STUDYING WITH SPECIFIC NEEDS

Information sheet for main VUB students in a joint VUB-ULB master’s programme or taking a course at the ULB as a guest student

As a **main VUB student** in a VUB-ULB joint master’s programme or taking a course at the ULB as a guest student, your **ReFlex** (reasonable flexibility) status will be analysed and granted by your main institution: the VUB.

1. **Basic principles of VUB-ULB joint collaborations**

   Students enrolled in a **VUB-ULB joint master’s programme** are always **registered at both universities**: once at the main institution as a **main student/étudiant régulier** and once at the partner institution as a **guest student/étudiant à inscription administrative**.

2. **New inclusive education policy at the VUB**

   As of academic year 23-24, a new **inclusive education policy** has been launched at the VUB, stating that **all students** will benefit automatically from the examination accommodations listed here:
   - Sufficient time will be provided for every student during an exam
   - Every student is allowed to use scrap paper during an exam
   - Each student may use non-electronic earbuds during an exam
   - Any student may make designations on the question sheet of an exam
   - Any student may take (prescribed) medication during an exam
   - Each exam will be provided in an inclusive format (suitably large, sans serif font) that enhances the readability and accessibility of an exam

   A ReFlex status will therefore no longer be granted for these accommodations.

   Should you still need other accommodations, apply online at the VUB. You will find all information and online forms [here](#).

   **Important:**
   Thanks to this new inclusive education policy, some main VUB students will no longer need to apply for the ReFlex status as certain accommodations will automatically apply to every student. But as a guest student at the ULB, you will still have to apply for the EBS/ESH (étudiants à besoins spécifiques - étudiants en situation de handicap) status and submit the necessary (medical) information in order to receive these accommodations!
3. Application procedure to obtain the EBS/ESH status at the ULB

Procedure – I don’t need to apply for the ReFlex status at the VUB (see point 2)

After you are enrolled at the ULB by the ULB enrolment service as a guest student, connect through ‘MonULB – Mon secrétariat virtuel – Mon dossier EBS’ with your ULBID and upload all necessary documents (medical documents: < 1 year old, drawn up by a specialist or public body). A non-mandatory ULB medical template is available and can be found here.

Once those documents have been validated by the EBS/ESH team, you can book an appointment with them through ‘MonULB – Mon secrétariat virtuel – Mon dossier EBS’ to establish your individualized support plan together (PAI = Plan d’accompagnement individualisé). The EBS/ESH medical commission decides on the application and the proposed PAI.

Procedure – I was granted the ReFlex status at the VUB (other accommodations):

After your status has been granted by your main institution, the VUB, and you are enrolled at the ULB by the ULB enrolment service as a guest student, connect through ‘MonULB – Mon secrétariat virtuel – Mon dossier EBS’ to establish your individualized support plan together (PAI = Plan d’accompagnement individualisé). The EBS/ESH medical commission decides on the application and the proposed PAI.

Important: Each institution has their own specific deadlines for application.

Deadlines for the EBS/ESH status request at the ULB:

<table>
<thead>
<tr>
<th>1st semester:</th>
<th>19 September till 15 November</th>
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<tr>
<td>2nd semester:</td>
<td>1 February till 15 March</td>
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Status request are no longer possible after the 15th of March

Remark: The accommodations may differ per institution.

The EBS/ESH status is granted for one academic year and can be renewed at your request.

Once the EBS/ESH status has been granted, you and the EBS/ESH coordinators of the ULB faculty will automatically be informed. The faculty EBS/EHS coordinators will then analyse whether the proposed accommodations are in line with the core skills.
that are required for the successful completion of the respective studies and whether they can be put into practice the way they are described in the PAI. The EBS/ESH team can take a mediation role if necessary.

Examination period
At the ULB, a dedicated **EBS/ESH room** is available to certain students with specific needs. Approximately one month prior to the exams, those students must register to have access to the dedicated EBS/ESH room through a communicated procedure.

Deadlines to request access to the EBS-room during the exams:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
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<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; semester</td>
<td>27 November – 10 December – 11:59 pm</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; semester</td>
<td>15 April – 28 April – 11:59 pm</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; session</td>
<td>24 June – 7 July – 11:59 pm</td>
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</tbody>
</table>

Remark: temporary dates, subject to change.

**Contact details**
You can reach the EBS/ESH team by email ([ebs.esh@ulb.be](mailto:ebs.esh@ulb.be)) or consult their webpage [here](#).

**Disclaimer**
While we have taken every precaution to ensure that the content of this document is both up to date and accurate, errors can occur. Consult the EBS/ESH webpage and the Teaching and examination regulations for the most accurate information.