Regulation on participation in training programmes
offered by the Research Department

Last updated on 16/10/2018

Registering to a programme offered by the Research Department implies mandatory participation. Cancellations notified at least five business days before the programme begins do not need to be justified.

Cancellations notified less than five days before the programme begins may be accepted under certain circumstances. In this case, however, an official document must be sent to the Postgraduate Unit (Ms Peggy Maes: peggy.maes@ulb.ac.be, with a copy sent to Ms Marie-Noëlle Chapelle: marie-noelle.chapelle@ulb.ac.be) to justify the cancellation. The following documents will be accepted as valid justifications:

- medical certificate;
- certificate delivered by SNCB (in case of delay, strike, cancelled train, etc.) or any other transportation company;
- documents proving your vehicle had a technical failure;
- death certificate of a relative;
- invitation to a job interview.

This list is not exhaustive, and may be updated as required.

If no document is provided, or if the justification is not acceptable, the following measures will be taken:

- after one unjustified absence: the participant will no longer have priority when registering for the training programmes offered by the Research Department until the end of the academic year;
- after two unjustified absences: the participant will no longer be eligible for the training programmes offered by the Research Department until the end of the academic year;
- after a third unjustified absence during a new academic year: the participant will no longer be eligible for the training programmes offered by the Research Department until the end of their doctoral or postdoctoral studies;

Absences occurring in the final part of the year (from May to mid-September) will result in the above measures being applied to the following academic year.

Supervisors will be notified of measures taken in case of unjustified absences.