

# File Exceptional Circumstances



## PROCEDURE

- SUBSTANTIATED FILE
  - FACTUAL DESCRIPTION
  - NOTIFY IF BINDING CONDITIONS OR REJECTION OF ENROLLMENT WILL BE IMPOSED
  - SUBSTANTIATE YOUR FILE WITH SUPPORTING DOUCMENTS
- TEMPLATE
  - [https://www.vub.be/sites/default/files/2022-08/2022\\_Studievoortgang\\_Modelbrief\\_Uitzonderlijke\\_Omstandigheden\\_ENG.pdf](https://www.vub.be/sites/default/files/2022-08/2022_Studievoortgang_Modelbrief_Uitzonderlijke_Omstandigheden_ENG.pdf)
- MAIL TO
  - SECRETARIAT OF THE FACULTY
- DEADLINES
  - CIRCUMSTANCES OCCURED BEFORE THE START OF THE SECOND EXAMINATION PERIOD? **AUGUST 16**
  - CIRCUMSTANCES OCCURED DURING THE SECOND EXAMINATION PERIOD? **5 CALENDAR DAYS BEFORE THE DATE OF THE DELIBERATION OF THE SECOND EXAMINATION PERIOD**

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## DECISION

- EXAMINATION COMMITTEE DECIDES, STUDY PATH COUNSELOR FUNCTIONS IN AN ADVISORY CAPACITY
- DECISION VIA PROCLAMATION CODE ON OFFICIAL TRANSCRIPT OF RECORDS
- YOU DO NOT AGREE? INFORMATION ON LODGING AN APPEAL VIA [HTTPS://WWW.VUB.BE/EN/APPEAL](https://www.vub.be/en/appeal)