



Vesalius College vzw

Summer Programme 2009

Regulations and Information

25 May to 10 July, 2009

22 May 2009 – Orientation for New Students

Calendar and Registration Information

Friday, 22 May

- Orientation for new students.

Week 1

25 May – 29 May

General

- Registration
- 20% financial penalty if withdrawal during the first week.
- No academic penalty if withdrawal during the first week.

Monday, 25 May

- First day of classes.

Tuesday, 26 May

- Application to the Summer Programme closes at 17:00.
- Deadline for payment of tuition and fees is at 17:00.

From noon Wed. 27 to Fri. 29 May

- Late registration (late registration fee of 65 Euro applies).

Friday, 29 May

- Last day to register and to add a course.

Week 2

1 - 5 June

General

- 40% financial penalty if withdrawal during the second week.
- Withdrawal Pass (WP) recorded on transcript for drops and withdrawals.

Monday, 1 June

- Legal Holiday (Whit Monday).

Friday, 5 June

- Last day to withdraw from the Summer Programme with a partial refund.
- **No refunds after Week 2 of the programme.**

Week 3

8 - 12 June

General

- Withdrawal Pass (WP) recorded on transcript for drops and withdrawals.
- Mid-Term exams during 3rd or 4th (2hr) class session.

Week 4

15 - 19 June

Friday, 19 June

- Last day to drop a course with WP.

Week 5

22 - 26 June

Week 6

29 June - 3 July

Friday, 3 July

- Last day of classes.

Week 7

6 - 10 July

Monday, 6 to Friday, 10 July

- Final examinations

Friday, 10 July

- Final examinations and last day of the Summer Programme.

Orientation

Students new to Vesalius College are obliged to take part in orientation on Friday, May 22. On this day, students will receive all information vital to success, such as computer account activation and how to get library access.

Tuition and Fees

All students must understand that application to and registration in the Vesalius College Summer Programme constitutes a contractual agreement to pay the appropriate tuition and fees.

Full payment must be received by Tuesday, 26 May 2009.

Methods of Payment

Payment must be presented in Euro by bank transfer or by credit card.

Vesalius College vzw should receive all payments by **17:00 on Tuesday, 26 May 2009.**

When transferring monies, please include your full name and specify the type of fee (for example: Application Fee, Tuition and Fees).

Bank Transfer

Monies should be transferred to the Vesalius College account at Dexia Bank: account number: 068-2410268-39, Vesalius College vzw, Pleinlaan 2, B-1050 Brussels, Belgium.

Please note that our SWIFT code is GKCC BE BB and our IBAN number is BE 13 068-2410268-39.

For international transfers, it is useful to know that the main office of the bank is: Dexia Bank, Pachecolaan 44, B-1000 Brussels, Belgium.

Please note that it often takes several weeks to transfer money from abroad. If you use this method of payment, please be sure to retain proof of payment and submit it when registering.

Credit Card

Vesalius College vzw accepts Eurocard/MasterCard and Visa. Should the credit card not be in your name, then written and signed permission from the cardholder must accompany your payment.

Withdrawals

If withdrawal is completed within the first week, 80% of the course tuition will be refunded. If it is done during the second week, 60% of the course tuition will be refunded. After the end of the second week of classes, no refunds will be granted.

Fees are not refunded.

Dropping a Course

If dropping a course results in a lower credit load, and is completed within the first week of classes, 80% of the tuition for the dropped course will be refunded. If it is done during the second week of classes, 60% of the course tuition will be refunded. After the end of the second week, no refunds will be granted.

Fees are not refunded.

Academic Regulations

Registration in the Vesalius College Summer Programme constitutes an agreement by the student that s/he will abide by the academic policies and procedures as described in the General Academic Regulations (GAR). Copies of the GAR are available at Reception.

Grading System

The grades awarded at Vesalius College are as follows:

<u>Vesalius Grade</u>	<u>4-pt. Scale</u>	<u>Percentage</u>	<u>On 20</u>
A	4.0	85-100	17-20
A-	3.7	81-84	16.1-16.9
B+	3.3	77-80	15.3-16
B	3.0	73-76	14.5-15.2
B-	2.7	69-72	13.7-14.4
C+	2.3	66-68	13.1-13.6
C	2.0	62-65	12.3-13
C-	1.7	58-61	11.5-12.2
D+	1.3	54-57	10.7-11.4
D	1.0	50-53	10.0-10.6
F	0.0	0-49	0-9.9
P	Pass (credit)		
WP	Withdrawal pass (not in GPA)		
WF	Withdrawal fail ("F" in GPA)		

Syllabus

During the first class session, a course syllabus will be given to you by your professor. This document will contain at least the following information: aims and the content of the course, grading policy and distribution of the final grade, the progress of the course week after week, all due dates for assignments and papers, the textbook(s) and other reading materials, the office hours and the mid-term and final examination dates.

Adding and Dropping Courses

You may add courses until **Friday, 29 May**. Students may take **a maximum of two courses**. Courses may be dropped until **Friday, 19 June**. In order to add or drop a course you must submit a Drop/Add form (available at Reception) to the administration. All who drop or add a course must also obtain the approval of their academic adviser.

Dropping courses during the first week of classes (until **Friday, 29 May**) has no impact on the student's transcript. However, dropping courses during the second, third and fourth weeks of classes (from **Tuesday, 2 June until Friday, 19 June**) result in a WP (Withdrawal Pass) being recorded on the student's transcript. Courses dropped after **Friday, 19 June** result in a WF (Withdrawal Fail) being recorded on the student's transcript and count as a fail in the GPA calculation. Refer to the GAR for a detailed explanation of WP and WF.

Dropping a course is not the same as withdrawing. Dropping is appropriate for those remaining registered in another course during the Summer Programme session. See the section Tuition and Fees "Dropping a Course" for financial implications of dropping a course during the Summer Programme.

Withdrawing from the Summer Programme

Absence from class does not constitute withdrawal. Students who find it necessary to withdraw from all of their courses during a summer session **must notify the Head of Academic Administration in writing**. See the section Tuition and Fees "Withdrawals" for the financial implications of withdrawing from the Summer Programme.

Transfer of Credits

Students expecting to transfer their summer credits to other institutions should secure, in advance, approval of their course selections from the institution to which they wish to transfer the credits.

Transcript Request

An official transcript is issued free of charge for all visiting students. Additional transcripts will be issued on receipt of a Summer Programme Transcript Request form completed and will incur a fee of 2.50 Euro per official transcript.

Examinations

Examinations must be taken at the time announced. As a general rule, written examinations are held in all courses.

Mid-term examinations will be held during the third or fourth class session of Week 3. Students thus have the opportunity to assess their progress and, if they are experiencing difficulties, can choose to drop the course (see “*Adding and Dropping Courses*” on previous page for deadline and procedure to be followed).

Final examinations will be held in **week 7**. A final examination schedule will be published during the course of the Summer Programme.

Canceled Courses

As the Summer Programme is a self-supporting programme, it must establish a minimum enrollment. The Dean may cancel in the first week those classes that do not meet this minimum. All tuition and fees are refunded in the event of a canceled course. Students who are enrolled in a course that is canceled and who do not wish to enroll in another course will be administratively withdrawn from the Summer Programme.

Course Capacities and Waiting Lists

All courses have a capacity of 35 students. In the event of a course being full, waiting lists will be set up and managed by the Administration. However, we cannot guarantee that places will become available. Vesalius College is not liable for any costs incurred by students who have not obtained a course place or have not been admitted to the Vesalius College Summer Programme.

Academic Honesty

Academic honesty is fundamental to the integrity of an educational community. Vesalius College takes academic cheating and plagiarism very seriously. The Student Conduct Committee reviews all accusations of academic dishonesty.

For more information, please contact the Vesalius College Admissions Office.

Mailing address: Vesalius College vzw, Admissions Office, Pleinlaan 2, B-1050 Brussels, Belgium

In person: Vesalius College, Triomflaan 32, B-1160 Brussels

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