### Calendar and Registration Information

**Week 1**  
**25 May – 29 May**

- Monday, 25 May  
  - Public Holiday

- Tuesday, 26 May  
  - First day of classes
  - Application to the Summer Programme closes at 12:00. Late registration fee of 65 Euro applies.
  - **Deadline for payment of tuition and fees is at 17:00.**

  *New students must confirm registration at the Registration Office!*

- Wednesday, 27 May  
  - Late registration period from 12:00PM on Wednesday, 27 May to Friday, 29 May.

- Friday, 29 May  
  - Last day to register and to add a course.

**General**  
- 10% financial penalty if withdrawal prior to start of semester
- 20% financial penalty if withdrawal during the first week

**Week 2**  
**1 June - 5 June**

- Friday, 5 June  
  - Last day to withdraw from the Summer Programme with a partial refund.

**General**  
- Withdrawal Pass (WP) recorded on transcript for drops and withdrawals.
- 40% financial penalty if withdrawal during the second week.
- **No refunds and liability for full tuition and fees 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 June – 26 June**

**Week 6**  
**29 June - 3 July**

- Friday, 3 July  
  - Last day of classes.

**Week 7**  
**6 - 10 July**

- Monday, 6 July  
  - Final examinations
- Tuesday, 7 July  
  - Final examinations
- Wednesday, 8 July  
  - Final examinations
- Thursday, 9 July  
  - Final examinations
- Friday, 10 July  
  - Final examinations and last day of the Summer Programme
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 2014 at 17:00.

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 2015**.

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

Credit Card

Vesalius College accepts Eurocard/Mastercard and Visa. Payment by credit card can be made online. Please visit the following link for payment details: [www.payment.vesalius.edu](http://www.payment.vesalius.edu).

Bank Transfer

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

Please note that our SWIFT/BIC code is GKCC BE BB and our IBAN number is BE 13 0682 4102 6839.

For international transfers, it is useful to know that the main office of the bank is:
Belfius 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.

Withdrawals

In case of withdrawal prior to the start of the semester the student will be liable for 10% of the. If withdrawal is completed within the first week, eighty percent of the course tuition will be refunded. If it is done during the second week, sixty percent 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, eighty percent of the tuition for the dropped course will be refunded. If it is done during the second week of classes, sixty percent 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:

<table>
<thead>
<tr>
<th>Vesalius Grade 4-pt. Scale</th>
<th>Percentage</th>
<th>On 20 ECTS</th>
<th>ECTS* Grade</th>
<th>ECTS* Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85-100</td>
<td>17.0-20.0</td>
<td>A</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>81-84</td>
<td>16.1-16.9</td>
<td>B</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>77-80</td>
<td>15.3-16.0</td>
<td>B</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>73-76</td>
<td>14.5-15.2</td>
<td>B</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>69-72</td>
<td>13.7-14.4</td>
<td>C</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>66-68</td>
<td>13.1-13.6</td>
<td>C</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>62-65</td>
<td>12.3-13.0</td>
<td>D</td>
</tr>
<tr>
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<td>1.7</td>
<td>58-61</td>
<td>11.5-12.2</td>
<td>D</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>54-57</td>
<td>10.7-11.4</td>
<td>D</td>
</tr>
<tr>
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<td>1.0</td>
<td>50-53</td>
<td>10.0-10.6</td>
<td>E</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>below 50</td>
<td>0-9.9</td>
<td>F</td>
</tr>
<tr>
<td>P</td>
<td>Pass (credit)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WP</td>
<td>Withdrawal pass (not in GPA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal fail (&quot;F&quot; in GPA)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* ECTS = European Credit Transfer System credits

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. Adding or dropping courses requires you to submit to the Reception a completed Summer Programme Drop/Add Form.

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 Monday, 1 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 “F (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 Registration 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.

Grades & Transcripts

Visiting students from partner institutions: their transcripts will be sent directly (and free of charge) to their home university or study abroad provider (where applicable).

Non-degree-seeking students and independent visiting students may collect their transcript at the Reception Desk as of Thursday, 13 August 2015. Students who will not continue at Vesalius College in the Fall 2015 semester must complete the Summer Programme Transcript Request form available at the Reception Desk so that we may send a transcript to the address indicated on the request form.

Vesalius students may check their grades as of 10:00 on Thursday, 13 August 2015 on the following website: http://www.vesalius.edu/studentportal.

Examinations

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

Mid-term examinations may 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 on Monday 6 July, Tuesday 7 July, Wednesday 8 July, Thursday 9 July and Friday 10 July. 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 cancelled 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, Pleinlaan 5, B-1050 Brussels
Phone: +32 2 614 81 77
Fax: +32 2 614 80 50
Email: vesalius@vub.ac.be
Website: www.vesalius.edu