on condition that the conditions listed below are met cumulatively:

- 1° The student is in a position to graduate in the academic year in which the courses are taken
- 2° The student enrolls for a maximum of 78 credits in the study programme when all the necessary courses are taken

For a student who, in accordance with the provisions of Article [I.7.2](#), is subject to study progress monitoring, the study load is determined by the binding conditions that were imposed by the Study Progress Committee.

§4. Study programmes are individually verified by the study programme counsellor at the beginning of the academic year, in cooperation with the faculty student administration office.

If it appears that the student does not adhere to the faculty guidelines when registering the study programme, the study programme counsellor or the faculty student administration office will make adjustments – on its own initiative – to the study programme during the academic year. In this case, the student will be notified via the UAntwerp email account.

§5. Substantive modifications to the study programme after the date set in the academic calendar require the agreement of the study programme counsellor.

§6. Students are advised to make up any shortfall in the study programme in a subsequent academic year so that a credit can still be obtained for these.

§7. A student who has obtained a deficiency for a course in a previous academic year for which no more educational activities are organised in the new academic year, may submit a written request to the Chairman of the Examination Board to still include the course in the study programme and take examinations for it.

§8. The Education Committee determines the teaching and assessment methods regarding the courses of all study programmes at the start of the academic year, including continuous assessment. The teaching and assessment methods for each course are communicated by the lecturer through the course information at the start of each course.

¹⁵ EER art. 6.3

¹⁶ EER art. 6.4

¹⁷ EER art. 3.1.4-8, 4.1.1-3, 5.3.1-5, 6.1.1

I.4.2 Bachelor of Laws

I.4.2.1 Study programme

§1. The Bachelor of Laws programme consists of 180 credits, which corresponds to a full-time programme of at least three academic years.

§2. The bachelor's programme comprises courses over which the student has no freedom of choice, with the exception of the Legal Practical course and the university-wide interdisciplinary courses.

I.4.2.2 Starter pack¹⁸

I.4.2.2.1 First-time starter without a previously obtained bachelor's degree

§1. A student enrolling for the first time in the Bachelor of Laws programme at the Faculty of Law of the University of Antwerp is required to take the starter pack of 60 credits.

The full 60-credit starter pack consists of the following courses:

For semester 1:

- Bronnen en beginselen van het recht
- Inleiding tot het privaatrecht
- Juridische argumentatieleer
- Politicologie
- Politieke en institutionele geschiedenis van België en de Nederlanden
- Taalgebruik Frans
- Taalgebruik Engels

For semester 2:

- Personen- en familierecht
- Gerechtig recht
- Geschiedenis van het privaatrecht
- Sociologie en rechtssociologie
- Rechtstaalbeheersing en debatklas

For semester 1 and 2 (year-long course):

- Rechtsmethodiek

§2. A student who was granted special facilities by the relevant committee may apply for a part-time starter pack. This application is submitted to the study programme counsellor via a [digital](#) form. The allocation of the part-time starter pack is approved by the Study Progress Committee. Exceptional individual circumstances may also give a student a valid reason to apply for a part-time starter pack. Students have a choice of two part-time starter packs.

The part-time starter pack of **45 credits** consists of:

For semester 1:

- Bronnen en beginselen van het recht
- Inleiding tot het privaatrecht
- Juridische argumentatieleer
- Taalgebruik Frans
- Taalgebruik Engels

For semester 2:

- Personen- en familierecht
- Geschiedenis van het privaatrecht
- Sociologie en rechtssociologie
- Rechtstaalbeheersing en debatklas

For semester 1 and 2 (year-long course):

- Rechtsmethodiek

¹⁸ EER art. 4.1.3

The part-time starter pack of **30 credits** consists of:

For semester 1:

- Bronnen en beginselen van het recht
- Inleiding tot het privaatrecht
- Taalgebruik Frans
- Taalgebruik Engels

For semester 2:

- Personen- en familierecht
- Sociologie en rechtssociologie
- Rechtstaalbeheersing en debatklas

While the decision regarding the student's application is still pending, the student shall enrol in the full-time starter pack. If the application is approved, the starter pack – and therefore the study programme for that academic year – will be adjusted by the study programme counsellor.

§3. In special individual circumstances, a student may apply for an individually adapted starter pack. This application shall be submitted to the study programme counsellor via a [digital](#) form. The conferment of the part-time starter pack is approved by the Study Progress Committee. While the decision regarding the student's application is still pending, the student shall enrol in the full-time starter pack. If the application is approved, the starter pack – and therefore the study programme for that academic year – will be adjusted by the study programme counsellor.

1.4.2.2.2 First-time starter with late enrolment

§1. A student who is required to enrol in the starter pack is obliged to enrol in the full set of 60 credits in case of late enrolment in the first semester as suggested in article [1.4.2.2.1 §1](#), unless the student was granted admission to a modified starter pack. At the time of application, the study programme counsellor will determine whether the student can meaningfully start during the first semester. If the first semester has already advanced too far, the student will be referred to the second semester.

§2. A student who is required to enrol in the starter pack and who wants to start in the second semester, enrolls in the following courses as a starter pack:

- Personen- en familierecht
- Gerechtig recht
- Geschiedenis van het privaatrecht
- Sociologie en rechtssociologie
- Rechtstaalbeheersing en debatklas

1.4.2.2.3 First-time starter transferring from a law programme at another educational institution

§1. A student who started the law programme at another educational institution before academic year 2023-2024 is not covered by the regulation of the starter pack and its binding conditions as described in article [1.7.2.2](#).

§2. A student who was enrolled in a law programme at another educational institution in the academic year 2023-2024 or later and did not pass the threshold (i.e. completed the starter pack) at that institution is obliged to enrol in the full starter pack of 60 credits as prescribed in article [1.4.2.2.1 §1](#). In that case, the student has only one academic year to fulfil the binding conditions as described in Article [1.7.2.2](#).

If this student has obtained one or more exemptions for courses in the starter pack, these courses are considered to have been obtained and the starter pack will be reduced accordingly.

If this student's study programme turns out – through granted exemptions – to comprise less than 45 credits, the student may supplement his study programme with courses from the Model Path part 2 of the bachelor's programme. The courses in Model Path part 2 do not fall under the starter pack and are therefore not subject to the binding conditions as prescribed in article [1.7.2.2](#).

§3. A student who was enrolled in a law programme at another educational institution in the academic year 2023-2024 or later and was refused re-enrolment at that institution will also be refused admission to the Bachelor of Laws programme at the University of Antwerp.

§4. A student who was enrolled in the law programme at another educational institution in the academic year 2023-2024 or later and did pass the threshold (i.e. completed the starter pack) at that institution no longer falls under the regulation of the starter pack and its binding conditions as prescribed in article [1.7.2.2](#).

1.4.2.2.4 First-time starter with a previously obtained bachelor's degree

§1. A student who has previously obtained a professional bachelor's degree and is not eligible for enrolment in the Bachelor of Laws programme with credit reduction is required to enrol in the full 60-credit starter pack as prescribed in article [1.4.2.2.1 §1](#). The student may submit a request to the study programme counsellor to enrol in a part-time starter pack as prescribed in Article [1.4.2.2.1 §3](#).

§2. A student who has previously obtained an academic bachelor's degree, or who on the basis of a professional bachelor's degree is admitted to the Bachelor of Laws programme with shorter study duration, is subject to the provisions of article [1.4.3.2](#).

1.4.2.2.5 Modifications to the starter pack

§1. The starter pack is established in the academic year in which the student starts the programme. In principle, this starter pack is not modified for the two consecutive academic years. The student may apply to modify the study programme in the first academic year without this modification affecting the starter pack. In that case, the student will only have one academic year in which to obtain a credit or deliberated grade, in order to comply with the provisions of article [1.7.2.2](#). When modifying the study programme, the student explicitly agrees to this.

§2. In special individual circumstances, a student may request a modification to the starter pack at the start of the second academic year in which the starter pack must be completed. This request is submitted via a [digital form](#) to the study programme counsellor. The permission to modify the starter pack is approved by the Study Progress Committee.

1.4.2.3 Mentorship

The mentorship is an initiative of the Faculty of Law whereby first-time students are guided by a mentor in their transition from secondary education to their university programme. The mentorship is intended only for generation students, i.e. are students enrolling in a higher education programme for the first time. Every generation student is required to participate in the mentorship.

All information about the mentorship can be found on the [Student Portal](#).

1.4.2.4 Sequentiality¹⁹

There are courses with soft sequentiality in the undergraduate programme. In particular, this concerns the following courses:

- 1° A student can enrol in 'Strafprocesrecht' only if 'Strafrecht' has also been included in the study programme; this condition does not apply if the student has obtained an exemption for 'Strafrecht' or participated in it in during a previous academic year.
- 2° A student can enrol in 'Fiscaal recht' and 'Bestuursrecht' only if the student has participated in the course 'Verbintenissenrecht'.
- 3° A student can enrol in 'Bijzondere overeenkomsten' 'Vennootschappen, verenigingen en stichtingen' and 'Fiscaal recht' only if the student has participated in the course 'Verbintenissenrecht'.

¹⁹ EER art. 4.2.1-2

- 4° A student can enrol in 'Juridisch practicum' only if the student has participated in all the courses belonging to either Model Path part 1 or the starter pack as well as all the courses belonging to Model Path part 2, and has participated in or is enrolled in at least 39 credits of the law courses belonging to Model Path part 3.
- 5° When enrolling in a specific legal practical course, the student must meet the prerequisites applicable to the practical in question; the prerequisites are always communicated in advance via the Student Portal.

I.4.3 Bachelor of Laws with reduced study duration

I.4.3.1 Study programme

§1. The study programme for the Bachelor of Laws programme with credit reduction consists of 114 credits, which corresponds to a full-time study programme of at least two academic years.

§2. The standard study programme for the bachelor's programme comprises courses over which the student has no freedom of choice, with the exception of the Legal Practical course and the university-wide interdisciplinary courses.

I.4.3.2 Starter pack²⁰

§1. A student who is admitted to the Bachelor of Laws programme with reduced study duration will receive a modified starter pack. The student is obliged to include at least all courses comprising that modified starter pack in the study programme of the first academic year.

The starter pack comprises 24 credits and consists of the following courses:

- Bronnen en beginselen van het recht
- Personen- en familierecht
- Gerechtig recht
- Rechtsmethodiek

These courses fall under the starter pack and are therefore subject to the binding conditions as defined in Article [1.7.2.2](#).

The student may supplement the study programme with the other courses belonging to Model Path part 1. These courses are not part of the starter pack and are therefore not subject to the binding conditions as described in article [1.7.2.2](#).

§2. A student who is required to take up the starter pack is obliged to enrol in the starter pack of 24 credits in case of late registration in the first semester as suggested in article [1.4.3.2 §1](#). At the time of application, the study programme counsellor will determine whether the student can meaningfully start during the first semester. If the first semester has already advanced too far, the student will be referred to the second semester.

A student wishing to start in the second semester shall enrol in the following courses as a starter pack:

- Personen- en familierecht
- Gerechtig recht

§3. The starter pack is established in the academic year in which the student starts the programme. In principle, this starter pack is not modified for the two consecutive academic years. The student may apply to modify the study programme in the first academic year without this modification affecting the starter pack. In that case, the student will only have one academic year in which to obtain a credit or deliberated grade, in order to comply with the provisions of article [1.7.2.2](#). When modifying the study programme, the student explicitly agrees to this.

§4. In exceptional individual circumstances, a student may request a modification to the starter pack at the start of the second academic year in which the starter pack must be completed. This request is submitted via a [digital](#)

²⁰ EER art. 4.1.3

[form](#) to the Study Programme Advisor. The permission to modify the starter pack is approved by the Study Progress Committee.

I.4.3.3 Sequentiality²¹

There are courses with soft sequentiality in the Bachelor of Laws programme with reduced duration. In particular, this concerns the following courses:

- 1° A student can enrol in 'Strafprocesrecht' only if that student also enrolls in 'Strafrecht'; this condition does not apply if the student has obtained an exemption for 'Strafrecht' or has participated in it in a previous academic year.
- 2° A student can enrol in 'Fiscaal recht' and 'Bestuursrecht' only if that student has participated in the course 'Staatsrecht'.
- 3° A student can enrol in 'Bijzondere overeenkomsten', 'Vennootschappen, verenigingen en stichtingen' and 'Fiscaal recht' only if that student has participated in the course 'Verbintenissenrecht'.
- 4° A student can enrol in 'Juridisch practicum' only if that student has participated in all the courses belonging to Model Path part 1 and has participated in or is enrolled in at least 33 credits of the law courses belonging to Model Path part 2.
- 5° When enrolling in a specific legal practical course, the student must meet the prerequisites applicable to the practical in question; the prerequisites are always communicated in advance via the Student Portal.

I.4.3.4 Composition of study programme for the candidature law degree

§1. A student who has a candidature law degree does not have direct access to the Master of Laws programme. The Study Progress Committee imposes a study programme of 60 credits with courses from the Bachelor of Laws programme, namely:

- Arbeidsrecht
- Bestuursrecht
- Buitencontractueel aansprakelijkheidsrecht en risicoverzekeringen
- Economisch recht
- Fiscaal recht
- Gerechtig recht
- Socialezekerheidsrecht
- Staatsrecht
- Strafrecht
- Strafprocesrecht
- Vennootschappen, verenigingen en stichtingen
- Verbintenissenrecht

A student with the candidature law degree (*kandidaat in de rechten*) who obtains a credit for the abovementioned courses will obtain the Bachelor of Laws degree.

§2. A student who has a candidature law degree is not subject to the provisions of the starter pack and is therefore not subject to the binding conditions described in article [1.7.2.2](#).

²¹ EER art. 4.2.1-2

I.4.4 Law bridging programme

I.4.4.1 Study programme

§1. The law bridging programme consists of 87 credits, which corresponds to a study programme of at least two academic years.

§2. The standard study programme for the law bridging programme comprises some courses over which the student has a limited freedom of choice.

I.4.4.2 Sequentiality²²

There are courses with sequentiality in the law bridging programme. In particular, this concerns the following courses:

- 1° A student can enrol in 'Strafprocesrecht' only if that student also enrolls in 'Strafrecht'; this condition does not apply if the student has obtained an exemption for 'Strafrecht' or has participated in it in a previous academic year.
- 2° A student can enrol in 'Fiscaal recht' and 'Bestuursrecht' only if that student has participated in the course 'Staatsrecht': this condition does not apply if the student has obtained an exemption for 'Staatsrecht' or has participated in it in a previous academic year.
- 3° A student can enrol in 'Bijzondere overeenkomsten', 'Vennootschappen, verenigingen en stichtingen' and 'Fiscaal recht' only if that student has participated in the course 'Verbintenissenrecht': this condition does not apply if the student has obtained an exemption for 'Verbintenissenrecht' or has participated in it in a previous academic year.
- 4° A student can enrol in 'Juridisch practicum' only if that student has participated in all the courses belonging to Model Path part 1 and has participated in or is enrolled in at least 18 credits of the law courses belonging to Model Path part 2.
- 5° When enrolling in a specific legal practical course, the student must meet the prerequisites applicable to the practical in question; the prerequisites are always communicated in advance via the Student Portal.

I.4.5 Master's programmes at the Faculty of Law

I.4.5.1 Master of Laws (in Dutch)

I.4.5.1.1 Study programme

§3. The Master of Laws programme (in Dutch) consists of 120 credits, which corresponds to a full-time study programme of at least two academic years.

The standard study programme for Master of Laws programme (in Dutch) comprises a number of mandatory courses and a wide range of courses from which students are free to choose (within certain modules).

§4. The first part of the standard study programme comprises:

- Seven mandatory courses, six of which are taught in the first semester and one in the second semester
- Master project – research proposal
- One semester module

The second part of the standard study programme comprises:

- One semester module

²² EER art. 4.2.1-2

- One free module
- Master project – internship
- Master project – thesis
- One foundational course/auxiliary science course

§5. Students choose two semester modules during their study programme. A semester module always consists of two advanced courses and one basic course from the same legal field or module. Both semester modules may be chosen from the same legal field.

In addition to two semester modules, students choose one free module consisting of one advanced course and one basic course. The advanced course and the basic course may be chosen from a different legal field. For the free module the student may choose the same legal field as the semester module(s).

Students may choose from the following modules:

- Burgerlijk recht
- Europees recht en Internationaal privaatrecht
- Fiscaal recht
- Ondernemingsrecht
- Publiekrecht
- Sociaal recht
- Strafrecht
- Internationale mobiliteit

The composition of the semester modules is preferably symmetrical, meaning that each semester the student takes three module courses from the same legal field, except for the semester in which the free module is chosen.

If for a semester module the student chooses courses that do not belong to the same legal field, the student has an asymmetric study programme. The student is responsible for any timetable conflicts in case of asymmetry or when composing the free module.

The student may substitute one semester module with a module from the Master of Laws programme (LL.M.) amounting to 18 credits. The courses in this module must be taken simultaneously and within one semester. It is not possible to enrol in only one or a few of courses from that module. A student who chooses a module from the Master of Laws programme (LL.M.) is obliged to enrol in an additional 3-credit course from that study programme to compensate for the shortfall in credits.

Students may substitute a basic course from the free module with a Transnational Law course or other courses considered equivalent by the Education Committee. Such courses are listed on the relevant [webpage](#).

§6. A student combining the Bachelor of laws programme or the law bridging programme with the Master of Laws programme (in Dutch) is subject to the rules set out in article [1.4.7](#).

1.4.5.1.2 Equivalent courses with the Master of Laws programme (LL.M.)

§1. Equivalent courses are courses that have the same credit-value as some other courses within the Faculty of Law. These equivalent courses between the Master of Laws and the Master of Laws are determined by the Faculty of Law's Education Committee.

Courses in the Master of Laws (in Dutch) and Master of Laws (LL.M.) programmes that are considered equivalent cannot both be included in the Master of Laws programme (in Dutch).

Equivalent courses are:

- Grondige studie Recht van de Europese Unie
- Advanced Course on Constitutional Law of the European Union

§2. The student who has been enrolled in a course from the Master of Laws programme (in Dutch) cannot enrol in an equivalent course (semester module) from the Master of Laws programme (LL.M.).

I.4.5.1.3 Moot courts

§1. A student can participate in a moot court only if that student has been selected for it by the course's lecturer. The internal selection procedure is always announced via the Student Portal.

§2. On the advice of the relevant lecturer and the Chair of the Education Committee, the Comprehensive Executive Committee shall determine whether the moot court in question qualifies for either 3, 6 or 9 credits. Depending on the number of credits of the moot court, the student may include it in the study programme to substitute for an advanced or basic course in a particular module. The Student Portal lists the modules for which a particular moot court is eligible.

§3. The student who is selected to participate in a moot court reports this to the study programme counsellor and mentions which moot court he or she will be participating in and which advanced or basic course the moot court will replace.

I.4.5.1.4 Sequentiality²³

There is one course with hard sequentiality in the Master of Laws programme (in Dutch). The student may only enrol in the course 'Meesterproef – stage' in this programme if the student has a:

- Bachelor of Laws degree, or
- Certificate of the law bridging programme

I.4.5.2 Master of Laws with specialisation in tax law (in Dutch)

I.4.5.2.1 Study programme

§1. The Master of Laws with specialisation in tax law programme (in Dutch) consists of 120 credits, which corresponds to a full-time study programme of at least two academic years.

§2. The standard study programme for the Master of Laws with specialisation in tax law programme (in Dutch) consists only of mandatory courses over which the student has no freedom of choice.

§3. A student combining the Bachelor of Laws programme or the law bridging programme with the Master of Laws with specialisation in tax law programme (in Dutch) is subject to the rules set out in article [1.4.7](#).

§4. The first part of the standard study programme comprises:

- Deontologie
- Insolventierecht m.i.v. zekerheden
- Internationaal privaatrecht
- Meesterproef – onderzoeksvoorstel fiscaal recht
- Belastingstrategie en transfer pricing
- drie grondige studies
- twee bijzondere studies

The second part of the standard study programme comprises:

- Ethiek
- Meesterproef – stage fiscaal recht
- Meesterproef – thesis fiscaal recht
- drie grondige studies
- twee bijzondere studies

²³ EER art. 4.2.1-2

I.4.5.2.2 Sequentiality

There is one course with hard sequentiality in the Master of Laws with specialisation in tax law programme (in Dutch). The student may only enrol in the course 'Meesterproef – stage (fiscaal recht)' in this programme if the student has a:

- Bachelor of Laws degree, or
- Certificate of the law bridging programme

I.4.5.3 Master of Laws LL.M.)

I.4.5.3.1 Study programme

§1. The Master of Laws programme (LL.M.) consists of 120 credits, corresponding to a full-time study programme of at least two academic years.

The standard study programme for the Master of Laws (LL.M.) programme consists of some mandatory courses as well as a range of modules and elective courses from which students are free to choose.

§2. The first part of the standard study programme comprises:

- Four mandatory courses
- Four methodological courses
- Master Project – Legal Clinic
- Master Project – Research Proposal
- One module

The second part of the standard study programme comprises:

- Two modules
- One or more elective courses adding up to 6 credits in total
- Master Project – Thesis

A student in the Master of Laws programme (LL.M.) first enrolls in the mandatory and methodological courses listed below:

- Academic Writing, Oral and Communication Skills
- Constitutional Principles and Human Rights
- Empirical Research Methods in Law
- Global Legal Systems
- Law of the European Union
- Legal Research Methodology
- Public International Law and International Enforcement
- Private International Law

§3. The student then chooses three modules, each of which comprises four module courses, i.e. two advanced courses and two 3-credit basic courses.

The student is obliged to take all courses within one module simultaneously in the same semester. It is not possible to enrol in only one or a few of courses from that module.

Students may choose from the following modules:

- Commercial Transactions & Disputes
- Commercial Transactions: Rights & Governance
- Diversity and Law
- European Constitutionalism and Fundamental Rights
- Sustainable Development and Global Justice

§4. A student who has not yet completed the Bachelor of Laws programme or the bridging law programme may not enrol in the Master of Laws programme (LL.M.).

I.4.5.4 Educational Master of Laws

I.4.5.4.1 Study programme

§1. The Educational Master of Laws programme consists of 90 credits to which 15 credits from the preparatory programme are added, which corresponds to a study programme of at least two academic years. With regard to the Educational Master of Laws programme, the preparatory programme is integrated in the master's programme rather than the bachelor's programme.

The standard study programme for the Educational Master of Laws programme consists of some mandatory courses and a range of courses from which students are free to choose (within certain domains).

§2. The first part of the standard study programme comprises:

- Insolventierecht m.i.v. zekerheden
- Human Rights Law
- Droit Comparé
- One advanced course from a field that is related to the master project topic
- Four mandatory courses from the Teacher Component (*Lerarencomponent*)

§3. The second part of the standard study programme comprises:

- Deontologie
- Internationaal Privaatrecht
- Three mandatory courses from the Teacher Component (*Lerarencomponent*)
- Profileringsstage
- Masterproef partim I: methodologische seminars
- Masterproef partim II: scriptie
- Masterproef partim III: praktijktoepassing

§4. A student combining the Bachelor of Laws programme of the bridging programme in law with the Educational Master of Laws programme is subject to the rules set out in article [1.4.7](#).

I.4.5.4.2 Sequentiality²⁴

For some courses in Educational Master of Laws programme, a student must first have obtained a credit before being able to enrol in those courses, unless that student an exemption for the prerequisite course. In particular, this concerns the following courses:

- 1° A student can enrol in 'Masterproef partim I: methodologische seminars' only if that student has participated in 'Juridisch practicum' in a previous academic year
- 2° A student can enrol in an advanced course only if that student has participated in 'Juridisch practicum' in a previous academic year
- 3° A student can enrol in 'Masterproef partim II: scriptie' only if that student also enrolls in 'Masterproef partim I: methodologische seminars'; this condition does not apply if the student has already obtained a credit 'Masterproef partim I: methodologische seminars'
- 4° A student can enrol in 'Masterproef partim III: praktijktoepassing' only if that student also enrolls in 'Masterproef partim II: scriptie'; this condition does not apply if the student has already obtained a credit for 'Masterproef partim II: scriptie'
- 5° A student can enrol in 'Groeistage rechten' only if that student also enrolls 'Vakdidactiek rechten'; this condition does not apply if the student has already obtained a credit for 'Vakdidactiek rechten'

²⁴ EER art. 4.2.1-2

I.4.5.5 Master project in the master's programme

At [SECTION II](#) of the Faculty of Law's Education Codex contains all provisions relating to the programmes Master of Laws (in Dutch); Master of Laws with specialisation in tax law, Master of Laws (LL.M.), and Educational Master of Laws.

I.4.6 Advanced Master of Tax Law, including specialisation in customs and excise

I.4.6.1 Study programme

§1. The Advanced Master of Tax Law study programme consists of 60 credits, which corresponds to a full-time course of at least one academic year.

The standard study programme consists of one mandatory course, i.e. the master's thesis, as well as a wide range of courses from which students are free to choose.

The student opts for either a full-time or a part-time programme. If the student enrolls in a part-time programme, that student may already choose a thesis topic in the first master's year.

Students can compile their own study programme, choosing from the courses belonging to the Advanced Master of Tax Law programme.

Two sample orientations have been developed for the Advanced Master of Tax Law programme, namely 'Particulieren en zelfstandigen' and 'Particulieren en zelfstandigen'. The concrete details of these orientations can be found on the relevant [webpage](#).

§2. A student who has obtained credits in the Master of Law programme (in Dutch) for courses that are part of Advanced Master of Tax Law programme will transfer those credits to the latter programme. The student does not need to apply for an exemption for this.

§3. A student who combines the Master of Law programme (in Dutch) with the Advanced Master of Tax Law programme is subject to the rules set out in article [I.4.7](#).

I.4.6.2 Master's thesis in the Advanced master's programme

[SECTION II](#) determines all guidelines relating to the Advanced Master of Tax Law.

I.4.7 Combining programmes within the Faculty of Law

I.4.7.1 Permission to combine programmes²⁵

§1. Under certain conditions, the Study Progress Committee allows the student to enrol for the Master of Laws programme (in Dutch), including the specialisation in tax law and the Educational Master of Laws, even though the student still needs to sit an exam for one or more courses in the Bachelor of Laws programme or the law bridging programme. In that case the student shall take into account the guidelines listed below.

§2. Under certain conditions, the Study Progress Committee allows the student to enrol for the Advanced Master of Tax Law, even though the student still needs to sit an exam for one or more courses in the Master of Laws programme (in Dutch). In that case the student takes into account the guidelines listed below.

§3. Combining the Bachelor of Laws programme or the law bridging programme with the Master of Laws programme (LL.M.) is not allowed.

²⁵ EER art. 5.4.1

I.4.7.2 Scope of study programme

I.4.7.2.1 Bachelor of Laws and a master's programme at the Faculty of Law

§1. A student who has obtained at least 138 credits in the bachelor's programme may compose a study programme comprising a maximum of 72 credits.

§2. A student who meets the conditions of §1 but is subject to study progress monitoring in the bachelor's programme in accordance with the provisions of article [1.7.2](#), may compose a study programme comprising a maximum of 60 credits, unless otherwise determined by the Study Progress Committee.

§3. A student who has obtained less than 138 credits in the bachelor's programme will not be admitted to a master's programme at the Faculty of Law. Combining programmes is not possible in this case.

§4. Regarding the calculation of the number of credits obtained as mentioned in the provisions above, granted exemptions will be taken into account.

§5. The number of credits obtained is always calculated at the start of the academic year. It is not possible to add extra credits in the second semester on the basis of credits obtained in the first semester.

§6. The study programme of a combination-student consists of the remaining courses in the bachelor's programme for which the student still wishes to obtain a credit and a number of courses in the master's programme, taking into account the provisions of article [1.4.7.3](#).

§7. The Study Progress Committee may place additional restrictions on the study programme or initiate study progress monitoring with binding conditions in the bachelor's programme.

I.4.7.2.2 Bridging programme in law and a master's degree at the Faculty of Law

§1. A student who has obtained at least 45 credits in the bridging programme may compose a study programme comprising a maximum of 72 credits.

§2. A student who meets the conditions of §1 but is subject to study progress monitoring in the bridging programme according to the provisions of Article [1.7.2](#), may compose a study programme comprising a maximum of 60 credits, unless otherwise determined by the Study Progress Committee.

§3. A student who has obtained less than 45 credits in the bridging programme will not be admitted to a master's programme at the Faculty of Law. Combining programmes is therefore not possible in this case.

§4. Regarding the calculation of the number of credits obtained as mentioned in the above provisions, granted exemptions will be taken into account.

§5. The number of credits obtained is always calculated at the start of the academic year. It is not possible to add extra credits in the second semester on the basis of credits obtained in the first semester.

§6. The study programme of a combination-student consists of the remaining courses in the bridging programme for which the student still wishes to obtain a credit and a number of courses in the master's programme, taking into account the provisions [1.4.7.3](#).

§7. The Study Progress Committee may place additional restrictions on the study programme or initiate study progress monitoring with binding conditions in the bachelor's programme.

I.4.7.2.3 A master's degree in law and Advanced Master of Tax Law

§1. A student who has earned at least 102 credits in the Master of Law programme (in Dutch) may compose a study programme comprising a maximum of 72 credits. The study programme of a combination-student consists of the remaining courses for which the student still wishes to obtain a credit in the master's programme and a

number of courses in the Advanced Master of Tax Law programme. The student is free to choose which courses are included in the study programme.

§2. Regarding the calculation of the number of credits obtained as mentioned in the above provision, granted exemptions will be taken into account.

§3. If the student who is subject to study progress monitoring in the master's programme, as stipulated in article [1.7.2](#), that student may not combine Master of Law programme (in Dutch) with the Advanced Master of Tax Law programme.

§4. The Study Progress Committee may place additional restrictions on the study programme or initiate study progress monitoring with binding conditions in the master's programme.

1.4.7.3 Composition of study programme²⁶

1.4.7.3.1 Master of Laws (in Dutch)

§1. The student first enrolls in any remaining courses from the previous programme (bachelor's or bridging programme). The student is not required to re-enroll in courses with deliberated shortfalls, even though this is strongly recommended.

§2. Regardless, the student takes into account any soft sequentiality between courses. This specifically concerns the following courses:

- 1° A student can enrol in 'Meesterproef – Onderzoeksvoorstel' only if that student has participated in both 'Schrijven van juridische teksten' and 'Juridisch practicum', unless an exemption has been granted
- 2° A student can enrol in advanced courses only if that student has participated in both 'Schrijven van juridische teksten' and 'Juridisch practicum', unless an exemption has been granted

§3. When composing the study programme in the Master of Laws (in Dutch), the chronology mentioned below as well as the maximum credit limit as described in article [1.4.7.2](#) shall be taken into account:

- The student first enrolls in the six mandatory courses of the first semester, these consist of:
 - Deontologie
 - Droit comparé
 - Ethiek
 - Human Rights Law
 - Insolventierecht m.i.v. zekerheden
 - Internationaal privaatrecht
- Subsequently the student enrolls in 'Communication skills and conflict resolution';
- Subsequently the student chronologically enrolls in the following courses, depending on the number of credits (incl. exemptions) obtained in the bachelor's or bridging programme:
 - Obtained at least 159 credits/66 credits:
 - ▶ Master project – research proposal
 - ▶ Module courses
 - ▶ Possibly foundational and auxiliary sciences course (2nd master)
 - between 138 – 159 credits/45 – 66 credits obtained
 - ▶ Basic courses
 - ▶ Possibly foundational and auxiliary sciences course (2nd master)

§4. The student must verify – at his or her own responsibility – whether the maximum number of credits allowed is a feasible study programme. No deviating educational facilities will be granted in case of timetable conflicts resulting from a combination of study programmes.

§5. A student who still needs to enrol in several courses from the previous programme (bachelor's or bridging programme) in the first semester may deviate from the six mandatory master's courses in that first semester.

²⁶ EER art. 4.2.1-2, 5.4.1, 5.4.3

§6. A student who is admitted to simultaneous enrolment in the bachelor's or bridging programme and a master's programme may not enrol in 'Meesterproef – Stage' as long as that student has not completed the bachelor's or bridging programme, unless permission was explicitly granted by the Study Progress Committee. The conditions are stipulated in article [II.3.2.2](#).

I.4.7.3.2 Master of Laws with specialisation in tax law (in Dutch)

§1. The student first enrolls in any remaining courses from the previous programme (bachelor's or bridging programme). The student is not required to re-enroll in courses with deliberated shortfalls, even though this is strongly recommended.

§2. Regardless, the student takes into account any soft sequentiality between courses. This specifically concerns the following courses:

- 1° A student can enrol in 'Meesterproef – Onderzoeksvoorstel' only if that student has participated in both 'Schrijven van juridische teksten' and 'Juridisch practicum', unless an exemption has been granted
- 2° A student can enrol in advanced courses only if that student has participated in both 'Schrijven van juridische teksten' and 'Juridisch practicum', unless an exemption has been granted

§3. When composing the study programme in the Master of Laws with specialisation in tax law (in Dutch), the chronology mentioned below and the maximum credit limit as described in article [I.4.7.2](#) shall be taken into account:

- The student first enrolls in the following mandatory courses from the first semester:
 - Deontologie
 - Insolventierecht m.i.v. zekerheden
 - Internationaal privaatrecht
 - Boekhoudrecht en financiële analyse
- Subsequently the student enrolls in 'Belastingstrategie en Transfer Pricing'
- Subsequently the student chronologically enrolls in the following courses, depending on the number of credits (incl. exemptions) obtained in the bachelor's or bridging programme:
 - Obtained at least 159 credits/66 credits:
 - ▶ Master project – research proposal
 - ▶ Advanced and/or basic courses
 - Achieved between 138 – 159 credits/between 45 – 66 credits:
 - ▶ Advanced and/or basic courses

§4. The student must verify – at his or her own responsibility – whether the maximum number of credits allowed is a feasible study programme. No deviating educational facilities will be granted in case of timetable conflicts resulting from a combination of study programmes.

§5. A student who is admitted to simultaneous enrolment in the bachelor's or bridging programme and a master's programme may not enrol in 'Meesterproef – Stage fiscaal recht' as long as the student has not completed the bachelor's or bridging programme, unless permission was explicitly granted by the Study Progress Committee. The conditions are stipulated in article [II.3.2.2](#).

I.4.7.3.3 Educational Master of Laws

The student first enrolls in any remaining courses from the previous programme (bachelor's or bridging programme). The student is not required to re-enroll in courses with deliberated shortfalls, even though this is strongly recommended. Courses with sequentiality, as described in article [I.4.5.4.2](#), must be included in the study programme in accordance with these rules.

Afterwards, the student is free to choose which courses to enrol in but must take into account any sequentiality as described in article [I.4.5.4.2](#).

I.4.8 Study programme with bachelor's or master's degree in law acquired elsewhere

I.4.8.1 Holder of a Belgian bachelor's degree obtained at a Dutch-language university, followed by a foreign master's degree in law

The student is enrolled in a master's programme of approximately 60 credits (with a maximum deviation of 15 credits up or down). Exemptions may be granted based on the procedure described in article [1.2](#).

The Study Progress Committee shall determine the study programme based on the credits already acquired at the other faculty of law.

I.4.8.2 Holder of a Belgian bachelor's and master's degree in law obtained at a French-language university

The student is enrolled in a study programme with courses that are part of the Master of Laws programme (in Dutch), consisting of at least more than half Dutch-language courses. The study programme amounts to approximately 60 credits (with a maximum deviation of 15 credits up or down). Due to the language requirement (Dutch-language courses), students enrol in courses from the Master of Laws programme (LL.M.).

The Study Progress Committee shall determine the study programme based on the credits already acquired at the French-language faculty of law.

I.4.8.3 Holder of a foreign bachelor's degree in law obtained in a country belonging to the European Higher Education Area

The Study Progress Committee will first determine whether the foreign bachelor's degree can be considered equivalent to a Flemish bachelor's degree.

The Study Progress Committee shall determine the study programme based on the credits already acquired at the other faculty of law. This study programme will be broadly run parallel to the law bridging programme.

I.4.8.4 Holder of a foreign bachelor's degree in law obtained in a country that is not part of the European Higher Education Area

The Study Progress Committee will first determine whether the foreign bachelor's degree can be considered equivalent to a Flemish bachelor's degree.

The Study Progress Committee shall determine the study programme based on the credits already acquired at the other faculty of law. This study programme will be broadly run parallel to the Bachelor of Laws programme with shorter study duration.

I.4.8.5 Holder of a foreign master's degree in law obtained in a country belonging to the European Higher Education Area

§1. The Study Progress Committee will first determine whether the foreign master's degree can be considered equivalent to a Flemish master's degree.

§2. If the foreign master's degree is declared equivalent by the Study Progress Committee, it will impose a study programme consisting of:

- 1° At least the following courses (focusing on Belgian law):
 - Buitencontractueel aansprakelijkheidsrecht en risicoverzekeringen
 - Gerechtelijk recht
 - Staatsrecht
 - Strafrecht
 - Strafprocesrecht
 - Verbintenissenrecht
- 2° The course 'Human Rights Law', unless an equivalent course was present in the curriculum;
- 3° At least four of the following courses (focusing on Belgian law):

- Arbeidsrecht
 - Bestuursrecht
 - Bijzondere overeenkomsten
 - Economisch recht
 - Familiaal vermogensrecht
 - Fiscaal recht
 - Goederenrecht
 - Personen- en familierecht
 - Socialezekerheidsrecht
- 4° The course 'Rechtsmethodiek' and all the courses within the master project (i.e. research proposal, thesis and internship), unless the foreign programme included a complete master project.

§3. The student will be awarded the Bachelor of Laws and Master of Laws degree if the student obtains a credit for the courses listed above.

1.4.8.6 Holder of a foreign master's degree in law obtained in a country that is not part of the European Higher Education Area

§1. The Study Progress Committee will first determine whether the foreign master's degree can be considered equivalent to a Flemish bachelor's degree.

§2. If the foreign master's degree is declared equivalent by the Study Progress Committee, it will impose a study programme consisting of:

- 1° At least the following courses (focusing on Belgian law):
- Buitencontractueel aansprakelijkheidsrecht en risicoverzekeringen
 - Gerechtelijk recht
 - Rechtsmethodiek
 - Staatsrecht
 - Strafrecht
 - Strafprocesrecht
 - Verbintenissenrecht
- 2° At least four of the following courses (focusing on Belgian law):
- Arbeidsrecht
 - Bestuursrecht
 - Bijzondere overeenkomsten
 - Economisch recht
 - Familiaal Vermogensrecht
 - Fiscaal recht
 - Goederenrecht
 - Personen- en familierecht
 - Socialezekerheidsrecht

§3. The student will be awarded the Bachelor of Laws degree if a credit is obtained for the courses listed above. If the student wishes to obtain a Master of Laws degree, the student will have to complete an entire Master of Laws programme.

1.4.9 Composition of the study programme as a working student²⁷

The Faculty of Law does not offer a separate study programme for students combining work and study. The student enrolls in those courses from the relevant study programme as proposed by the Faculty of Law. The working student adheres to the same provisions in setting up the study programme, as described in article [1.4](#).

However, a registered working student may claim certain educational and examination facilities in accordance with [B.4 of the enrolment procedure](#). The facilities for each course are listed in the course information

²⁷ EER art. 6.2.7

accompanying the relevant course. For courses with continuous assessment, it is under no circumstances possible to obtain a derogation on attendance at lectures.

I.4.10 Procedure for requesting an exception in the study programme

§1. The student may apply to the study programme counsellor for an exception in the study programme. If the request for exception relates to one of the situations provided for in the provisions of article [I.4](#), the study programme counsellor will examine whether the student meets the predefined conditions. If the application for an exception relates to a situation that is not provided for in the provisions of article [I.4](#), the Study Progress Committee assesses whether the elements listed in the justified request can justify an exception in the study programme.

§2. The student submits a justified request via the [digital form](#). Upon reception, the study programme counsellor shall submit it if necessary to the Study Progress Committee. The Study Progress Committee or study programme counsellor, as the case may be, decides on the application. The study programme counsellor shall inform the student of the decision taken via the UAntwerp email address.

The justified request must be submitted to the study programme counsellor in time, i.e. at least five working days before the Friday of the first semester's second lecture week for courses from the first and second semester (including year-long courses).

Incomplete or late applications are inadmissible and will not be evaluated substantively.

§3. If the exception in the study programme is granted, the study programme counsellor will add the relevant courses to the study programme.

The study programme counsellor will report annually to the Comprehensive Executive Committee on the decisions taken regarding exceptional admissions.

I.5 Special education and examination facilities

I.5.1 Application for special facilities²⁸

A student may [apply](#) for special education and/or examination facilities based on personal circumstances. The different steps to be taken for this are detailed in the [enrolment procedure](#). The application must be submitted no later than by:

- the Friday of the first semester's third lecture week, or
- the Friday of the second semester's third lecture week in case of late registration

I.5.2 Policies within the Faculty of Law²⁹

§1. A student who is entitled to the special facility 'spreading exams evenly', but who deems that this right has not been correctly applied, may submit a request via the [Faculty of Law's helpdesk](#) to modify the exam schedule. The faculty student administration office will verify whether it is possible to spread the exams more evenly. This facility not intended in any way for students to establish their own personal exam schedule.

A student wishing to invoke special facilities during an exam must be able to provide a proof of the entitlement. The student can find this proof in the student information system (SisA).

A student who does not use the granted facility during an exam cannot invoke the facility afterwards.

§2. To meet the learning objectives determined within the Faculty of Laws study programmes, the following faculty facilities will not be approved:

²⁸ EER art. 6.2.1-8

²⁹ EER art. 6.2.9-11, 6.2.13

- Leniency regarding language errors
- Not reading aloud in a group
- Requesting oral clarification regarding exam questions in order to verify whether the questions have been interpreted correctly
- Alternatives to continuous assessment

I.6 Examination regulations and graduation

I.6.1 Organisation of exams³⁰

I.6.1.1 Exam forms³¹

At the start of the academic year, the Education Committee determines the teaching and assessment methods, including continuous assessment, for all the courses in all of the study programmes. The teaching and assessment methods for each course shall be communicated by the lecturer via the course information when the course starts.

I.6.1.2 Registration for an exam session³²

I.6.1.3 Exam schedules³³

§1. The faculty student administration office establishes the exam schedules for each student. As a basic principle, a student should never have to sit an exam for two different courses on the same examination day. Should this nevertheless be the case, then the faculty student administration office shall ensure that one of the two courses is offered on a different examination day.

§2. A student may request not to be assessed on certain days on the basis of religious precepts in all philosophical beliefs recognised under the Belgian Constitution. If the student wishes to request this, the student must submit a request to the faculty student administration office via the [Faculty of Laws' helpdesk](#).

§3. The faculty student administration office will ensure that the personal exam schedule is published via the student information system (SisA).

I.6.1.4 Changing an exam time

With regard to oral and some computer exams, a student may swap the exam time with a fellow student. Both parties must give their consent for this. The procedure for swapping exam times can be found in the [Student Portal](#).

I.6.1.5 Number of exam opportunities³⁴

I.6.2 Use of materials in an exam

I.6.2.1 Use of legislation

§1. A student is entitled to use legislation, either in the form of a Codex or a book of legal source materials published by a publisher, or else bound or stapled, during an exam on a law course (in Dutch: '*juridisch opleidingsonderdeel*'). Inserting paper clips into legislation is not allowed.

§2. No legislation will be passed to other students during the exam, except with the consent of the invigilator or examiner.

³⁰ EER art.3.4.1-3, 3.4.5-8

³¹ EER art. 10.1

³² EER art. 5.1.5, 13.1, 13.3

³³ EER art. 10.3.1-6

³⁴ EER art. 10.2

In exceptional cases of force majeure, an examiner or invigilator may provide an 'emergency law book' belonging to the faculty (subject to availability). The examiner or invigilator will assess the extenuating circumstance of the situation. This assessment precludes a subsequent report to the Fraud Commission.

§3. Students may only use non-annotated legislation during an exam.

Any annotations not expressly authorised are prohibited, such as:

- writing in legislation (words, arrows, crosses, exclamation marks, numbers, etc.)
- highlighting, underlining or circling individual letters or numbers
- applying annotated post-it notes
- bringing scrap paper

Permitted annotations are:

- marking, underlining or circling whole words or (article) numbers.; this may be done in several colours, but only for whole words or sentences, not separate letters
- Applying blank post-it notes (in different colours)

§4. The student is always responsible for his or her own legislation.

1.6.2.2 Use of other learning materials

No dictionaries or other learning materials may be used when preparing or sitting the exam, unless expressly authorised by the lecturer.

Besides legislation, the regulation on annotations also applies to other legal sources that are admitted as learning materials, unless the lecturer specifies otherwise.

A student is responsible for his or her own materials. No materials will be passed to other students during the exam, except with the consent of the invigilator or examiner.

1.6.3 Rules of conduct during exams³⁵

1.6.3.1 General rules of conduct

§1. Rules of conduct before the start of an exam

- Checking the legislation and learning materials
 - Prior to the examination, each student shall verify whether their legislation and learning materials meet the provisions of article 1.6.2
 - If in doubt, the student shall submit the legislation or learning materials to the examiner or invigilator for verification before the start of the examination
- The student shall comply with the provisions on fraud prevention; these can be found on the [Student Portal](#)

§2. Rules of conduct when entering the exam room

- Without a student card, students cannot take part in the exam. Exceptionally, verification of identity via SisA, an ID-card or a driving licence is possible once all the other students have taken their seats. Students who cannot identify themselves with photo on an official document must leave the exam room.
- Admitted to the workplace are:
 - Legislation and other learning materials in accordance with article [1.6.2](#)
 - A limited amount of loose writing materials (not in pencil case)
 - Small bottle of water
 - Loose tissues, medication and/or synthetic earplugs – only with invigilator's permission
 - Scrap paper provided by the invigilator

³⁵ EER art. 10.3.10-11

- Any other materials are not allowed in the workplace!
- Headgear (caps or hoodies) is prohibited unless for authorised (religious or medical) reasons
- Having prohibited material in your pocket is also fraud (e.g. smartphones, smart watches, earphones)
- The student shall sit down at the place determined by the invigilator

§3. Rules of conduct while taking the exam

- Questions related to the exam
At the start of the exam, a student may ask the examiner or invigilator for clarification when ambiguities arise about the exam questions
- Using scrap paper
The student shall use only the scrap paper provided by the examiner; the student shall always note their name on the scrap paper
- Sanitary breaks
 - A student who wants a sanitary breaks asks the invigilator
 - The invigilator will contact a 'sanitary steward', who will accompany the student.
 - Invigilators note the time and duration of the sanitary break on the exam sheet, attendance list or in the logbook in case of a PC exam
- Monitoring and controls
 - Invigilators conduct active routine and random checks on the foregoing
 - If the invigilator finds that a student is behaving suspiciously, the invigilator has the right to carry out additional checks; for example, the invigilator may ask the student to uncover ears (for students wearing a specific hairstyle or headscarf) or to roll up sleeves and show palms or arms

§4. Rules of conduct when leaving the exam room

- Students may not leave the exam room during the exam without being accompanied or without the permission of the examiner or invigilator
- During a written or oral exam in which a group of students must answer the same questions, a student who has read the exam questions may not leave the exam room until permission is granted by the examiner or invigilator
- The student shall always hand in all the provided scrap paper, exam questions and answer sheets upon leaving the exam room

1.6.3.2 Detection of irregularities during the exam

If during the exam a student is caught with an irregularity that may affect the exam result, the invigilator or the lecturer shall confiscate the student's materials or opportunities used for that purpose. The student will not be allowed to continue the exam with the tools considered as irregularities by the invigilator or lecturer. What can be considered an irregularity is further clarified in article [1.10](#).

After an irregularity is detected, the student is allowed to continue the exam in a different colour if in writing; in the case of a computer-based exam, the invigilator notes on the fraud sheet how far the student has progressed. The invigilator shall inform the lecturer of the relevant course, the chair of the Faculty Fraud Committee and the faculty ombudsperson immediately after the exam.

After the exam, the student(s) concerned and the invigilator each prepare a written signed statement of the facts. The statement is a detailed account of what was detected, supplemented by supporting documents such as photographs or a situation sketch of the exam setup. The report also states at what point in time during the exam the irregularity occurred and how far the student(s) had progressed in their exam. The report shall be read and signed and dated by the student. If necessary, the student may be assisted by the ombudsperson on duty.

If the student refuses to sign the report, it shall be noted that it was presented for signature but that the signature was refused. If possible, this should be confirmed by a witness. The invigilator shall deliver both statements and any other relevant pieces to the chair of the Faculty Fraud Committee in accordance with article [1.10.2](#).

1.6.4 Non-participation in exams³⁶

§1. A student who wishes to be eligible for a catch-up exam due to force majeure shall report any absence as soon as possible to the faculty student administration office via the [faculty helpdesk](#). The absence must always be supported by a valid proof. The valid proof must be submitted no later than the first working day after the exam day. If the student submits their supporting document late, any right to a catch-up exam is forfeited. The faculty student administration office will verify whether the student can sit an exam on another date.

A student who submits a medical certificate that is valid for several days as proof of absence from an exam will not be allowed to sit a catch-up exam during the period for which the medical certificate is still valid. If the student still wishes to take part in the exam during that period, they must submit a withdrawal issued by the same doctor. In this withdrawal, the doctor must state that the student is still able to sit the exam.

§2. If an oral exam cannot be attended due to force majeure, the student will be added to one of the remaining exam days of the relevant lecturer. A written catch-up exam shall take place on an exam day when all students concerned are able to sit their exam.

A student cannot invoke force majeure to substantiate absence during a catch-up exam and request a new catch-up exam on this basis. In this case, the student will be referred to the resit exam session or the following academic year.

A student who cannot sit an exam during the first semester's exam session due to a stay abroad as part of an international student exchange, may sit the exam during the second semester's exam session provided that the chair of the Student Mobility Committee has confirmed the impossibility.

§3. A student entitled to a catch-up exam will be informed as follows:

- Information about written catch-up exams (including computer-based exams) within the same exam session will be communicated to the student via the student's UAntwerp email address
- Information about oral catch-up exams within the same exam session is accessible via the student information system (SisA) and confirmed via the student's UAntwerp email address
- If a catch-up exam is scheduled during the second semester's exam session for a first-semester course, the faculty student administration office will inform the student via their UAntwerp email address together with the publication of the exam schedule for the second semester

1.6.5 Exam grades and right to inspection³⁷

1.6.5.1 Exam grades

A student can view individual grades via the student information system (SisA).

If a student has obtained more than one exam grades for the same course, the highest grade will be used for the calculation of the final grade. In special circumstances, the chair of the Examination Board may allow that a failed course does not count when calculating the final grade of the entire study programme or the bridging programme.

1.6.5.2 Cluster course grades

§1. In the Bachelor of Laws programme, the course 'Rechtstaalbeheersing en debatklas' is considered a cluster course. For a cluster course, the following rules shall apply with regard to the partial exam grades and the final grade for the entire course.

§2. The final grade for a cluster course is the average of the grades obtained in the partial exams.

A student has passed the entire course provided that:

³⁶ EER art. 11

³⁷ EER art. 3.5, 10.3.8-9, 14, 17.1.2

- The student achieves a final grade of at least 10/20 on the entire course; or
- The student has obtained no more than one deficiency on a partial exam – regardless of the number of partial exams – of which the obtained partial grade may not be lower than 8/20 and of which the final grade is at least 10/20 for the entire course

To calculate the final grade for the course, the last grades obtained for the partial exams are taken into account. If a partial exam was not attended by the student, no exam result is granted for the entire course.

To calculate the student's final grade, the highest grade of the entire course is counted.

The results of the partial exams for cluster courses are announced via the relevant course on Blackboard.

§3. A student who has not passed the entire course will only retake the partial exams for the parts for which no 10/20 or more was obtained.

I.6.5.3 Right to inspection

The exam inspection moments are organised by the lecturers after the announcement of the grades and before the expiry of the deadline to lodge an internal appeal against an exam result. The faculty student administration office compiles all information about the inspection moments and publishes this information on the [Student Portal](#).

Only one inspection moment is organised per course. For a student who was absent at this time without a valid reason, the right to inspection lapses.

A student has the right to inspect an exam, even if that exam has been the subject of sanction due to fraud. However, in such a case the student does not have the right to take note of the obtained grade, because this grade is overruled by the decision of the Fraud Committee.

I.6.5.4 Right to copy

The right to copy refers to the written answers given by the student during written exams (including electronic exams). The student may request a copy of completed assessment sheets with respect to assignments that are part of the assessment.

A student can request a copy via email to the (co-)lecturer of the course or orally during the exam inspection moment. The copy will be provided by the faculty student administration office. Upon receiving the copy, the student fills out and signs a receipt.

I.6.6 Passing a (bridging) programme, degree determination and deliberation criteria³⁸

§1. A student may invoke special circumstances in order to be declared deliberated and thus passed. The student must inform the chairman of the Examination Board about the special circumstances no later than the day before the deliberation date, so that the Examination Board can meet in a special session to assess those circumstances. Requests received after the deliberation date will be declared inadmissible.

§2. A student who deems that the decision is a violation of their rights in the light of the relevant special circumstances, lodges a written appeal to the chairman of the Examination Board in accordance with the procedure laid down in Article [I.11.1](#).

I.6.7 Graduating in February³⁹

A student can always sit an exam in the form of a defence for one of the courses listed below during the first semester's exam session:

- 'Meesterproef – thesis' in the Master of Laws programme (in Dutch)

³⁸ EER art. 17

³⁹ EER art. 3.4.4, 3.5.2, 13.2

- 'Meesterproef – thesis fiscal recht' in the Master of Laws with specialisation in tax law programme (in Dutch)
- 'Master Project – thesis' in the Master of Laws programme (LL.M.)
- 'Masterproef' in the Education Master of Laws programme
- 'Masterproef' in the Advanced Master of Laws programme

I.6.8 Award of diploma or certificate⁴⁰

I.6.9 Examination boards⁴¹

The composition of the Faculty of Law's examination boards can be found in the memberships and mandates recorded by the Faculty Board.

I.7 Study progress

I.7.1 Evaluation of individual results

§1. At the end of each academic year, the study programme counsellor determines each student's academic progress. To determine academic progress, a study efficiency is calculated for each student. For a student enrolled in two different study programmes, the study efficiency is calculated per programme and evaluated as such.

§2. The study efficiency, expressed as a percentage, is the ratio of the number of credits acquired to the number of credits taken within the same study programme. No study efficiency is calculated for a student enrolled under an exam or credit contract, but this student is subject to the measure described in article [1.7.2.1 §5](#).

§3. The perfect study efficiency equals 100%, which means that the student has passed all the courses included in the study programme.

§4. When a student has obtained less than 60% of the number of credits taken in one academic year, including the first and second exam sessions, this implies insufficient academic progress. In this case, study progress monitoring will be initiated as described in article [1.7.2](#).

I.7.2 Study progress monitoring⁴²

I.7.2.1 General provisions

§1. The Study Progress Committee may initiate study progress monitoring on all the Faculty of Law's students who are enrolled under a diploma contract or exam contract (diploma). This does not apply to students enrolled in an advanced master's programme or a micro-credential.

§2. The Study Progress Committee that determines insufficient academic progress as stipulated in article [1.7.1](#), shall impose one of the following measures of study progress monitoring:

- Binding conditions for the next enrolment
- Refusal of further enrolment

§3. A prospective student may be subject to study progress monitoring by the Study Progress Committee after enrolment based on the academic career at other educational institutions. The student will have the binding conditions imposed after enrolment and will be notified accordingly via the UAntwerp email address.

§4. The Faculty of Law's Education Committee has designated the following programmes as related:

- Master of Laws (in Dutch)
- Master of Laws (LL.M.)

⁴⁰ EER art. 18

⁴¹ EER art. 16

⁴² EER art. 19.1-2, 19.6-9, 19.6.11

§5. Further enrolment under a credit or exam contract will be refused if the student has already enrolled twice for that course without having obtained a credit.

§6. The student will be notified at the end of the academic year of the specific measures of study progress monitoring applicable to the student. The student will be notified via the UAntwerp email address.

The study advisor reports annually to the Comprehensive Executive Committee on the measures of study progress monitoring taken, refusals to enrol and any admissions, after reconsideration, to enrolment despite study progress monitoring.

1.7.2.2 Pre-deliberation⁴³

§1. A student who is obliged to take a full-time or part-time starter pack and who has obtained less than 30% of the number of credits after the first academic year, will be subject to an additional binding condition imposed by the Study Progress Committee: when composing the study programme, the student is limited to those courses for which no credit was obtained in the previous academic year. The Study Progress Committee does not allow the student to include courses from the second or third part of the model track in the study programme. This measure is not imposed on students who started in the second semester of the first academic year.

§2. The Study Progress Committee will be convened in a special meeting when special individual circumstances arise for a student who does not meet the predetermined rules to be pre-deliberated. Special individual circumstances can be either study-related or personal. The Study Progress Committee may still allow a student who does not meet the predetermined conditions for pre-deliberation to continue the programme if it makes a reasoned judgment that the student can successfully complete the programme. In this case, the Study Progress Committee may decide that a grade be identified as a deliberated grade and impose a binding condition, such as which courses must be retaken.

The student must present the special circumstances to the Chair of the Study Progress Committee no later than the day before the pre-deliberation date so that the Study Progress Committee can assess those circumstances. Requests received after the pre-deliberation date will be declared inadmissible.

§3. A student who deems that the decision is a violation of their rights in the light of the relevant special circumstances, lodges a written appeal to the chairman of the Examination Board in accordance with the procedure laid down in Article [1.11.1](#).

1.7.3 Scope of study programme with study progress monitoring

A student who is subject to study progress monitoring in accordance with the provisions set out in Article [1.7.2](#), shall be limited to the inclusion of a maximum of 60 credits in the study programme, unless otherwise stated in the notification of study progress monitoring with regard to the student.

1.8 The ombuds service⁴⁴

1.8.1 Faculty ombuds service⁴⁵

The composition of the faculty ombuds service is determined by the Faculty Board at the start of the academic year. An overview is published on the [Student Portal](#).

⁴³ EER art.19.3-5, 19.9

⁴⁴ EER art. 3.3.1

⁴⁵ EER art. 20.2

I.8.2 Central ombudsperson⁴⁶

I.9 Errors complaints and disputes⁴⁷

Where an exam result or other academic progress decision is affected by a material error identified within an expiry period of 10 calendar days from the day the decision was taken, the lecturer or the chair of the Examination Board, as the case may be, who took the decision shall rectify it without delay, whether or not the consequences of such rectification are more favourable or unfavourable to the student.

I.10 Fraud and plagiarism

I.10.1 Concepts of fraud and plagiarism⁴⁸

§1. Examples of fraud include:

- Carrying and/or using unauthorised materials, techniques and aids during the exam such as a calculator, a laptop, a datastick, a portable music-playing device, a mobile phone, a smartphone, a smartwatch, wireless earphones or any other device and all other smart devices, among others; the student may not keep these items in any pocket or on the body, even if they are switched off
- Wearing occasional headgear such as caps, hoodies or sunglasses
- Have present a jacket, bag, backpack, vest, scarf, waist bag, glasses case, pencil case, snacks, notes, syllabus, etc.
- Carrying and/or using unauthorised books, law books with unauthorised annotations or other documentation or consulting these during the exam
- Carrying and/or using a cheat sheet, own notes, course material or notes during an exam
- Cheat on or cooperate with other students or exchange information with them, in any way, inside or outside the room during the exam
- Adopt a different identity to sit an exam
- Requesting someone to sit the exam instead of oneself (even if this does not eventually occur)
- Unauthorised possession of exam questions or exam sheets before the exam
- Have another person carry out an assignment
- Help or contribute to another student in the event of an irregularity

Attempted fraud is also considered fraud. Attempted fraud occurs when a student has turned an intention into preparation or commencement that fails. For example, before the start of an exam a student is detected to be in possession of an as yet unused cheat sheet.

This list is not exhaustive; based on the specific facts the Fraud Commission will always judge whether or not fraud is the case.

§2. A student who (for the most part) literally copies texts, thoughts, textual structure, data, etcetera from other authors while consistently mentioning the sources is not plagiarising. Such an approach will result in a lower grade, since the student does not formulate their own reasoning, but merely copies ideas and thoughts from other sources, albeit correctly quoted.

I.10.2 Reporting fraud or plagiarism, handling of file and student's rights⁴⁹

§1. Any notification of fraud or plagiarism will be sent by email to fraudecommissie.rechten@uantwerpen.be and to ombuds.rechten@uantwerpen.be.

The Fraud Commission will be convened to investigate the facts and decide whether or not fraud or plagiarism has occurred.

⁴⁶ EER art. 20.3

⁴⁷ EER art. 21.1-2

⁴⁸ EER art. 15.2

⁴⁹ EER art. 15.1, 15.4.1, 15.6.1-2

The Fraud Commission cannot initiate fraud proceedings ex officio. A formal complaint is always necessary for the Fraud Commission to be convened and deal with a concrete case.

§2. The student has the right to inspect the documents, the right to be heard and the right to defend against the charges.

The student will be invited by email to attend the Fraud Committee session orally.

The student may be assisted at the hearing by a counsellor or confidential advisor of their own choice. It is not possible to be represented without being present oneself at the hearing.

§3. The faculty ombudsperson is invited by email to participate in the Fraud Committee session. The ombudsperson never acts as the student's counsellor or confidential advisor. The ombudsperson ensures that the fraud proceedings are conducted correctly.

I.10.3 Decisions and possible sanctions⁵⁰

The decisions of the Faculty Fraud Committee will be notified to the student by registered mail and by email.

I.11 Appeals

I.11.1 Internal appeal⁵¹

I.11.1.1 Faculty appeal bodies

§1. In the following cases, the student shall submit the internal appeal or reconsideration to the chair of the Study Progress Committee:

- A student who considers that the study programme enrolment in the student information system SisA has been affected by a breach of law shall submit a request for a review of the registration
- A student who considers that an unfavourable decision on combining courses has been affected by a violation of law shall apply for reconsideration
- A student who considers that an unfavourable decision relating to exemptions or the awarding of a diploma on the basis of evidence of competence or previously acquired qualifications is affected by a breach of law shall apply for a review of the decision
- A student who considers that an unfavourable study progress decision has been affected by a breach of law shall apply for reconsideration of the decision

§2. In the following cases, the student submits the internal appeal to the chairman of the Examination Board:

- A student who considers that a final exam grade or a decision of the Examination Board has been affected by a violation of law shall submit a request for reconsideration of the decision
- A student who invoked special circumstances within the meaning of Article 17.1.6. OER and who considers that the decision of the Examination Board is affected by a breach of law shall submit a written appeal

§3. In the following cases, the student submits the internal appeal to a central appeal body:

- A student who feels that an unfavourable decision regarding the allocation of special education and examination facilities is affected by a violation of the law, submits a written request for a review of the decision to the Special Facilities Appeals Committee via beroepenBF@uantwerpen.be
- A student who considers that the decision of the Fraud Committee is tainted by a breach of law shall lodge a written appeal with the Central Fraud Committee appointed by the rector

⁵⁰ EER art. 15.5

⁵¹ EER art. 5.3.6, 5.4.2, 6.2.12, 6.3.1, 9.4, 15.6.3, 19.13, 21.3.1, 21.4.1-4

I.11.1.2 Procedure

An internal appeal or reconsideration addressed to the chair of the Study Progress Committee is submitted via the relevant [digital form](#).

An internal appeal addressed to another faculty or central appeal body shall be submitted as described in the relevant article of the Education and Examination Regulations.

I.11.2 External appeal⁵²

⁵² EER art. 21.5

SECTION II.MASTER PROJECT
Master of Laws (in Dutch/LL.M.)

II.1 General⁵³

II.1.1 Description

§1. The Master Project is a compulsory component of the programmes leading to the degree of 'Master of Laws'.

§2. The Master Project is distributed across three courses:

- During the master's programme each student completes an internship or a legal clinic, depending upon the opportunities offered within their Master's programme (6 credits for the Master of Laws programme [in Dutch] in the second master's year and 9 credits for the Master of Laws programme [LL.M.] in the first master's year)
- During the first year of the master's programme, each student formulates a research proposal in preparation for the dissertation (3 credits); the students start an administrative request for their internship
- During both years of the master's programme, each student writes a dissertation, to be defended orally at the end of the second year of the master's programme (18 credits)

II.1.2 Objectives – learning outcomes

§1. The law programme is primarily intended to train professionally and socially competent lawyers who have a critical spirit and who are able to dissect and resolve problematic situations independently, and who are thus capable of both analytical and synthetical thinking. The Master's programme is characterised by the original and creative merging and integration of competences and experiences, thereby arriving at new knowledge and solutions.

§2. The following skills are central within the development of the Master Project:

Regarding the internship

- Legal professional competence
 - The student gains a feel for the factual relevance of law through practical experience – understanding links between theory and practice
 - The student gains insight into the practical processing of law: understanding the approach to a legal issue and learning to work in a solution-oriented way
 - The student selects, understands and studies a solution process from the legal profession
 - The student can correctly deal with the given 'professional confidentiality'
 - The student can frame the solution process within a broader social framework
- Writing skills
 - The student can make a structured analysis of a legal practice
 - The student reports clearly during internship work and in the internship report
 - The student reports on the legal relevance and solution approach a problem
 - The student prepares all working documents and the internship report in correct Dutch or English (as appropriate)
 - The student correctly uses applicable legal terminology
 - The student delivers an internship report of quality consistent with the master's level
- General communication and organisational skills
 - The student can work as part of a team in a professional environment
 - The student organises the internship activities in an efficient way and communicates this clearly
 - The student is polite and behaves professionally in the workplace and towards university staff
 - The student can handle criticism and evaluation in a positive manner during the course of assignments

Regarding the Legal Clinic

- Legal professionalism

⁵³ EER art. 3.2, 7, 19.12

- The student gains a feel for the factual relevance of law through practical experience – understanding links between theory and practice
- The student gains insight into the practical processing of law, i.e. understanding the approach to a legal issue and learning to work in a solution-oriented way;
- The student selects, understands and studies a solution process from the legal profession
- The student can correctly deal with the given 'professional confidentiality'
- The student can frame the solution process within a broader social framework
- Writing skills
 - The student reports clearly in the final report of the Legal Clinic
 - The student reports on the legal relevance and solution approach a problem
 - The student will prepare all working papers and the final report in correct English
 - The student correctly uses applicable legal terminology
 - The student delivers a final report of quality consistent with the master's level
- Oral skills
 - The student reports clearly during the course of the Legal Clinic
 - The student reports clearly on a specific legal issue
 - The student demonstrates the ability to verbally construct a synthesis and argument
 - The student orally defends the final report of the Legal Clinic
- General communication and organisational skills
 - The student can work as part of a team in a professional environment
 - The student organises work efficiently and communicates this clearly
 - The student is polite and behaves professionally in the workplace and towards university staff
 - The student can handle criticism and evaluation in a positive manner during the course of assignments

Regarding the research proposal

- Legal professionalism
 - The student is able to find relevant (international) sources in function of the (comparative law) research using the legal databases
 - Based on a broad literature review, the student clearly delineates the research
 - The student formulates a relevant and feasible research question
 - The student chooses the appropriate research method and can justify this choice in the light of the research question
 - The student prepares a logically constructed table of contents
 - The student can incorporate source material into a bibliography
- Writing skills
 - The student can clearly describe the research
 - The student drafts the research proposal in correct Dutch, English or French, as appropriate
 - The student correctly uses applicable legal terminology
 - The student presents the processed sources correctly, this also implies the use of footnotes
- General communication and organisational skills
 - The student can handle criticism and evaluation in a positive manner during the course of the assignment

Regarding the thesis

- Legal professionalism
 - The student can analyse, synthesise and process the information found
 - The student can independently assign meaning to the information collected
 - The student demonstrates independent problem-solving skills and a research attitude at an academic level
 - The student demonstrates critical reflection towards the information, the research conducted and its results
- Writing skills
 - The student can analyse a specific legal issue in a clear manner
 - The student drafts the thesis in correct Dutch, English or French, as appropriate
 - The student correctly uses applicable legal terminology
 - The student presents the processed sources correctly

- The student is able to clearly synthesise the legal issue as well as the complex legal solution
- The student delivers a discourse of quality consistent with the master's level
- Oral skills
 - The student reports clearly on the thesis progress
 - The student reports clearly on a specific legal issue
 - Students can synthesise and argue their research
 - The student defends his thesis orally
- General communication and organisational skills
 - The student organises the thesis efficiently and communicates this clearly
 - The student is polite and behaves professionally in the workplace and towards university staff
 - The student can handle criticism and evaluation in a positive manner during the course of the assignment

II.1.3 [Link to one module](#)

§1. The master's thesis within the Master of Laws programme (in Dutch/LL.M.) is linked in its entirety to a module, i.e. the internship or Legal Clinic, the research proposal and the thesis will be completed in the same module. Moreover, students are required to take this module for at least one semester during their first or second master's year.

The master project for the Master of Laws with specialisation in tax law programme (in Dutch) is situated entirely within the field of tax law.

For the Master of Laws programme (in Dutch), one can choose the module *burgerlijk recht*, *Europees recht en internationaal privaatrecht*, *ondernemingsrecht*, *publiekrecht*, *strafrecht* or *sociaal recht*. A choice can also be made to link the master's thesis to the free module, but only when the included advanced and basic courses are from one and the same module.

Master of Laws students who go on Erasmus or take up a Master of Laws (LL.M.) module can also take up a subject from the Master of Laws programme (LL.M.) list. Consequently, these students will link their internship to *Europees recht en internationaal privaatrecht*.

For the Master of Laws (LL.M.) programme, the available modules are European Constitutionalism and Fundamental Rights, Sustainable Development and Global Justice, Commercial Transactions & Disputes, Diversity and Law or Commercial Transactions: Rights & Governance.

§2. Once the module for the master project is determined, it cannot be changed. It is the student's responsibility to ensure that the module for the Master Project is included in the study programme of the master's programme.

II.1.4 [Enrolment in the Master Project courses](#)⁵⁴

§1. In a standard study programme, the master's programme covers two academic years. Students following an individualised route may spend more than two academic years studying. The terms "first master's year" and "second master's year" must be understood on the basis of a standard study programme. The first master's year is therefore to be understood as the first year of master studies in which one is admitted to the master project. Consequently, the second master's year is to be understood as the academic year in which one can graduate in master's programme.

§2. Students who have not yet obtained their bachelor's degree in law or have not yet successfully completed the law bridging programme do not have access to the Master of Laws programme (LL.M.) and, consequently, to this programme's master project courses.

§3. Students who have not yet obtained their bachelor's degree in law or have not yet successfully completed the law bridging programme cannot include the course 'stage' in their study programme for the Master of Laws

⁵⁴ EER art. 5.4.1

programme (in Dutch), including the specialisation in tax law. Students who have not yet their bachelor's degree in law or have not yet successfully completed the law bridging programme and have obtained at least 159 credits in the bachelor's programme or at least 66 credits in the bridging programme in an individualised route can, under certain conditions, include the course 'onderzoeksvoorstel' in their study programme for the Master of Laws programme, including the specialisation in tax law (in Dutch). For more information on the concrete possibilities, these students can contact the faculty student administration office.

§4. If it appears that a student has enrolled in a master project course in violation of the previous regulations, this course will be removed from the study programme after notifying the student.

§5. The allocation of internships for the course 'stage' already takes place in the first master's year. Students are required to submit the internship selection form by the specified date in March of this first master's year. In the absence of timely submission, the student will be contacted via email. In the absence of a response within one week, the student will not be able to enrol in the course 'stage' in the subsequent academic year.

§6. Students are required to choose a thesis topic by the specified date in the academic year in which the course 'onderzoeksvoorstel' is included. In the absence of timely submission, the student will be contacted via email. In the absence of a response within one week, the course 'onderzoeksvoorstel' will be administratively removed from the study programme.

§7. Students can only enrol for the course 'thesis' after in a preceding year the course 'onderzoeksvoorstel' was included in the study programme.

II.2 Organisational framework

II.2.1 Introductory lectures for students

§1. At the beginning of the academic year, all students enrolled in the course 'onderzoeksvoorstel' and/or 'Legal Clinic' attend a mandatory introductory lecture explaining the master project. During this lecture, students receive information on the objectives and practical organisation of the master's thesis.

§2. At the beginning of the second semester, all students eligible to enrol in the course 'stage' in the following academic year attend an introductory lecture explaining the practical organisation of the internship.

II.2.2 Master project portfolio

§1. Each student bears responsibility for submitting all necessary documents for the master project portfolio on time. All documents concerning the internship should be submitted electronically via Mobility Online or via email to the supervisor. All documents concerning the research proposal and Legal Clinic are submitted via Blackboard or via email to the supervisor. The thesis is submitted via SisA .

§2. Students can always find all information about the specific submission dates and how to submit the respective documents via the student portal and courses in Blackboard. Every student is expected to consult the notices on the student portal and Blackboard regularly and to comply strictly with the regulations.

II.2.3 Master project coordinator

§1. The master project coordinator is responsible for the overall follow-up of the master project. The master project coordinator may delegate certain tasks in consultation with the Executive Board.

These include:

- Regarding academic matters:
 - The introductory lecture for the students of the Master of Laws programme, including specialisation in tax law (in Dutch)
 - Organising the internship
 - Organising the thesis

- Coordinating methodological lectures
- Regarding administrative matters:
 - Following up on students' choices regarding thesis topic and internship allocation
 - Following up and keeping the internship database up to date;
 - Maintaining correspondence and contacts with traineeships
 - Coordinating the practical aspects of the course 'onderzoeksvoorstel' and 'thesis'
 - Information point for questions and/or notification of disputes for submission to the Master Project Committee
 - Convening the Master Project Committee and preparing the meetings of the Master Project Committee
 - Appointing the assessor on an annual basis

The master project coordinator acts as the internship manager, being the University of Antwerp's point of contact as regards the implementation of the internship. The responsible body for internships is in charge of organising and preparing the internship and supervising the pedagogical guidance and assessment of the student. The faculty student administration office acts as the responsible body for internships and ensures the internship's administrative follow-up.

§2. The master project coordinator is assisted by the Master of Laws coordinator for certain aspects of the master project within the Master of Laws programme (LL.M.).

These include:

- Regarding academic matters:
 - Final responsibility for organising the Legal Clinic
 - The introductory lecture for Master of Laws students
- Regarding administrative matters:
 - Dividing students into groups in view of the Legal Clinic
 - Organising correspondence and contacts with the partner institutions of the Legal Clinic
 - Information point for questions and/or notification of disputes for submission to the Master's Project Committee regarding Master of Laws students

II.2.4 Master Project Committee

§1. The Master Project Committee consists of the following voting members:

- The dean or vice-dean of education
- The master project coordinator (also chairman)
- The Master of Laws coordinator
- A number of ZAP members, appointed annually by the Executive Board, aiming at a sufficient diversity of subject areas
- One AAP member

The following persons attend meetings of the Master Examination Committee in an advisory capacity:

- The ATP members in charge of organising and supporting the master project in the faculty student administration office
- All AP members entrusted by the Executive Board with an assignment within the master project

§2. The main tasks of the Master Project Committee are as follows:

- Review and approve of the list of internships, the list of partner institutions for the Legal Clinic and the list of thesis topics
- Confirm the appointment of supervisors through an annual detailed list
- Monitor the proportional distribution of the load between the various members of the AAP and the ZAP
- Monitor the proportionate workload at the internships and in the Legal Clinic framework
- Quality supervision of the internship, Legal Clinic and theses
- Settle disputes that arise in the framework of the master project, whether or not after intervention of the ombudsperson and the chairman of the Examination Board of the master's programme (except in case of fraud);
- Discuss all kinds of practical problems at the suggestion of the master project coordinator

- Allow derogations in urgent cases on [SECTION II](#) and report them to the Education Committee

The Master Project Committee decides by simple majority.

II.2.5 Supervisor – assessors

§1. The supervisors submit their thesis topics with brief explanations in the manner determined by the faculty no later than the start of the second term of each academic year. Afterwards, the topics are finalised by the Master Project Committee and linked to one or more modules or the specialisation in tax law programme.

§2. Each ZAP member guides a number of theses as supervisor. The maximum number of theses per full-time or part-time ZAP member is determined by the Executive Committee, taking into account the number of students enrolled in the course 'Research Proposal' within the respective Master's programmes. Salaried BAP members who hold a PhD in law may be appointed as supervisor by the Executive Committee under the same conditions, if this is deemed compatible with their job description.

§3. The supervisor guides the student with the thesis. The supervisor is the student's single point of contact for all aspects concerning the thesis. For any disputes, reference is made to article [II.12](#).

§4. The supervisor shall be assisted by two assessors, at least one of whom holds a PhD based on a written thesis. For theses that have points of contact with other disciplines, one of the assessors may be from another faculty at the proposal of the supervisor. For the purpose of external benchmarking of the master's thesis, one of the assessors may hold a PhD based on a dissertation from another faculty of law. The assessors act as readers and co-assess the thesis.

For the assessment of the thesis within the Master of Laws programme (in Dutch/LL.M.), the composition of the jury is as follows. The first assessor is appointed by the supervisor. The second assessor is appointed by the master project coordinator, according to a proportional distribution taking into account the appointment percentage and the number of theses already allocated to the supervisor.

For the assessment of the thesis within the Master of Laws with specialisation in tax law programme (in Dutch), the jury is composed by the master project coordinator in consultation with the specialisation in tax law programme coordinator.

The fact that the thesis topic is situated in a legal field with which an assessor is less familiar is no objection to acting as assessor. In that case, the assessment of the correctness and completeness of the legal analysis and sources is mainly done by the other members of the jury.

II.2.6 Internship mentor

§1. Each student is assigned a mentor, i.e. the internship guide within the internship institution.

§2. The tasks of the mentor are as follows:

- Be the point of contact for both the student and the master project coordinator
- Ensure that the internship contract and risk analysis are correctly filled out and signed
- Provide guidance to the student during the internship
- Provide feedback to the student on their work during the internship
- Assess the internship activities and the internship report using the assessment form; the internship supervisor's assessment form is stored by the faculty student administration office

II.2.7 Legal Clinic mentor

§1. Each group of students will be assigned a mentor, i.e. the representative of the partner institution who will guide the assignment(s) within the framework of the Legal Clinic.

§2. The duties of the mentor Legal Clinic are as follows:

- Explain the assignment(s) during the first meeting at the university or at the partner institution's office
- Organise at least one meeting for the students at the university or at the partner institution's office (or online if a physical meeting is impossible)

- Be present and provide support during the closing meeting, at which students orally present their final report to stakeholders
- Review the final report and its oral elucidation

II.2.8 The module manager in charge of organising the Legal Clinic

§1. Within the Master of Laws programme (LL.M.), a module manager is designated for each module, who is in charge of organising the Legal Clinic. The module manager can delegate certain tasks in consultation with the coordinator of the Master of Laws programme (LL.M.).

§2. The duties of the module manager are:

- Select and contact the partner institution
- Support students in planning their work
- Be present and provide support during the closing meeting, at which students orally present their final report to stakeholders
- Review the final report and its oral explanation, possibly assisted by one or more colleagues

II.2.9 Insurance

Students are covered by the University of Antwerp's Civil Liability and Bodily Accident Insurance Policy. Students going abroad for an internship are subject to the rules applicable to all students going abroad, which are listed in the brochure of the International Relations Office.

II.3 Internship study guide

II.3.1 General information

§1. The internship consists of a compulsory work experience for ten working days (whether consecutive or not) within the legal professional field of the chosen module or the specialisation in tax law. A number of internships organised by the faculty have a longer period because of their specific nature (e.g. internships abroad or internships within specific organisations).

§2. The internships within the Master of Laws programme (in Dutch) are grouped into various modules (*burgerlijk recht, Europees recht en internationaal privaatrecht, ondernemingsrecht, publiekrecht, strafrecht, sociaal recht*) and sectors (*magistratuur, parket, advocatuur, notariaat, gerechtsdeurwaarder, bedrijfsjurist, audit & consulting, overheidsinstellingen, werknemers/werkgeversorganisaties, non-profit sector*).

§3. The internships within the Master of Laws with specialisation in tax law programme (in Dutch) are situated exclusively in tax law.

§4. There is a limited offer of internships abroad. These internships are open to students of the Master of Laws programme (in Dutch/LL.M.).

§5. The aim of the internship is primarily exploratory, but also solution-oriented. The student should report in writing on the work done during the internship.

§6. Students can never do internships with their employers.

§7. The Master Project Committee will decide on possible sanctions if a student does not participate in the internship or has only partially completed the internship.

§8. The regulations included in the internship study guide apply to all students doing an internship as part of their master project. When specific rules apply to a particular group of students, this will be stated explicitly.

II.3.2 Internship in practice

II.3.2.1 Introductory lecture

During the first introductory college referred to under article [II.2.1](#) all the practicalities will be explained. Students who only communicate their internship choice in the year following their enrolment in the research proposal, must verify themselves via the student portal when this information session will take place. After all, they cannot do this in their timetable.

II.3.2.2 Opportunity to submit internship selection form

§1. In principle, a student submits the internship selection form in their first master's year. Students who have not yet obtained the Bachelor of Laws degree or the certificate of the law bridging programme cannot submit a preparatory internship application with a view to taking up the course 'Meesterproef – stage' in the following academic year. This rule applies to both the internship application in Master of Laws programme (in Dutch) as well as the specialisation in tax law programme (in Dutch).

§2. The aforementioned regulation may be deviated from at the student's request if the student cumulatively meets the following conditions. The student submits a request for exemption via Blackboard no later than the Friday in lecture week 23, explaining why the student believes that the required skills have been acquired to start the internship, despite the fact that the student has not yet obtained a Bachelor of Laws degree or the certificate of the law bridging programme. The study programme counsellor decides on this request.

Regarding the Master of Laws programme (in Dutch), students who are not under study progress monitoring in the bachelor's or bridging programme:

- Has obtained at least 159 credits in the bachelor's programme or 66 credits in the bridging programme, and
- Has enrolled in the Master of Laws programme (in Dutch) or previously obtained a credit for at least:
 - All six mandatory courses of the first semester, and
 - 'Meesterproef – onderzoeksvoorstel'
 - One advanced course
- Has submitted a reasoned request to the study programme counsellor indicating why they wish to enrol in the course 'Meesterproef – stage' in the following academic year

Regarding the Master of Laws with specialisation in tax law programme (in Dutch), students who are not under study progress monitoring in the bachelor's or bridging programme:

- Has obtained at least 159 credits in the bachelor's programme or 66 credits in the bridging programme, and enrolled (or previously obtained a credit for) in the Master of Laws with specialisation in tax law programme (in Dutch) at least:
 - Deontologie, insolventierecht m.i.v. zekerheden en internationaal privaatrecht
 - Meesterproef – onderzoeksvoorstel, and
 - Grondige studie personenbelasting m.i.v. belastingen in een meergelaagde staatsstructuur, and
 - Grondige studie registratie- en successierechten en patrimoniumbeheer of vennootschapsbelasting m.i.v. herstructureringen
 - Boekhoudrecht en financiële analyse
- Has submitted a reasoned request to the study programme counsellor indicating why they wish to enrol in the course 'Meesterproef – stage fiscaal recht' in the following academic year

II.3.2.3 Allocation of internship place for students in the Master of Laws programme (in Dutch)

§1. The internship module is determined by the module of the allocated thesis topic. Each student must specify five optional sectors. It cannot be guaranteed that all sectors will be available for all modules and that the preferred sector indicated by the student will effectively be allocated as the internship place. The decision will be made by the Master Project Committee.

§2. Students cannot propose internships themselves.

§3. Each student completes a selection form on Blackboard no later than the Monday of lecture week 26, 12pm noon.

§4. During the month of May, each student will be personally informed via their UAntwerp email address about where the internship will take place. The allocation of the internship place is final. No other internship place can be requested and no swap between students is allowed.

§5. The relevant internship mentors will be informed via email by the master project coordinator about the identity of the student(s) in question who will be doing an internship with them.

II.3.2.4 Internship place for students in the Master of Laws with specialisation in tax law programme (in Dutch)

§1. Students from the Master of Laws with specialisation in tax law programme (in Dutch) should apply themselves for an internship in tax law. The students are provided a list of internships that have already participated in internship activities.

§2. Students may, upon reasoned request, propose an internship themselves. In that case, after screening the proposed internship place, the master project coordinator decides whether this proposal can be accepted. Internships can never be submitted to a family member or one's own employer. Summer internships and other (paid) internships cannot be submitted as internships within the master project

§3. Every student is expected to have found an internship placement by 30 June. The choice of internship placement is final at this point. No other internship placement can be requested.

§4. The relevant internship mentors will be informed via email by the master project coordinator by email about the internship activities.

II.3.2.5 Allocation of internships abroad

Internships abroad are subject to a separate selection procedure as well as additional conditions. These conditions are announced annually on Blackboard at the start of the academic year depending on the availability of internships abroad.

II.3.2.6 Contacting the mentor and first interview (only for internships in Belgium)

§1. Students will contact the designated mentor or contact person themselves immediately after being notified of their assigned internship position with a view to scheduling an initial interview with the supervisor.

§2. During the first interview, the student is introduced to their mentor, agreements are made regarding the internship, the internship planning is determined and all internship documents are exchanged. The student brings all required documents to the first interview, that is:

- The written preparation for the first interview (available in Mobility Online – also see §3)
- The internship contract if there is no framework contract with the internship place; this is clearly stated in the the faculty student administration office's announcement (available in Mobility Online – also see article [II.3.2.7](#))
- A single copy of the risk analysis (available in Mobility Online – also see article [II.3.2.7](#))

§3. Students are expected to prepare themselves thoroughly for the first interview with the mentor. This preparation should be done in writing using the model form available in Mobility Online. The preparation consists of the following items:

- Prepare a curriculum vitae
- Gather information about the internship place, so that the student can gather an idea of the topics and matters dealt with at the internship place; this can be done by looking at the internship place's website, looking up information on the sector, etc; this information is summarised in the model form

- A brief explanation in which the student outlines the rationale and expectations regarding the internship

Each student will bring a printed copy of the written preparation to the introductory interview with the internship mentor. The written preparation should also be posted via Mobility Online prior to the interview so that this document can be included in the master project portfolio.

§4. During the first interview, the internship planning is determined in mutual consultation between the mentor and the student. The internship can be done in various ways: full-time or part-time, consecutive or staggered days, etc. Students should conform to the possibilities and wishes of the supervisor and not the other way around. When planning, the student's timetable is taken into account as much as possible (also see article [II.3.2.8](#)).

§5. Agreements made must be respected. Repeated delays are not appreciated by the internship mentors and may lead to unilateral termination of the internship.

§6. When students encounter difficulties in contacting their mentor and/or determining the internship planning, they should alert the faculty student administration office.

§7. For students from the Master of Laws with specialisation in tax law programme (in Dutch) who propose an internship themselves, adapted rules apply regarding the first interview and the handling of internship formalities. In such circumstances, the job interview will count as the first interview and the internship formalities will be dealt with after formal confirmation that the internship is accepted within the framework of the master project.

II.3.2.7 Internship planning and documents

§1. The internship planning must be submitted via Mobility Online no later than the last day of the June exam session. Changes to this schedule are possible, but must always be updated in advance via Mobility Online.

§2. The internship can be carried out between 1 July and 31 March of the following calendar year.

§3. Each student will have the risk analysis and, if applicable, the internship agreement signed by their internship mentor. The student will submit the documents via Mobility Online.

§4. Separate regulations apply to internships abroad, taking into account the specific requirements of the internships abroad. The student selected for such an internship should pass on the internship planning via the faculty helpdesk as soon as the internship period has been determined.

II.3.2.8 Absence from other courses and exams

§1. Absence due to carrying out the internship constitutes a valid reason for not attending other courses, but only to the extent that the student is not required to make an active contribution to another course on that exact day. No internship day will be scheduled during the first lecture of the semester. When making the internship planning, the student's timetable is taken into account as much as possible. Attendance is especially recommended for courses with continuous assessment. It is strongly recommended to be absent no more than twice in each course. A lecturer may always impose alternative assignments.

§2. The preceding regulation does not apply to the course 'Communicatievaardigheden en conflictoplossingen' in the Master of Laws programme (in Dutch). For this course, attendance is always mandatory and the internship is not a valid reason for absence.

§3. If the student is absent during a class, he should notify the teacher in advance. The absence must be supported by documentary evidence.

§4. A student cannot carry out an internship on a day on which they need to sit an exam. A internship day already planned which later turns out to coincide with an exam day must be rescheduled by the student. A planned internship day is not a reason to request an adjustment of the exam schedule.

II.3.2.9 Attitude in the workplace – confidentiality

§1. Students should behave in a professional manner during the execution of the internship, taking into account the code of conduct and common rules applicable within the internship institution. This includes the following:

- Correct and proper language
- Attention to any dress codes in the workplace (no jeans, piercings, bare bellies, shorts,...)
- Professional and polite behaviour, both towards the mentor and other colleagues

§2. The students shall sign a declaration of confidentiality (for internships with framework contract) or an internship agreement containing an extended confidentiality commitment. Non-compliance with this confidentiality commitment may have far-reaching consequences, both with regard to the possibility of continuing/completing studies and with regard to the internship institution and/or professional association and/or government bodies involved (e.g. payment of damages, ban on practising a profession, refusal of diploma).

§3. Students may not use UAntwerp software to work on assignments at or for the placement institution.

II.3.3 The internship report

II.3.3.1 General

§1. Each student reports on their internship in the obligatory internship report. On the basis of the internship report, it is assessed whether the student can report on their activities in a professional manner in accordance with the learning outcomes listed in article [II.1.2](#).

§2. The internship report is assessed by both the mentor and the master project coordinator. The internship report is also for quality control of the conduct of the internship.

§3. The internship report is not a chronological record of the internship, covering the ten internship days from beginning to end. Nevertheless, it is advisable to keep a "logbook" for personal use in which all activities are described chronologically. This logbook is intended as a working tool for preparing the internship report, but cannot be equated with it.

§4. In the internship report the names of the parties involved are anonymised for the sake of professional secrecy.

§5. The internship report comprises a maximum of 15 pages (excluding cover page and appendices) prepared in the UAntwerp house style, Calibri 10 font, with line spacing 1.5 according to the available template.

§6. The internship report should not incorporate legal sources. However, for a proper understanding of the report, it may be necessary to incorporate certain legal sources. This should be done in footnotes. It should always be kept in mind that the internship report is not a legal treatise.

II.3.3.2 Cover page

Each student must use the model cover sheet available in Mobility Online. The cover sheet contains the following information: student's name; entry: master project – internship University of Antwerp/Faculty of Law; sector and module or specialisation in tax law; academic year.

II.3.3.3 Part I: general descriptive part

§1. The first part consists of a description of the professional work environment and internship activities.

§2. The following aspects are included:

- Identification details of internship institution: name and address of office; name and position of mentor; legal form of internship institution.
- Brief outline of the professional context in which the trainee worked: e.g. size of the department/office; organisational chart, practical organisation; specialisations; overview of the matters covered at the internship place; etc. This section should not copy verbatim passages from the internship institution's website or brochures.
- Time of internship: period or specific dates of internship, full-time/part-time, etc.
- Brief description of the internship activities (max ½ page):
 - Description of type of assignment(s) (prepare opinion, attend meeting; draft conclusions/judgment, draft/amend contract, do legal research, prepare internal documents, etc.);
 - Description of scope of assignments (several short assignments related to different files; large assignment(s) spread over the internship period; etc.)

II.3.3.4 Part II: substantive legal part

§1. The second part consists of an elucidation of one or more cases or legal assignments on which the student (co-)worked. The aim is to discuss at least one legal resolution process. Such a resolution process may be based on a pleading file, drawing up a contract or a report, preparing a legal opinion, etc. The student should not discuss all the legal issues that was confronted during his internship. If the student was given several small assignments during the internship, then a limited selection from those assignments will be focused on in the internship report. These cases or assignments are chosen in such a way that together they will be as representative as possible of the internship as a whole. They should be legal-theoretical issues rather than difficulties in terms of merely practical application.

§2. When discussing the legal resolution process, the following elements may be considered:

- A brief outline of the facts and/or of the assignment in which the issue occurs. Attention can be paid here to how the problem was presented (at a client's request/referral/via other service(s): internally or externally); also explain what end product was expected for this solution process (e.g. an opinion, a conclusion, a judgment, a presentation to colleagues, an information brochure for the client, an update of a database, etc.)
- A description of the legal issue that is clear and as precise as possible
- What sources were used to arrive at a solution, including own/internal documents, correspondence, material handed over by the client or parties, legal source material; it is not necessary to add a bibliography of the legal sources used; what steps are taken towards resolution: contacts/change of letters/referral/proceedings/etc.?
- The legal solution or any progress in resolving the case; also indicate to what extent the proposed solution is the correct one with certainty and/or to what extent there is any uncertainty

II.3.3.5 Conclusion

In the conclusion, the student briefly summarises the main points, which they learned in the context of the internship.

II.3.3.6 Appendices

The written preparation of the first introductory interview and the CV must attached to the internship report. If there are several appendices, they must be clearly numbered.

II.3.4 Submission of internship report

§1. The internship report will be submitted to the mentor no later than two weeks after completing the internship.

§2. The student submits the internship report via Mobility Online within the same deadline (two weeks after the end of the internship) so that it can be delivered to the master project coordinator and included in the master project portfolio. The report and appendices should be submitted as a single PDF file.

II.3.5 Thanking mentor and student evaluation of internship

§1. At the end of the internship, the student should thank their mentor in writing. If necessary, this can be done at the same time as submitting the internship report to the mentor.

§2. Each student completes an evaluation form relating to their internship (available in Mobility Online) no later than two weeks after the internship ends. The evaluation form is for internal use only and should not be handed over to the mentor.

II.4 Legal Clinic study guide

II.4.1 General information

§1. The Legal Clinic is reserved for Master of Laws (LL.M.) students. The Legal Clinic can be replaced by an internship abroad with the permission of the Master of Laws coordinator, provided that the student is selected for this internship. In that case, the internship regulations as described above in the internship study guide apply in full.

§2. As part of a Legal Clinic, students carry out one or more concrete assignments, brought in by one or more partner institutions. A Legal Clinic is supervised by a module manager or appointed faculty member as well as a mentor representing the partner institution. During the activities, regular consultations are held between the students, the module manager and the mentor. The final report is presented by the students to the mentor and the module manager at an internal or public event.

§3. Students will participate in the Legal Clinic within the module to which their thesis is attached.

§4. The aim of the Legal Clinic is to complete one or more assignments that contribute to the solution of a legal issue.

§5. Working students cannot participate in a Legal Clinic involving collaboration with their employer.

§6. The Master Project Committee decides on possible sanctions if a student does not participate in the Legal Clinic or has only partially completed the Legal Clinic.

II.4.2 Practical course Legal Clinic

§1. During the first introductory lecture referred to under article [II.2.1](#), the practical organisation of the Legal Clinic will be explained.

§2. The module managers determine which partner institution to work with, the course of the activities and the specific assignments. As a rule, a Legal Clinic contains the following elements:

- An elucidation of the assignment(s) by the mentor within the partner institution
- A planning meeting, supported by the module manager
- Organisation and distribution of activities by the students themselves
- One or more visits to the partner institution
- One or more written papers
- An oral presentation of the final product

§3. Lectures on communication skills and conflict resolution (“C&C”) are also organised as part of the Legal Clinic. Active participation in these lectures counts for 10% in each student’s final grade.

II.4.3 The final report of the Legal Clinic

§1. The final report of the Legal Clinic consists of the written papers prepared by the students commissioned by the partner institution within the framework of the Legal Clinic.

§2. The Legal Clinic always concludes with an oral presentation of the final report.

II.4.4 Submission of final report

The final report must be submitted in electronic form at a time set by the module manager (or its substitute). All written papers must be submitted on Blackboard no later than the stipulated time for inclusion in the master project portfolio.

II.4.5 Thanking mentor and student evaluation of Legal Clinic

§1. After the Legal Clinic, students shall thank the Legal Clinic mentor in an electronic form.

§2. At the end of the Legal Clinic, each student shall complete an evaluation form (available on Blackboard). The evaluation form is submitted on Blackboard within the same timeframe so that it can be included in the master project portfolio. The evaluation form is for internal use only and should not be submitted to the mentor.

II.5 Research proposal study guide

II.5.1 General information

§1. In preparation for the thesis, each student is required to write a research proposal. The research proposal outlines the thesis topic, formulates one or more research questions and explains the proposed research method.

§2. Prior enrolment in the course 'Onderzoeksvoorstel en introductie tot stage' is a prerequisite for enrolling in the subsequent courses 'Thesis' and 'Stage'.

II.5.2 Practical course of research proposal

II.5.2.1 The choice and allocation of the thesis topic

§1. All students enrolled in the course 'Onderzoeksvoorstel en introductie tot stage' must choose a thesis topic according to one of the modes listed below.

§2. A thesis topic can only be covered by one student.

§3. The allocation of thesis topics will be announced on Blackboard no later than the Friday of lecture week 8.

§4. The allocation of thesis topics is final. A switch to another module or topic is not possible. In exceptional cases, this may be deviated from by the Master Project Committee.

II.5.2.2 The methodological lectures

§1. To prepare and support the research proposal, a number of lectures on methodology are given to all students of the Master of Laws programme (in Dutch) including the specialisation in tax law. During these lectures, students are informed about the various aspects to be covered in the research proposal.

§2. Attending these lectures in the first master's year is mandatory for all students of the Master of Laws programme including the specialisation in tax law (in Dutch) who are enrolled in the course 'Onderzoeksvoorstel'. The exact dates and time of the lectures will be announced via SisA and Blackboard.

§3. Attending the lectures in the second master's year is mandatory for all students of the Master of Laws programme including the specialisation in tax law (in Dutch) who are enrolled in the course 'Thesis'.

§4. In both master years, seminars are also offered in which students can participate if they wish to do so. These seminars cover methodology generally and empirical research specifically.

§5. Students in the Master of Laws programme (LL.M.) are not supposed to attend these lectures, as their programme already contains mandatory methodological courses.

II.5.3 The different thesis tracks

II.5.3.1 Standard track

The standard track is followed by all students who are not appointed as student researchers. Within the standard track students have two options: selecting a thesis topic from a list on Blackboard or proposing their own thesis topic.

II.5.3.1.1 Option selection thesis topic from list on Blackboard

§1. A student selecting a thesis topic from the list should communicate their preferred topics via the form on Blackboard. The number of topics to be communicated is clearly stated on the selection form.

§2. There is a list of thesis topics for the Master of Laws programme (in Dutch), for the Master of Laws with specialisation in tax law programme, and for the Master of Laws programme (LL.M.).

§3. When selecting the thesis topic, the student should pay particular attention to the module in which this topic is situated. The module of the thesis topic should be the same as at least one module the student will take during the master's programme. Topics can be chosen from different modules, yet it is the student's responsibility to ensure that they include the module of the finally assigned topic in their programme (see also article [II.1.3](#)). The foregoing rule does not apply to students of the Master of Laws with specialisation in tax law programme (in Dutch) who can only choose subjects related to tax law.

§4. The student is obliged to specify topics from at least two different modules. In this way, a reasonable spread of available modules can be assured.

§5. Students' preferred subjects will be taken into account as much as possible. However, it cannot be guaranteed that every student will be allocated one of their preferred topics. Should issues arise regarding the allocation of the thesis subjects, then the Master Project Committee will decide on the matter. If necessary, a thesis topic that does not appear in the list of thesis topics can be assigned.

II.5.3.1.2 Option own proposal thesis topic

§1. Students wishing to work on their own thesis topic are expected find a supervisor on their own.

§2. The thesis topic must be positioned in a module that the student will take during the master's programme. For students in the Master of Laws programme including the specialisation in tax law (in Dutch) the topic should be situated in tax law.

§3. The thesis proposal is discussed in advance with the supervisor. During this discussion, the supervisor gauges the student's motivation to pursue the proposed thesis topic. The student's own thesis topic can be approved by the Master Project Committee only after explicit agreement from the supervisor.

§4. Personal thesis topics may not be identical or closely related to thesis topics appearing on the lists of thesis topics for the Master of Laws programme including the specialisation in tax law (in Dutch) or the Master of Laws programme (LL.M.). Publicly accessible theses written at other faculties are also taken into account. It is primarily up to the supervisors to assess whether the proposed thesis topic is suitable. The Master Project Committee decides whether a personal thesis topic can be accepted after advice from the supervisors.

§5. Students from the Master of Laws programme (in Dutch/LL.M.) cannot propose a topic that will be supervised by a lecturer from the module in tax law (*fiscaal recht*).

II.5.3.1.3 Submission method

§1. All students following the standard track should complete the thesis topic form on Blackboard no later than the Monday of lecture week 4.

§2. Students who wish to propose their own thesis topic shall indicate on the form their proposed thesis topic, the lecturer who agreed to act as supervisor, the module or specialisation in tax law, and the language in which the thesis will be written. In case the proposed thesis topic is not accepted, these students should also communicate some selected topics from the list of thesis topics as a backup.

II.5.3.2 Student researcher

The thesis track of student researcher is followed by students who are appointed as student researchers by the ROZ. The student researcher programme aims to make students more familiar with the function of researcher and to prepare them for a research career. The conditions of appointment, the method of candidature and the mission and expectations towards student researchers are described in [SECTION III](#).

Within the student researcher track students have two options: either select a thesis topic from a list on Blackboard or propose their own thesis topic.

II.5.3.2.1 Option selection thesis topic from list on Blackboard

§1. A student applying as a student researcher selects one preferred topic from the list of thesis topics provided for student researchers. However, if these topics are not allocated to anyone within the student researcher pool, they will be available for the standard track list after approval from the supervisor.

§2. The candidature is discussed in advance with the supervisor and the student can apply as a student researcher after explicit agreement from the supervisor.

II.5.3.2.2 Option personal proposal thesis topic

§1. Students wishing to work on their own thesis topic must seek a supervisor by themselves. They should explicitly state on the relevant form that they wish to apply as a student researcher.

§2. The thesis topic must be positioned in a module that the student will take during the master's programme. For students in the Master of Laws with specialisation in tax law programme (in Dutch) the topic should be situated in tax law (*fiscaal recht*).

§3. The thesis proposal is discussed in advance with the supervisor. During this discussion, the supervisor gauges the student's motivation to pursue the proposed thesis topic. The student can apply as a student researcher only after explicit agreement from the supervisor.

§4. Proposed thesis topics may not be identical or closely related to thesis topics appearing on the lists of thesis topics for the Master of Laws programme including the specialisation in tax law (in Dutch) or the Master of Laws programme (LL.M.). Publicly accessible theses written at other faculties are also taken into account. It is primarily up to the supervisors to assess whether the proposed thesis topic is suitable. The ROZ decides whether a proposed thesis topic can be accepted after advice from the supervisors and the master project coordinator.

II.5.3.2.3 Submission method

§1. Students wishing to apply as student researchers must submit the specific form for this (available on Blackboard) no later than the Monday of lecture week 4. Submission is preferably done by email addressed to

the Research Office via research.law@uantwerpen.be. Students may also submit in person a completed and signed form to the Research Office in room S.V.041, also no later than the Monday of lecture week 4.

§2. In case the student is not appointed as a student researcher, they should also complete the form for the standard track (on Blackboard) as a backup by the Monday of lecture week 4.

II.5.3.2.4 Appointment

The ROZ decides on the appointment of the student researchers no later than the Monday of lecture week 6 and informs the Master Project Committee. Students are then informed of their possible appointment by the Research Office.

II.5.3.3 First interview with the supervisor

§1. After the allocation of thesis topics students are required to read up on the subject matter of the thesis topic. The students thus acquire sufficient background information before the topic is demarcated together with the supervisor.

§2. After the allocation of thesis topics the supervisor contacts all students who will write a thesis under his or her supervision.

§3. During the first interview the thesis topic is further demarcated and the student can ask questions with a view to preparing the research proposal.

§4. The first conversation between supervisor and student takes place at the latest during lesson week 11 of the first master's year.

§5. After this first interview the student makes a short report on the feedback received from the supervisor. In this short report the student summarises the feedback, working points and agreements in writing. The report is emailed to the supervisor within seven calendar days. This way it is clear to both parties what is expected. If necessary, the supervisor will comment on this report so that the student is aware where additional attention is called for. The procedure is taken into account in the assessment of the thesis (under the item process evaluation).

II.5.4 Content of the research proposal

§1. The research proposal should be prepared based on the model form available on Blackboard.

§2. The research proposal consists of nine parts:

- Identification details: name of student; module or specialisation in tax law; title and brief description of thesis; name of supervisor; language in which the thesis is written
- State of the art
- Legal issue
- Research objectives and questions
- Relevance and originality
- Research methodology
- Preliminary table of contents/overview
- Planning
- Bibliography

§3. The research proposal is prepared after a thorough literature review. The aim is for the student to independently look for and process any sources that initially might be relevant to the thesis topic. The text already correctly refers to the relevant sources by using footnotes.

§4. The provisions of article [II.10](#) fully apply when writing the research proposal.

§5. Students who decide to write the thesis in another language must also draft the research proposal in this language. This way, the supervisor can assess whether the student has sufficient command of the language. If the supervisor believes that the student does not have a sufficient command of the language, they may be advised to write the thesis in Dutch after all.

§6. When preparing the research proposal, students should also consider the possible ethical implications of the proposed research. More information on the ethical implications is available [online](#).

II.5.5 Research proposal submission and discussion with supervisor

§1. The research proposal is submitted no later than the Monday of lecture week 24 of the first master's year. The research proposal should be submitted as follows:

- By email addressed to the supervisor
- In electronic form on Blackboard

§2. Discussion of the first version of the research proposal with the supervisor takes place no later than the last Friday before the Easter break of the first master's year.

Students whose first version of the research proposal is deemed insufficient by the supervisor or students who did not submit a research proposal can submit a (revised) version no later than the Friday after the Easter break.

Discussion of the (revised) version of the research proposal with the supervisor takes place no later than the Friday of the second semester's final lecture week in the first master's year.

§3. If the first version or the revised version of the research proposal is deemed sufficient by the supervisor, the student obtains a pass for the course 'Research Proposal' in the first exam session. If the research proposal is still deemed insufficient by the supervisor, the student may submit a new version of the research proposal during the second exam session.

The submission of the revised research proposal in the second exam session takes place at the latest on the second Monday of August. Discussion of this version with the supervisor takes place by the end of the second exam session at the latest.

§4. Failure to submit the research proposal by the Friday after the Easter break implies that the student has not passed the course 'Research Proposal' in the first exam session. Failure to submit on time in August implies that the student has not passed in the second exam session.

§5. The student is responsible for submitting the (revised) research proposal to the supervisor on time. It is not the supervisor's job to send reminders.

§6. Students who are unable to submit a version of their research proposal on time due to force majeure may request a postponement from the ombudsperson. Should the ombudsperson recognise the situation as force majeure, then the master project coordinator decides on the new submission date in consultation with the ombudsperson and the supervisor. When granting postponements, the deadlines for the first or second exam session are always taken into account. In any case, the deadlines must remain within the relevant exam session.

§7. The student can make a short report on the feedback received from the supervisor after each discussion with the supervisor. In this short report the student summarises in writing the feedback, working points and agreements, and emails the report to the supervisor within seven calendar days. This way it is clear to both parties what is expected. Drawing up this report is in principle optional.

If deemed necessary, the supervisor will state that this report should be prepared by the student.

This might be the case if the supervisor believes the student should be aware of any necessary points of attention. The procedure is taken into account in the thesis assessment (under the item process evaluation).

II.5.6 Follow-up in case the student does not submit a research proposal

Students who are enrolled in the course 'Research Proposal' yet do not submit a research proposal to the supervisor for two academic years will be invited to a follow-up interview by the master project coordinator. If the persistent delay is not based on well-founded facts, the master project coordinator may refer the matter to the Master Project Committee with a view to taking appropriate action.

II.6 Thesis study guide

II.6.1 General information

§1. The student should elaborate and incorporate an independently found solution to an original legal issue into a thesis to be defended orally at the end of the second master's year.

§2. It can be indicated whether and to what extent the internship had an impact on the thesis (e.g. in answering the research question).

II.6.2 Practical course of thesis

§1. Research proposal: the first part of the thesis track consists of the research proposal (see detailed research proposal study guide on this subject).

§2. Preliminary examination of a chapter: The student has one opportunity to submit a part of the thesis of maximum 15 pages to the supervisor for feedback. If the student wishes to take advantage of this, the student shall submit the relevant chapter to the supervisor via email before 30 September. This chapter should be accompanied by an (updated) table of contents so that the supervisor can situate the submitted chapter within the context of the thesis. The student cannot submit a chapter of the thesis for a preliminary examination at another time, but may submit specific questions to the supervisor at other moments. Discussion of the submitted chapter with the supervisor takes place before the end of November of the second master's year.

§3. Students specialising in tax law have the opportunity to participate in the Tilburg project (see also 15.3); for the practical coordination of this project, contact the Tax Law coordinator.

§4. Mandatory contact moment: At the beginning of February of the second master year, the supervisor invites the student for a mandatory contact moment. During this meeting, the status of the thesis is discussed on the basis of the (possibly updated) table of contents of the thesis. On this occasion the student cannot submit a chapter for a preliminary examination.

§5. Students who wish to graduate in February and have not yet had a contact moment during the previous academic year, may request this moment themselves from their supervisor in early November.

§6. The student can make a short report on the feedback he received from his supervisor after each discussion with the supervisor. In this short report the student summarises in writing the feedback, working points and agreements, and emails the report to the supervisor within seven calendar days. This way it is clear to both parties what is expected. Drawing up this report is in principle optional.

If deemed necessary, the supervisor will indicate that this report should be prepared by the student. This might be the case if the supervisor believes the student should be aware of any necessary points of attention. The procedure is taken into account in the thesis assessment (under the item process evaluation).

§7. Students who have questions concerning their thesis can always make an appointment with their supervisor for an additional consultation. This appointment should be requested in advance by sending a polite and reasoned email to the supervisor. Only University of Antwerp email addresses should be used.

§8. The supervisor will answer any questions from the student to the best of their ability, but the supervisor is not supposed to "co-write" or "revise" the thesis.

§9. The student is responsible for concrete progress and timely submission of required documents to the supervisor. It is not the supervisor's job to send reminders.

II.6.3 The content of the thesis

II.6.3.1 General

§1. The thesis contains a cover page, table of contents, introduction, body, conclusion, bibliography and the brief abstract. A foreword is allowed, but is not required and is not structurally part of the thesis.

§2. The body of the thesis will be divided into as many chapters as the student deems necessary for the analysis of the legal issue using legal sources.

§3. The structure of the thesis is important and deserves special attention. To improve the text's structure, margin numbers can be used. Note: not every paragraph needs to be given a margin number as these serve to distinguish ideas from each other.

§4. The number of characters is at least 140,000 and not more than 165,000 (including spaces, text boxes, footnotes and endnotes; excluding table of contents and bibliography, cover page, any preface and brief summary). Line spacing should be 1.5. The cover page of the thesis states the number of characters.

§5. The thesis should be written taking into account the provisions of article [II.10](#).

II.6.3.2 Template

Each student should use the template available on Blackboard that is formatted in the UAntwerp house style. On the cover page the following information must be visible: student name; title of the thesis; module or tax law specialisation; name of supervisor and assessors; academic year and the number of characters.

II.6.3.3 Table of contents

The table of contents lists all titles and subtitles. All thesis pages must be numbered. The table of contents includes a reference to the page numbers of the various chapters.

II.6.3.4 Introduction

The introduction covers at least the following aspects:

- Formulation of the legal issue and situating the problem in its legal context
- Research question(s)
- Justification of the research methodology used
- Limits, difficulties and possible limitations of the study
- If applicable, the link between internship/Legal Clinic and thesis

II.6.3.5 Body

§1. This section presents the analysis of the legal issue. It is important for the thesis to consist of a fluent text that focuses on answering the research question(s). A personal analysis is necessary here.

§2. The analysis is basically based on three sources of law: legislation, legal doctrine and case law. The incorporation of these three legal sources will be evident from the source citation in the footnotes. When the student complements the classical legal method with other research methods, the thesis may also be supported by specific data provided that these data have been collected in a scientifically sound manner.

§3. When using legislation, attention should be paid to possible legislative changes and their objectives. To this end preparatory works, among others, can be consulted.

§4. The study of legal doctrine is important and must be very thorough. A study of a few journal articles is not enough. Handbooks, monographs, encyclopaedic works, overviews of case law and annotations should also be examined. This should mainly focus on the various positions defended in legal doctrine.

§5. The analysis of relevant case law is essential and includes first of all an examination of the evolution of the case law of the highest national and international courts (including ECJ, ECHR, cassation, constitutional court, Council of State,...). Naturally, the case law of the lower courts should also be discussed. Preference is given to recent case law. Indeed, in a number of areas, little or no case law of the highest courts will be found.

§6. If it concerns a subject on which a very large amount of case law has been published, a selection will have to be made according to the legal issue, the comparability and the legal importance of the judgment. For some judgments a footnote reference will be sufficient, while other judgments will require more explanation in the text itself.

§7. Legislation, case law and legal doctrine are not presented separately in the text. It is important that the whole forms a flowing, smooth text. All sources of law should be used and processed interchangeably, so to speak.

§8. As regards theses written in Dutch, source research should not be limited to Dutch-language sources. Consulting and processing foreign-language sources of law (both Belgian sources and foreign sources) is necessary. Always use primary sources (i.e. the original legal texts, judgments and rulings, etc.), never rely on information from contributions by other authors without further research into the accuracy of this information.

§9. The use of the internet in searches is permitted, but only to the extent that it is really necessary for the research. Moreover, internet use should be limited mainly to searches on official legal sites (e.g. www.staatsblad.be; www.juridat.be). In any case, searches should never be limited to research via the internet and the results of internet searches should always be further investigated, checked and deepened using traditional research material. The use of databases such as Jura, for example, is only permitted if linked to further research in the designated reference works. Laws are referred to via the usual law books and not via Google or other search engines. A reference to the internet is only permitted if no other reference is possible and this reference always mentions the date of consultation.

§10. The correct use of source material weighs heavily in the final assessment. Consistent footnote citation of each source consulted is therefore necessary.

II.6.3.6 Conclusion

§1. The conclusion contains the main answers to the research question(s) raised in the introduction. It is a summary of the results achieved in the body with critical reflections and possibly suggestions for further research.

§2. No new arguments may be included in the decision. It is recommended that students formulate their own legally based opinion.

§3. It may be possible to indicate any new questions the conclusion raises, any implications the conclusion has in practice and whether the conclusion is subject to limitations.

II.6.3.7 Bibliography

The bibliography comprises an alphabetical list of all legal doctrine consulted, which is attached to the back of the thesis as the first appendix. Legislation and case law should not be included in the bibliography of the thesis; these sources are, of course, incorporated in the footnotes. The bibliography includes sources that were actually incorporated into the text.

II.6.3.8 Concise summary of thesis

§1. In the professional life of a lawyer, the analytical elaboration of a legal issue is important. One should then formulate the problem and solution in a clear, plain and concise manner. By writing the concise summary, the student should demonstrate this skill. The student is expected to summarise clearly and concisely the legal issue, the research question and the research findings of the thesis.

§2. Writing the brief summary is a specific exercise which cannot be equated with pasting a number of paragraphs from the thesis back to back. The summary is a separate and original text that informs the reader about the thesis research.

§3. The concise summary comprises a maximum of three pages (about 7,000 characters in UAntwerp house style). The summary is added as an appendix at the back of the thesis. It is this summary that is also added in SisA as a compulsory summary in the designated box.

II.6.4 Thesis submission

§1. The thesis (including the brief abstract) must be submitted in electronic form via SisA, both as a PDF and a Word version. The Word version can only be submitted in SisA as a ZIP file.

§2. The timing for the submission of the thesis is as follows:

- First exam session: no later than the first Monday in May, 12pm (noon)
- Second exam session: the second Monday of August, 12pm (noon)
- Students opting for a supplementary thesis semester: the Monday of the lecture week preceding the Christmas break, 12pm (noon)

§3. Students who are enrolled in the course thesis and who decide not to submit their thesis shall inform their supervisor at the latest on the submission dates mentioned above. In the absence of timely submission, the grade list will indicate AFW (absent, *afwezig*) for the course 'Thesis'. Students can also excuse themselves via Sisa. In that case, the grade list will indicate VER (excused, *verontschuldigd*) for the course 'Thesis'.

§4. Students who are unable to submit their thesis on time due to force majeure may request a postponement from the ombudsperson. Should the ombudsperson recognise the situation as force majeure, then the master project coordinator decides on the new submission date in consultation with the ombudsperson and the supervisor. When granting postponements, the deadlines for the first or second exam session are always taken into account. In any case, the deadlines must remain within the relevant exam session.

II.6.5 Oral defence of the thesis

II.6.5.1 General

§1. The oral defence of the thesis is public.

The oral defence can only take place if the thesis was submitted on time.

§2. At the thesis defence the student, the supervisor and the two assessors are present.

§3. If one of the jurors cannot be present due to force majeure, the thesis defence will be postponed if possible. If postponement is not possible, the absent jury member shall submit their comments and reasoned grading in writing. The thesis defence can only take place if at least two members of the jury, including at least one ZAP member, are present. During the defence, the written comments of the absent jury member are communicated to the student to the extent that these are available in time.

§4. If the student or supervisor cannot be present at the thesis defence due to legitimate force majeure, he or she shall immediately notify the supervisor or student and the faculty student administration office. A thesis defence may be rescheduled to a later time only to the extent that all jurors are available and subject to the approval of the master project coordinator.

II.6.5.2 Time and place of defence

§1. The oral defence of the thesis is scheduled by the faculty student administration office in the following periods:

- First term: first exam period
- Second term: second exam period
- Students opting for a supplementary thesis semester: January exam session

In exceptional cases, the master project coordinator may allow the thesis defence to proceed at another time.

§2. The dates and location of oral defences are announced on Blackboard. Students are expected to consult Blackboard regularly to find out when their thesis defence will take place. In specific cases the defence may also be organised online.

§3. In principle, the room where the thesis defence takes place always has the necessary equipment available to project a PowerPoint presentation. If the defence takes place online, the faculty student administration office provides an online defence area.

II.6.5.3 Substance of the defence

§1. The oral defence of the thesis consists of two parts: the presentation by the student and the questioning by supervisor and assessors.

§2. Presentation by the student: the oral explanation is brief and lasts no longer than 20 minutes. During the presentation, the student explains the issue, the research question(s), the methodology used and the conclusion. The student can do this by summarising their work, but a more creative approach is encouraged (e.g. starting from a concrete case from current events). The jury members have read the thesis beforehand; it is not the presentation's purpose to present the content of the thesis in detail.

§3. Questioning by supervisor and assessors: the supervisor and assessors formulate critical reflections and questions, which the student will answer. The questions and comments mainly relate to the content of the thesis, but may also concern the overall course of the thesis and the oral and written skills acquired by the student. The way in which the student answers the questions is taken into account in the assessment of the oral skills.

II.6.5.4 Preparing the presentation

§1. The presentation presupposes thorough and careful preparation so that the main points can be put forward in a clearly structured way in a concise format.

§2. The use of a PowerPoint presentation is recommended, but not mandatory. The slides should be clear and readable (6 to 10 lines per slide, no unnecessary or uninformative illustrations, no details but main points). It is useful to make a printed version of the slides available to the judges.

§3. Reading a text or reciting a memory lesson is perceived as very negative.

§4. The presentation is made in correct Dutch, English or French, as appropriate. For the regulations on the choice of language, please refer to article [II.9](#).

§5. The presentation ends with clear conclusions and recommendations.

§6. During the defence, aspects may come up that the student has not thought about and/or worked out. In this regard, the student should adopt a mature attitude and accept that they have not perceived or processed these aspects.

II.7 Additional guidelines for Erasmus students

§1. Students going on Erasmus are subject to [SECTION IV](#) and remain subject to this [SECTION II](#) for the master project.

§2. The following regulations apply to the research proposal for students going on Erasmus during the second semester of the first master's year.

The submission deadlines for submitting the research proposal and revised versions as shown in the research proposal study guide apply in full.

Feedback regarding the research proposal will be provided by the supervisor by email or via Skype, according to the supervisor's choice.

§3. Students going on Erasmus during the second semester of the second master's year may, by mutual agreement with their supervisor, defend their thesis in June or early July, provided the grades are available before the time of the deliberation of the Examination Board of the master's programme.

§4. Students going on Erasmus can enrol in online methodological lectures or obtain access to video recordings of the lectures that take place while they are abroad.

II.8 Additional guidelines CIEL students

§1. Students participating in the CIEL programme (European Master in Comparative, International and European Law) are subject to [SECTION IV](#) and remain subject to this for the master's thesis [SECTION II](#) with the additional requirements listed below.

§2. The student seeks a co-supervisor for his thesis at the destination university (Maastricht, Mannheim, Pompeu Fabra, Toulouse, Zagreb and Dublin) and communicates the coordinates of this co-supervisor to the student's supervisor and to the [faculty student administration office](#).

The name of the co-supervisor should be communicated no later than when the thesis is submitted.

§3. The assessment of the thesis is done by the supervisor and assessors according to the guidelines of this [SECTION II](#). The co-supervisor exercises marginal control over the content of the thesis and assesses the thesis with a 'pass' or 'fail'. If the opinion of the co-supervisor differs from the opinion of the supervisor and assessors, a new assessor is appointed by the Master Project Committee.

The co-supervisor does not assess the student's oral skills and is not present at the oral defence.

§4. For guidelines on language, please refer to Article [II.9](#).

II.9 Language

II.9.1 General

The rules on language are different depending on whether the master's thesis is in the Master of Laws and specialisation in tax law programme (in Dutch) or the Master of Laws programme (LL.M.).

II.9.2 Rules applicable to the Master of Laws and specialisation in tax law programme (in Dutch)

§1. As a starting point, Dutch will be used as the language of instruction for the internship, research proposal and thesis.

§2. Regarding the internship, in certain cases the student may have to work in French and/or English. The internship report must always be written in Dutch.

§3. Regarding the research proposal and thesis, there is an option to write these documents in another language if the supervisor agrees. The list of thesis topics on Blackboard indicates which theses can be written in French or English. The supervisor and the student decide by mutual agreement in which language the research proposal and thesis will be written. Subject to Article [II.5.4 §5](#), both documents shall be written in the same language. This may be deviated from only at the request of the supervisor.

§4. For CIEL students, the thesis will always be written in English, regardless of the destination.

§5. When the research proposal and the thesis are written in English or French, it is always required that a concise summary of no more than 3 pages in Dutch is appended to the thesis, similar to the summary referred to in article [II.6.3.8](#).

§6. When the research proposal and thesis are written in English or French, the defence of the thesis is done in Dutch or the language in which the thesis was written.

II.9.3 Rules that apply to the Master of Laws programme (LL.M.)

English is the language of instruction for the Legal Clinic/internship, research proposal and thesis. There are no exceptions to this.

II.10 General guidelines on language and style – acknowledgement of sources and citations

II.10.1 Language and style

§1. The internship report, the final report of the Legal Clinic, the research proposal and the thesis shall be written in correct Dutch, English or French, as appropriate. Language errors, e.g. “dt”-errors in Dutch, are taken into account in the final score when assessing written skills.

§2. It is written in clear, not overly complicated and short sentences. Archaic language should be avoided.

§3. Using preferred spelling and checking for stylistic and typographical errors are imperative.

§4. Abundant use of question marks, exclamation marks, or dots is out of the question.

§5. The use of uniform, understandable and correct abbreviations is important (e.g. when quoting legislation). Excessive use of abbreviations is avoided.

II.10.2 Sources and citation

§1. Footnotes are included at the bottom of the relevant page.

§2. For written documents drafted in Dutch or French, references are made according to the guidelines in the booklet "Juridische verwijzingen en afkortingen". Students are expected to apply the most up-to-date version of these guidelines at all times. If these rules are modified during the master's programme, the student must apply the rules in force at the time of submission of the paper in question (research proposal, internship report or thesis).

§3. For written papers written in English, students may optionally use a recognised Anglo-American referencing device (e.g. Harvard Blue Section, Oxford Rules (OSCOLA), McGill Rules). Alternatively, students can use the Master of Laws Citation Standard available on blackboard.

§4. In any case, references should be made in a consistent manner.

§5. No direct reference should ever be made to a source that was not itself consulted.

§6. Specific sources should be mentioned for each individual passage or line of thought. A global source reference at the beginning of each chapter is not sufficient.

§7. Quoting verbatim is only allowed if by rendering the thought in one's own words an important nuance would be lost. Place quotations between inverted commas or otherwise make it clear that they are quotations. Mention the sources in a footnote.

§8. If there is (suspected) fraud, it will be reported immediately to the Master project coordinator and the Fraud Committee of the relevant master's programme. The Fraud Committee has exclusive authority to handle and settle such complaints or suspicions.

II.11 Evaluation and feedback

II.11.1 Internship evaluation (6 credits)

The evaluation of the internship is done by the supervisor and the master project coordinator. For the purpose of the evaluation, the student provides their internship report to the supervisor and the master project coordinator no later than two weeks after the end of the internship in accordance with article [II.3.4](#).

The supervisor assesses legal craftsmanship, written skills and communication and organisational skills. In the assessment, the supervisor takes into account both the work done during the internship and the internship report.

The master project coordinator assesses legal proficiency and written skills based on the internship report.

The assessment of the internship is based on the following scheme:

	Intern	Master project coordinator	
Internship work, including an internship report	20	-	
Internship report	-	20	
Total internship			40

II.11.2 Legal Clinic evaluation (9 credits)

The evaluation of the Legal Clinic is done by the mentor and the module manager. Both will assess legal professionalism, written skills, oral skills and communication and organisational skills.

The assessment of the Legal Clinic is based on the following schedule:

	Legal Clinic mentor	Module manager	Mandatory lectures C&C lecturer	
Organisation of work and preparation of meetings	18	18		36
Final report	18	18		36
Presentation	18	18		36
Compulsory lectures			12	12
Total Legal Clinic	54	54	12	120

II.11.3 Research proposal evaluation (3 credits)

The supervisor assesses whether the student has passed the course 'Research Proposal'. No nominal scores are awarded for the course 'Research Proposal'.

Elements taken into account when evaluating the research proposal are:

- Is the legal issue clearly formulated?
- Is the research question clear, relevant and feasible?
- Is the research method justified and appropriate to the research question(s)?
- Is the table of contents logically structured and sufficiently delineated? Is the proposed table of contents sufficiently tailored to answer the research question?
- Does the bibliography demonstrate that the student has found/consulted sufficient relevant sources? Is the source material sufficiently varied and does it make use of foreign-language sources? Are the citation rules respected?

II.11.4 Evaluation thesis (18 credits)

§1. The assessment of the thesis is based on the following scheme:

	Supervisor	Assessor 1	Assessor 2	Total
Legal professionalism	50	30	30	110
Written skills	10	10	10	30
Oral skills	10	10	10	30
Process evaluation	10			10
Total thesis	80	50	50	180

§2. After the oral defence, there will be a discussion in session (without the student's presence) between the supervisor and the assessors on the assessment of the thesis, after which each member will independently arrive at their grading.

§3. Students pass the course 'Thesis' if they achieve at least 10/20.

If the student is not present at the defence of the thesis, AFW (absent, *afwezig*) will be listed on the grade list for the course 'Thesis'. Students who do not wish to complete the course 'Thesis' in a given exam period may be excused in advance. In that case, the grade list will mention VER (excused, *verontschuldigd*) for the course 'Thesis'.

II.11.5 Feedback and second exam period

§1. The student will receive feedback from the internship mentor both during the internship and at the end of the internship. After the announcement of the results, the student can seek additional clarification on these from the master project coordinator. Students should not address the supervisor directly to get clarification on their grade. If the student fails the internship, they must complete a new internship in the following academic year. There is no possibility of participating in the internship again during the second exam period.

§2. Students who fail the Legal Clinic will receive feedback from the module manager. After the announcement of the grades, the student can seek additional clarification on these from the module manager. Students should not address the Legal Clinic mentor directly to get clarification on their grade. If the student has not passed the Legal Clinic, they must participate in the Legal Clinic again during the following academic year. There is no possibility of participating in the Legal Clinic again during the second exam period.

§3. The supervisor provides feedback on each submitted research proposal. Students who do not pass the research proposal should revise the research proposal taking into account the supervisor's comments.

§4. The supervisor and assessors provide feedback to the student on the thesis defence. Students who have not passed may request additional feedback from their supervisor on a mutually agreed date.

§5. Without prejudice to articles [II.12.2](#) and [II.12.3](#) students who have not passed the thesis will not be assigned a new thesis topic but must, after consultation with their supervisor, revise their thesis.

§6. Students who wish to inspect the evaluation of his thesis defence should contact their supervisor directly. The student is entitled to a copy of this document, but only after a scheduled perusal moment.

II.11.6 Procedure in case of serious discrepancy between thesis assessments

§1. If there is a difference of at least 30% on one of the individual components or at least 15% on the final grade of the thesis (excluding the grades for process evaluation), the supervisor will inform the master's Chairman of the Examination Board by email.

§2. The master's Chairman of the Examination Board will then apply the following procedure:

- Each assessor is asked to provide a detailed justification for their grading and to revise these if necessary;
- The master's Chairman of the Examination then decides whether the justification and possible grade adjustments are sufficient or whether a new assessor should be appointed for the thesis. If it is indeed decided to appoint a new assessor, this assessor will provide the final grades for legal competence and written skills. If necessary, the new assessor may organise a new oral defence and then assess oral skills as well.

II.11.7 Passing the totality of the master project

§1. Grades or scores for the internship/Legal Clinic, research proposal and thesis are determined by the master project coordinator.

§2. The student must have successfully completed all courses of the master project in order to successfully complete the master project. Absent a credit for one of these courses, the master project cannot be successfully completed.

II.12 Disputes

II.12.1 Internship & legal clinic

§1. Students who have any questions, comments or problems regarding the progress of the internship should always contact the master project coordinator.

§2. Students who have any questions, comments or problems regarding the conduct of the Legal Clinic should always contact the Master of Laws coordinator.

II.12.2 Thesis

§1. In case of questions, comments or problems related to the thesis, the supervisor is the sole point of contact.

§2. Students who have a serious issue (e.g. a conflict with the supervisor) may refer this to the Master Project Committee. Where appropriate, they shall address a justified written request to the master project coordinator, clearly setting out the facts. The master project coordinator shall convene the Master Project Committee and may invite the student and the supervisor to a hearing. The Master Project Committee shall decide on the issue and this decision shall be communicated to those concerned by the master project coordinator.

§3. Supervisors who have a serious issue (e.g. if the student resubmits the thesis several times without a proper revision) may refer this to the Master Project Committee. Where appropriate, they shall address a justified written request to the master project coordinator, clearly setting out the facts. The Master project coordinator shall convene the Master Project Committee and may invite the student and the supervisor to the hearing. The Master Project Committee shall decide on the issue and this decision shall be communicated to those concerned by the Master project coordinator.

II.12.3 Fraud

The Master Project Committee is competent to take cognisance of all disputes regarding the master project with the exception of fraud and plagiarism and objections to grading. In the latter cases, the provisions of the Education and Examination Regulations of the University of Antwerp apply.

II.13 Practical information and questions – master project administration

II.13.1 Master of Laws (in Dutch)

For practical and other information and questions regarding the Master of Laws programme (in Dutch), including the specialisation in tax law, please contact:

- The faculty student administration office, room V.001, tel 03 265 54 45 (Mieke Vercauteren), preferably via the [faculty helpdesk](#)
- Master project coordinator: Prof Thierry Vansweevelt, room V.224, tel 03/265 54 81, (thierry.vansweevelt@uantwerpen.be)
- The coordinators of the Master of Laws with specialisation in tax law programme: Prof Bruno Peeters, room V.227, tel 03 265 54 84 (bruno.peeters@uantwerpen.be) and Prof Sylvie De Raedt, room Gk10.102 (sylvie.deraedt@uantwerpen.be)

II.13.2 Master of Laws (LL.M.)

For practical and other information and questions regarding the Master of Laws programme (LL.M.), please contact:

- The faculty student administration office, room V.001, tel 03 265 54 45 (Mieke Vercauteren) preferably via the [faculty helpdesk](#)
- The coordinator of the Master of Laws programme: Prof Thalia Kruger, room V.208, tel 03 265 58 74 (thalia.kruger@uantwerpen.be)

II.13.3 Agreements and core dates for master's programmes academic year 2023-2024

When a generic date determined in [SECTION II](#) coincides with a holiday or closing day of UAntwerp, a date will be fixed in the schedule below on a working day preceding or following said date.

First master's year

After introductory lecture	Availability list of possible thesis topics
16 October 2023	Submit choice of thesis topics
17 November 2023	Thesis topics known at the latest
No later than 8 December 2023	First invited consultation with supervisor
March 4, 2024	Submit research proposal first version
No later than 29 March 2024	Consultation research proposal first version
19 April 2024	Submit revised research proposal
No later than 24 May 2024	Consultation revised research proposal
12 August 2024	Submission of research proposal second session
No later than 6 September 2024	Consultation research proposal second session

Second master's year

30 September 2023	Possibility of submitting preliminary chapter
18 December 2023	Submit thesis for thesis semester
8 January 2024 – 2 February 2024	Oral defence of thesis graduation February
12 February 2024	Possibility of submitting revised chapter
By the end of March 2024 at the latest	Mandatory contact moment by invitation
6 May 2024	Submit thesis
27 May 2024 – 28 June 2024	Oral defence of thesis
12 August 2024	Submit thesis second session
19 August 2024 – 6 September 2024	Oral defence of thesis second session

MASTER PROJECT

Advanced Master in Tax Law⁵⁵

⁵⁵ The Faculty of Law has decided not to translate the articles pertaining to the Master Project of the Advanced Master in Tax Law. The original text in Dutch is available in the relevant document “Codex Onderwijs Faculteit Rechten 2023-2024”.

SECTION III. STUDENT RESEARCHERS

III.1 Goal

§1. The student researcher programme aims to better acquaint students with the tasks and the work of research assistants or researchers; it emphasizes the personal intellectual enrichment of the student researcher and aims to prepare them for a research career. Ideally, the student researcher prepares a research funding application in the course of the programme.

§2. The student researcher is involved in the functioning of a research group and performs a number of tasks, limited in amount and scope, that are research or teaching supportive in order to become acquainted with academic work.

III.2 Selection criteria and selection procedure

§1. Student researcher status is awarded to master's students who, after an interview with the supervisor and with the supervisor's agreement, meet the following criteria:

- A strong academic profile, as evidenced by overall examination results and place in the graduation group
- Good research skills, as demonstrated by seminars, working lectures and similar courses
- A clear motivation, as evidenced by the preliminary interview with the supervisor

§2. Application for and allocation of the student researcher positions will be done in parallel with the allocation of the thesis topics. The procedure follows the deadlines in [SECTION II](#).

The list of thesis topics for student researchers is made available via Blackboard, together with the application form. The student can propose their own topic in consultation with the supervisor.

§3. The student submits the completed form, signed by the supervisor, to the Research Office.

§4. Each admissible application is submitted for approval at a meeting of the ROZ.

The ROZ decides on the appointment of the student researchers and informs the Master Project Committee. Subsequently, students are informed about their appointment. Students who are not appointed as student researcher retain the thesis topic allocated to them.

III.3 Programme

§1. The position of student researcher offers master students the opportunity to build a CV for either an FWO track (PhD Fellowship Fundamental Research FWO) or a general research career.

§2. If it is not yet clear at the start of the programme whether the student researcher will submit an FWO application, an interim discussion between the supervisor and the prospective researcher after the first year offers the opportunity to formulate clear objectives. No later than 30 April of the first master's year, the supervisor and the student researcher confirm with the Research Office whether the student researcher will enter the FWO track.

§3. The student researcher undertakes a minimum number of activities before the end of the master's programme. The Research Office provides an overview of possible activities in the 'Guidelines for Student Researchers'. The student researcher can also propose activities themselves.

- The master project is a compulsory component in both tracks.
- Student researchers following the general track participate in at least three other activities spread over the two master's years.
- Student researchers following the FWO track choose, spread over the two master's years, three activities marked with 'FWO track' in the overview, namely activities that prepare the student researcher for a funding application and strengthen the research CV.

§4. Student researchers may change tracks during the course of the programme. Any change will be decided upon by mutual agreement with the supervisor, and communicated to the Research Office as soon as possible.

§5. The programme of student researcher is unpaid. Student researchers may discontinue it prematurely after consultation with the supervisor and without adverse consequences for their Master's thesis or the Master's programme. They communicate this decision to the Research Office as soon as possible.

III.4 Evaluation

§1. The evaluation is done by the ROZ on the basis of a short report. The template for this report is provided by the Research Office. The report includes the activities the student researcher has undertaken to meet the conditions of the programme. If applicable, it also describes other activities that the student researcher has undertaken in the research group concerned, but which are not part of the obligations associated with the master thesis or the master programme's courses. Student researchers who have switched tracks shall provide a brief statement to that effect.

§2. The student researcher draws up and signs the report. It includes the advice (positive or negative) and signature of the supervisor. A positive advice is possible only if the student researcher has undertaken the minimum required activities within the track. Passing the master thesis only is not a sufficient condition for the positive evaluation of a student researcher.

§3. The student researcher submits the report to the Research Office no later than the end of the second exam period of the second master year. A deviation of this deadline is only possible in case of an additional thesis semester in case of force majeure or in exceptional, thoroughly justified circumstances. The student researcher shall inform the Research Office in good time of force majeure or exceptional circumstances.

§4. Based on the report, the ROZ confirms or invalidates the supervisor's conclusions, while guarding the equal evaluation of the different student researchers. The ROZ's evaluation shall be communicated to the student researchers as soon as possible.

§5. In case of a positive evaluation, the student researcher receives a written statement to this effect from the faculty. This may be communicated publicly. Negative evaluations are kept strictly confidential and are not publicly disclosed.

III.5 Final provision

§1. For anything not regulated by this [SECTION III](#) , [SECTION II](#) shall apply instead.

SECTION IV. STUDENT MOBILITY

IV.1 Study period at host universities for Faculty of Law students

IV.1.1 Introduction

The Faculty of Law has entered into partnerships with a number of Belgian and foreign universities to organise student mobility. These universities are hereinafter referred to as host universities.

The same regulations apply to all host universities, unless explicitly deviated from. Credits obtained at a host university that does not use the ECTS credit system are converted to this system. The conversion used for each university can be found on the Student Portal.

At each of these host universities, a number of students may spend a study period of one or two semesters, subject to approval of the chosen course package. This approved course package and this study period are academically recognised by the Faculty of Law. The student is exempted from tuition fee at the host university and pays the normal tuition fee at the University of Antwerp.

If the Student Mobility Committee has made a decision, the student concerned may submit a reasoned request for its reconsideration to the chairman within seven calendar days of notification. The Committee shall consider this request for reconsideration and communicate its decision to the student within 20 calendar days of its submission.

IV.1.2 Study stay at a host university for bachelor students

IV.1.2.1 Destination

Admission to study at a host university can only be obtained for Belgian universities with which the Faculty of Law has entered into a partnership within the framework of 'Erasmus Belgica'.

IV.1.2.2 Duration

Bachelor students can study at a host university for either one semester or a full academic year during the second or third bachelor year, depending on their destination.

The period is subject to change annually, depending on the lecture schedules at the host universities. The offer is announced annually via the Student Portal and at an information session at least one month before the application deadline.

IV.1.2.3 Application

The application for the part of the course package to be taken by students at the University of Antwerp is regulated by the University of Antwerp's Education and Examination Regulations (OER⁵⁶), including the enrolment procedure (PROC/ADOND/001), which is an integral part of the OER.

The application is admissible under the following conditions:

- For exchange in the second bachelor's year: students who, after one semester of law studies, have obtained a credit or a weighted average of at least 60% for all courses in the model track of the first semester of the first bachelor's year (with a "0" score for the courses for which the student did not take an exam or was not legitimately absent).
- For exchange in the third bachelor's year:
 - students who have obtained credits for all courses in the model track of the first bachelor's year; and
 - have obtained a credit or a weighted average of at least 60% for all courses in the model track of the first semester of the second bachelor's year (using a "0" score for the courses for which the student did not take an exam or was not legitimately absent); and

⁵⁶ Also see note 1 in this translated Codex.

- are registered for the model track of the second bachelor's year, possibly in a modified track for exchange purposes.

In addition, the application is only admissible if the student registers it fully, correctly and on time through Mobility Online.

IV.1.2.4 Student selection

Students whose applications are admissible are ranked in descending order according to their results. For this ranking, a weighted average is calculated based on the results of all courses belonging to the programme taken by the student concerned up to the time of selection. A "0" score is applied to the courses for which the student did not take an examination or was not legitimately absent.

The Student Mobility Committee shall designate the host university where the said students may study taking into account this ranking, the study trajectory followed by the student concerned and the number of places available.

The selection and allocation of the host university is conditional on meeting the departure criteria mentioned in article [IV.1.2.6](#).

IV.1.2.5 Timing

The allocation of host universities is made as soon as possible after the application deadline. The Student Mobility Committee shall communicate its allocation decision to the students and the relevant faculty bodies as soon as possible.

IV.1.2.6 Departure criteria

The Faculty of Law permits only those students to study at a host university who:

- either, for an exchange in the second bachelor's year, have obtained a credit for all courses in the model track of the first bachelor's year in law and have enrolled at the University of Antwerp for the second bachelor's year in law;
- or, for an exchange in the third bachelor's year, have obtained a credit for all courses in the model track of the first and second bachelor's year in law and have enrolled at the University of Antwerp for the third bachelor's year in law.

IV.1.2.7 Study programme at the host university

The Student Mobility Committee draws up a programme for each host university that lists the courses the student takes at the host university and determines which corresponding courses the student consequently does not have to take at the University of Antwerp. The student is subject to the regulations of the host university during the exchange stay.

IV.1.2.8 'Learning Agreement'

Before starting studies at the host university, the student signs the 'Learning Agreement' and submits it to the International Office Law.

IV.1.2.9 Additional courses at the host university

Students are allowed to enrol in additional courses at the host university besides the mandatory courses. These courses are mentioned on the diploma supplement, provided that the Student Mobility Committee has given approval for enrolling in these courses. They then count towards the calculation of the final result of the Bachelor's programme. However, these additional courses are not taken into account regarding 180 credits required for the Bachelor of Laws degree.

IV.1.2.10 Exams at the host university

For the courses the student has enrolled in at the host university, the examiners of the host university shall assess the student according to the grading scale applicable there.

IV.1.2.11 Communication of study results obtained at the host university

The student undertakes to communicate the study results obtained at the host university to the International Office Law as soon as possible.

IV.1.2.12 Recognition of study results obtained at the host university

The competent Examination Board of the Faculty of Law recognises the results and credits obtained by the student at the host university.

IV.1.2.13 Impact of course deficiencies at the host university

If the student has a deficiency in one or more courses at the host university, the student must retake the relevant exams at the host university. In exceptional cases, the Student Mobility Committee may deviate from this by organising a substitute exam at the University of Antwerp.

IV.1.3 Study stay at a host university for master students (Dutch-language programme)

IV.1.3.1 Destination

Admission to study at a host university can only be obtained for those universities with which the Faculty of Law has entered into a partnership.

IV.1.3.2 Duration

Master students can study at a host university during the second semester in the first master's year, and during one or two semesters in the second master's year.

Students can only be admitted once during their master's programme to complete part of their studies at a host university.

IV.1.3.3 Application

The application for the part of the course package to be taken by students at the University of Antwerp is regulated by the University of Antwerp's Education and Examination Regulations (OER⁵⁷), including the enrolment procedure (PROC/ADOND/001), which is an integral part of the OER.

Moreover, the application is only admissible if the student registers it fully, correctly and on time through Mobility Online.

Students wishing to study at a host university in a given academic year must submit their application at the start of the second semester of the academic year preceding the academic year in which they wish to study at a host university. The application may also be submitted at the start of the first semester of an academic year with a view to studying at a host university in the second semester of the same academic year. The application must be submitted no later than the date determined by the University of Antwerp's International Relations Office (DIS, *Dienst Internationale Samenwerking*).

Students can specify three host universities of their choice and order of preference when applying.

⁵⁷ Also see note 1 in this translated Codex.

IV.1.3.4 Student selection and allocation of host university

The Student Mobility Committee selects the candidates. It assigns candidates to a host university based on the criteria listed below as well as a ranking system.

For the selection and ranking of students, a weighted average is calculated based on the results of all courses belonging to the study programme taken by each student up to the moment of selection. For those courses for which the student did not take examinations or was not legitimately absent, a "0" score is applied.

Students who have achieved a weighted average of at least 58% are selected to study at a host university. The Student Mobility Committee may require a higher minimum score for certain host universities. This is announced to students via the Student Portal for each host university.

For the purpose of allocating the host university, students are ranked by the Commission in descending order of the weighted average. In doing so, it makes no distinction between students who wish to study at a host university in the first master's year and those who wish to study at a host university in the second master's year. The student who scores highest has the first choice of host university. Subsequent students are assigned their host university in order of their ranking, taking into account their choices and the availability of destinations.

In case of equal scores for two or more students who have selected the same host university, the Commission shall take into account the overall picture of the study results, in particular the study duration and any exam results of the students concerned.

The selection and allocation of the host university is conditional on meeting the departure criteria mentioned in article [Fout! Verwijzingsbron niet gevonden.](#)

IV.1.3.5 Duration

The allocation of host universities is made as soon as possible after the application deadline. The Student Mobility Committee shall communicate its allocation decision to the students and the relevant faculty bodies as soon as possible.

IV.1.3.6 Departure criteria

The selected student may effectively depart for a host university on the condition of having obtained their bachelor's degree and:

- Has enrolled at the University of Antwerp for the first master's year if leaving in their first master's year.
- Has enrolled at the University of Antwerp for the second master's year and has obtained a credit for all courses of the study programme followed by the student in the previous academic year, including at least the four mandatory law courses from the first semester of the first master's year, if leaving in their second master's year.

IV.1.3.7 Communication of the draft course package ('Learning Agreement')

Based on the study information provided by the host university, students shall draw up their own draft course package and communicate it to the International Office Law. The draft course package of the first semester must be communicated before 1 June in the academic year prior to departure. The draft course package of the second semester must be communicated before 1 November in the relevant academic year. If the student fails to meet these deadlines due to negligence, the Student Mobility Committee at the request of its Chair may revoke admission to study at the host university.

IV.1.3.8 Final approval of the draft course package

The final course composition is approved by the Student Mobility Committee at the beginning of the study abroad period. The final course package will then constitute the mandatory courses for the student at the host university, for which examinations must be taken at the host university.

The Student Mobility Committee ensures that the final package consists of courses that belong to the host university's Faculty of Law and that are from a second or higher cycle programme. The course package may not include any courses that overlap with courses taken at the University of Antwerp. The student's total course package must be balanced and comparable with the course package for students who will not study at a host university.

IV.1.3.9 Scope of training course package

When studying at a host university in **the second semester of the first master's year**, the student must enrol in courses worth at least 24 credits at the host university.

For a study stay at a host university of **one semester of the second master's year**, students must enrol in courses worth at least 24 credits. Students admitted to a one-semester stay at a host university with a view to gaining the certificate "Master in Comparative, International and European Law (CIEL)" must obtain at least 30 credits at this host university to receive this certificate. In addition, to receive this certificate they must also comply with the specific regulations about this as set out in [SECTION II](#).

For a study stay at a host university of **two semesters (only possible in the second master's year)**, the student must enrol in courses worth at least 36 credits. Moreover, students admitted to a two-semester stay at a host university for the purpose of gaining the certificate "Master in Comparative, International and European Law" (CIEL) must also comply with the specific regulations about this as set out in [SECTION II](#).

IV.1.3.10 Final 'Learning Agreement'

After approval of the requested course package by the Student Mobility Committee, the student will be notified by the International Office Law as soon as possible.

The student provides the International Office Law with the 'Learning Agreement', which may be amended, as soon as possible. The final course package must be recorded on this 'Learning Agreement' and signed by the host and home universities.

IV.1.3.11 Study load at the Faculty of Law

The provisions of SECTION II shall apply. All students studying at a host university undertake to make the necessary arrangements in connection with their internship and thesis with the master project coordinator, their internship mentor and their supervisor.

Students studying at a host university during **the second semester of the first master's year** must submit a research proposal during this second semester in accordance with SECTION II. This student will enrol in the course "Communicatievaardigheden en conflictoplossing" at the University of Antwerp's Faculty of Law in the second master's year. In the second master's year, the student may drop a basic course or a foundational/auxiliary science course to the extent that an equivalent course was taken at the host university.

Students who study at a host university **for one semester of the second master's year** must enrol in the following courses from the master's programme at the University of Antwerp's Faculty of Law in that second master's year: one advanced course, one basic course, the internship and the thesis component of the master project.

Students who study at a host university **for two semesters of the second master's year** must enrol in the following courses of the master's programme at the University of Antwerp's Faculty of Law in that second master's year: the internship and the thesis component of the master project.

IV.1.3.12 Additional courses at the host university

Students are allowed to enrol in additional courses at the host university besides the minimum required number of courses. These courses are mentioned on the diploma supplement, provided that the Student Mobility Committee has approved enrolling in these courses. They then count towards the calculation of the final result

of the Master's programme. However, these additional courses are not taken into account regarding the 120 credits required for the Master of Laws degree.

IV.1.3.13 Extending a study stay at the host university

Students wishing to extend their stay at a host university during the first semester of the **second master's year** to two semesters must notify the International Office Law before 15 November of that academic year. This extension may be granted after agreement with the relevant host university.

IV.1.3.14 Exams at the host university

The courses that the student has enrolled in at the host university are assessed by the examiners of the host university according to the grading scale applicable there.

IV.1.3.15 Communication of study results obtained at the host university

The student undertakes to communicate the study results obtained at the host university to the International Office Law no later than the last day of the first exam session of the second semester, or shall communicate that these study results are not yet available.

IV.1.3.16 Recognition of study results obtained at the host university⁵⁸

The competent Examination Board of the Faculty of Law recognises results obtained at the host university according to the pass/fail principle. In their academic progress report for a course taken at the host university, students receive the mention "pass"/"passed" if they passed according to the rules applicable at the host university or the mention "fail"/"failed" if they did not pass.

IV.1.3.17 Consequences of course deficiencies at the host university

If the student has obtained a deficiency for one or more courses at the host university, the student must resit the relevant exams at the host university. In exceptional cases, the Student Mobility Committee may deviate from this by organising a substitute exam at the University of Antwerp.

IV.1.4 Study stay at a host university for Master of Laws (LL.M.) students

IV.1.4.1 Destination

Participating for one semester at a university abroad in the Master of Laws programme aims to:

- Enable students to delve further into the subject matter of the Master of Laws module to which their thesis is linked
- Contribute to the research concerning this thesis

This semester abroad replaces a Master of Laws module.

IV.1.4.2 Thesis topic

The thesis topic is linked to one of the five modules offered in the Master of Laws programme.

IV.1.4.3 Privileged partners

The Faculty of Law has concluded a number of specific cooperation agreements with host universities. These agreements cover student and staff exchanges as well as research cooperation. Hereinafter these universities are referred to as "privileged partners". The privileged partners guarantee Master of Laws students an English-language course offer comprising at least 18 credits. This course offer is agreed annually between the privileged partners and the relevant module manager of the Master of Laws programme.

⁵⁸ EER art. 14.1.1

IV.1.4.4 Application

Students who wish to spend a semester at a host university during the second year of the Master of Laws programme must register an application to this effect in Mobility Online. This must be done at the start of the second semester of the Master of Laws programme's first year. The application can also be made at the start of the first semester of the Master of Laws programme's the second year with a view to studying at a privileged partner in the second semester of that academic year. The application must be submitted no later than the date set annually by the University of Antwerp's International Relations Office (DIS, *Dienst Internationale Samenwerking*).

In their application form students should indicate their order of preference of the privileged partners for the Master of Laws module to which their thesis is connected. They should also indicate the course package they wish to enrol in at the relevant privileged partner university.

IV.1.4.5 Other destinations

As an deviation from what is stipulated in the previous articles, a student may also designate as a first choice a host university with which the Faculty of Law has concluded an exchange agreement other than a privileged partner. This is only possible if the student demonstrates that this host university can offer specialised academic support in English on the thesis topic in question (in addition to the English-language course package comprising at least 18 credits that constitutes a deepening of the Master of Laws module to which the thesis is connected). This proposal must be approved by the module coordinator.

IV.1.4.6 Recognition of elective courses

If students wish to enrol in an elective course during the semester abroad in addition to the course package that comprises 18 credits, they must obtain permission from the module coordinator. Such a course must be relevant to the Master of Laws programme (but not necessarily to the module to which their thesis is linked) and may not overlap with a course already taken by the student at the University of Antwerp or another university.

IV.1.4.7 Student selection and allocation of host university

Students can apply if:

- They have obtained at least a weighted average of 60% for all courses in the first semester of the Master of Laws programme's first year (using a "0" score for the courses for which the student did not take an exam or was not legitimately absent), or
- Obtained a pass for all these courses

Students are ranked based on the weighted average they achieved in the first semester of the Master of Laws programme's first year.

The Student Mobility Committee selects candidates and assigns them a host university based on this ranking. The Master of Laws academic coordinator and module coordinators shall convene prior to the Student Mobility Committee meeting and prepare a joint proposal for the allocation of a host university for all Master of Laws students.

IV.1.4.8 Opportunities after non-selection

Students who meet the conditions listed in article [IV.1.4.7](#) but who were not selected for a privileged partner may apply for another host university with which the Faculty of Law has concluded an exchange agreement as soon as they are informed of this. The International Office Law will support these students in this regard. The relevant module coordinator must approve the proposed course package. For allocation of the destination, the students involved will be ranked according to the criteria that apply to the student ranking in the Master of Law programme (in Dutch).

IV.1.4.9 Departure criteria

Students are allowed to study for a semester in the Master of Laws programme's second year at a privileged partner or a host university only if they have successfully passed all the courses in the Master of Laws programme's first year.

IV.1.4.10 Final 'Learning Agreement'

When students start the semester in the Master of Laws programme's second year at the privileged partner or host university, they must confirm their course package. Changes to the originally approved course package are only possible if certain parts are no longer accessible to the student, or if the substance has been considerably modified. Any change to the original draft course package must be approved by the Student Mobility Committee and this after advice from the relevant Master of Laws module coordinator.

IV.1.4.11 Exams at the host university

The courses that the student has enrolled in at the host university are assessed by the examiners of the host university according to the grading scale applicable there.

IV.1.4.12 Communication of study results obtained at the host university

The student undertakes to communicate the study results obtained at the host university to the International Office Law no later than the last day of the first examination period of the second semester, or shall communicate that these study results are not yet available.

IV.1.4.13 Recognition of study results obtained at the host university⁵⁹

The competent Examination Board of the Faculty of Law recognises results obtained at the host university according to the pass/fail principle. In their academic progress report for a course taken at the host university, students receive the mention "pass"/"passed" if they passed according to the rules applicable at the host university or the mention "fail"/"failed" if they did not pass.

IV.1.4.14 Impact of deficiencies on courses at host university

If the student has obtained a deficiency for one or more courses at the host university, the student must resit the relevant exams at the host university. In exceptional cases, the Student Mobility Committee may deviate from this by organising a substitute exam at the University of Antwerp.

IV.1.5 Participation in a summer or winter school⁶⁰

Students who wish to participate in an international summer or winter school in Belgium or abroad can have this participation recognised to the extent of three credits as a replacement of a basic course or a foundational/auxiliary science course in the Master of Laws programme (in Dutch), or as an elective course in the University of Antwerp's Master of Laws programme (LL.M.). This possibility is open to students enrolled in their third Bachelor of Laws year and in both the Master of Laws programmes (in Dutch/LL.M.) at the University of Antwerp. Each student can take advantage of this opportunity only once.

In order to obtain recognition, the student in question must submit a justified application to the International Office Law no later than 31 May prior to the said summer school or no later than 30 November prior to the said winter school. The Student Mobility Committee shall make a timely decision on whether the prospective summer or winter school qualifies for three credits as a replacement of a basic course or a foundational/auxiliary science course in the Master of Laws programme (in Dutch) or as an elective course in the University of Antwerp's Master of Laws programme (LL.M.). In doing so, this Committee decides on the basis of the content and workload of the summer or winter school in question.

⁵⁹ EER art. 14.1.1

⁶⁰ EER art. 14.1.1

Upon completion of the summer or winter school, the student concerned must submit an attestation showing that the student effectively participated in the summer or winter school and including an assessment or grading of the work done by that student. The submission deadline is 28 February of the academic year in which the student is enrolled as a graduation year. Due to the specific nature and assessment methods of summer and winter schools, the assessment or grading obtained by the student concerned is academically recognised by the Faculty of Law's competent Examination Board in the form of a pass/fail.

IV.1.6 Including individual courses under a cooperation agreement with another university

In those cases where it is permitted by the Faculty under a cooperation agreement with another university and outside the abovementioned study stays and summer schools, students who wish to take a course at another university shall submit an application to the International Office Law. The application must be submitted no later than the date determined by the Faculty. The Student Mobility Committee shall decide on these applications based on the applicable criteria established by the Faculty.

IV.1.7 Including individual courses as part of Short Term Blended Mobility

IV.1.7.1 Participation in Short Term Blended Mobility⁶¹

Students who wish to participate in Short Term Blended Mobility (STBM) with a physical mobility period of 5 to 30 days at a partner university can have this participation recognised to the extent of three credits as a replacement of a basic course or a foundational/auxiliary science course in the Master of Laws programme (in Dutch), or as an elective course in the University of Antwerp's Master of Laws programme (LL.M.). It concerns participation in blended intensive programmes and in individual Short Term Blended Mobility for studies and internships. This opportunity is open to students enrolled at the University of Antwerp for both Master of Laws programmes (in Dutch/LL.M.). Each student can take advantage of this opportunity only once.

In order to obtain recognition, the student concerned must submit a justified application to the International Office Law no later than 31 May (for participation in the first or second semester of the following academic year) or no later than 30 September (for participation in the second semester of the academic year).

The Student Mobility Committee gives a timely ruling on whether the Short Term Blended Mobility eligibility for three credits can be substituted for basic course or a foundational/auxiliary science course in the Master of Laws programme (in Dutch), or an elective course in the University of Antwerp's Master of Laws programme (LL.M.). In doing so, this Committee decides on the basis of the content and workload of the Short Term Blended Mobility.

Upon completion of the Short Term Blended Mobility, the student concerned must provide a certificate attesting to the student's effective participation therein and including an assessment or grading of that student's work. The deadline for submission is 30 May of the academic year in which the student is enrolled as a graduation year. Due to the specific nature and evaluation methods of Short Term Blended Mobility, the assessment or grading obtained by the student concerned is academically recognised by the Faculty of Law's competent Examination Board in the form of a pass/fail.

IV.1.7.2 Application for a Short Term Blended Mobility scholarship

When participating in Short Term Blended Mobility, students who also wish to qualify for an STBM scholarship will mention this in their application.

The Student Mobility Committee prepares a ranking for the nomination of an STBM scholarship:

- 1) Students receiving a study grant from the Flemish Community
- 2) Students with special facilities (working students, students with disabilities, top athletes and artists, student-entrepreneurs)
- 3) Other students

⁶¹ EER art. 14.1.1

Within each category, students are ranked according to their study profile and their personal motivation and rationale for participation.

In the final ranking, students participating in a Blended Intensive Programme of which the Faculty of Law is a partner will be nominated for a scholarship based on their position according to the aforementioned method of ranking.

IV.2 Study stay of students at the UAntwerp Faculty of Law in the context of a cooperation agreement with another university

IV.2.1 International and European Legal Studies Certificate

Students who study at the University of Antwerp's Faculty of Law for one semester as part of a cooperation agreement with another university and have obtained 30 credits will receive the International and European Legal Studies Certificate (one semester).

Students who study for one year at the University of Antwerp's Faculty of Law under a cooperation agreement with another university and have obtained 60 credits will receive the International and European Legal Studies Certificate (full year). Students who stay for an entire academic year can only obtain the certificate for a full academic year.

IV.2.2 Number of credits

Students who study at the University of Antwerp's Faculty of Law within the framework of a cooperation agreement with another university shall enrol in at least 18 credits worth of courses per semester in their Learning Agreement, without prejudice to the possibility of requesting a justified deviation from this from the Student Mobility Committee. If they are PhD students, they shall enrol in at least one course per semester.