STUDYING WITH SPECIFIC NEEDS

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

As a main ULB student in a ULB-VUB joint master’s programme or taking a course at the VUB as a guest student, your EBS/ESH (EBS – étudiant à Besoins Spécifiques/ESH – Étudiants en Situation de Handicap) status will be analysed and granted by your main institution: the ULB.

1. Basic principles of ULB-VUB joint collaborations

Students enrolled in a ULB-VUB 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.

Below you can find the procedure, should you still need other accommodations.

3. Application procedure to obtain the ReFlex status at the VUB: other accommodations

After your EBS/ESH status has been granted by the ULB and you are registered as a guest student at the VUB via the online form, immediately apply for the ReFlex (reasonable flexibility) status at the VUB via the online form here. You will not have to go through the recognition procedure again, but it is a necessary step if you want to benefit from accommodations at the VUB as well. Make sure to upload the proof of the granted EBS/ESH status and the respective accommodations granted at the ULB.

Important: Each institution has their own specific deadlines for application.
Make sure to apply in time for the ReFlex status at the VUB:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>1 September – 30 October</td>
</tr>
<tr>
<td>2nd semester</td>
<td>1 February – 30 March</td>
</tr>
<tr>
<td>2nd session</td>
<td>15 June – 30 June</td>
</tr>
</tbody>
</table>

**Remark:** The accommodations may differ per institution.

The ReFlex status is granted for one academic year and you will need to resubmit the necessary documentation in time next academic year.

**At the VUB, you need to apply for your education accommodations each semester:**

Once your ReFlex status has been granted, you can request accommodations in line with your specific status per course through this [link](#).

**Important:** the feasibility of the requested accommodations remains with the teaching staff. The ReFlex team can take a mediating role.

Application deadlines for education accommodations at the VUB:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st semester</td>
<td>Start of the semester – 1 December</td>
</tr>
<tr>
<td>2nd semester</td>
<td>Start of the semester – 1 May</td>
</tr>
</tbody>
</table>

**At the VUB, you need to apply for evaluation and test accommodations outside the exam periods:**

You can also request specific accommodations for evaluations and tests outside the exam periods by filling out this [online form](#) at least 10 working days beforehand.

**At the VUB, you need to apply for your exam accommodations during each exam period.**

For each exam period, you can request your exam accommodations by filling out this [online form](#).

Application deadlines for exam accommodations at the VUB:

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January exam period</td>
<td>1 November – 1 December</td>
</tr>
<tr>
<td>June exam period</td>
<td>1 April – 1 May</td>
</tr>
<tr>
<td>2nd session period</td>
<td>End of deliberations – 15 July</td>
</tr>
</tbody>
</table>

**Contact details**

You can reach the ReFlex team by email ([reflex@vub.be](mailto:reflex@vub.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 [ReFlex webpage](#) and the [Teaching and examination regulations](#) for the most accurate information.