

Annex I
Common Education Regulations
Bachelor of European Studies

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I. Preliminaries

1. As long as KU Leuven is the Coordinating Party, and the students are enrolled at KU Leuven for the whole duration of the programme, the [education regulations of KU Leuven](#) apply, unless a specific derogation thereof is made hereunder or in the examination regulations for BAES students in Annex II to the present Consortium Agreement.
2. The present education regulations can be subject to annual changes. Changes to these regulations are to be discussed and decided upon by the Local Academic Coordinator Board and the Academic Steering Committee. To be applicable for the following academic year, changes to these regulations need to be decided upon by the end of June of each calendar year.
3. The description of the BAES programme overview forms an integral part of these education regulations. The programme overview (also referred to as programme guide) includes a complete outline of the programme-specific information and all ECTS course descriptions. It can be consulted at [Bachelor of European Studies \(Leuven et al\) - KU Leuven](#).
4. In case a Party to the Consortium is confronted with situations of general force majeure or situations in which the safety and health of the members of the academic community might be endangered, the Local Academic Coordinator Board can make (temporary) adjustments to these regulations or the examination regulations if such is necessary to organize the education and assessment activities or to avoid unnecessary study extension for students.
5. The present education regulations apply to all students in all phases of their studies (from the moment of enrollment to the moment of graduation) within the BAES programme, unless indicated otherwise in the present education regulations, and will be executed faithfully by the Degree Awarding Parties and Mobility Parties of the BAES programme. Mobility Parties will comply with the education regulations in so far as compatible with their own policies and regulations.
6. The amended regulations are published on the BAES Student Portal prior to the start of each academic year.

II. Structure of the programme

II.1. General information

The Bachelor of European Studies (BAES) is a **Joint Degree Programme**, developed by eleven universities in the framework of their cooperation in Una Europa.

Full name of the programme: Bachelor of Arts in European Studies.

Joint Degree Programme: The Bachelor of European Studies is jointly developed by KU Leuven, Alma Mater Studiorum Università di Bologna, Universidad Complutense de Madrid, Uniwersytet Jagielloński w Krakowie, Freie Universität Berlin, Helsingin Yliopisto, Université Paris 1 Panthéon-Sorbonne, The University of Edinburgh, *Universität Zürich*, University College Dublin and Universiteit Leiden.

Coordinating Party: KU Leuven.

Degree Awarding Parties: KU Leuven, Alma Mater Studiorum Università di Bologna, Universidad Complutense de Madrid and Uniwersytet Jagielloński w Krakowie.

Mobility Parties: Freie Universität Berlin, Helsingin Yliopisto, Université Paris 1 Panthéon-Sorbonne, The University of Edinburgh, *Universität Zürich*, University College Dublin and Universiteit Leiden.

EQF level: level 6.

Degree awarded: 'Bachelor of Arts in European Studies' by KU Leuven, Alma Mater Studiorum Università di Bologna, Universidad Complutense de Madrid and Uniwersytet Jagielloński w Krakowie.

Number of ECTS credits: 180 ECTS.

After completing the BAES programme, students may request access to the master programmes that can be found at www.jointbaes.eu/future-perspectives. Completing BAES does not automatically give a right of access to these master programmes, acceptance may be subject to procedures and conditions within each Party.

II.2: Aims of the programme

1. The Bachelor of Arts in European Studies aims for internationality, multidisciplinary and multilingualism, as well as innovation within the academic landscape and added value on the labour market. To this end, the Parties involved have set up this joint programme together, each of the Parties contributing to the programme from start to finish.

II.3: Structure of the BAES programme

II.3.1 General structure

1. The BAES programme consists of a *Truncus Communis* of 96 ECTS and of specializations, offered in formats of a major of 60 ECTS on the one hand, and of a minor of minimum 18 ECTS on the other hand. In addition, BAES students write a bachelor thesis for 6 ECTS.

3. The general structure of the BAES can be found at www.jointbaes.eu/programme and in the programme guide Bachelor of European Studies (Leuven et al) - KU Leuven.

II.3.2 Truncus Communis

1. The *Truncus Communis* is compulsory for all BAES students and mainly precedes their specializations. It consists of the following courses (hereinafter referred to as “*Truncus Communis* course(s)”):

- **Introductory courses to the disciplines:** Introduction to Economics, Introduction to History, Introduction to Law, Introduction to Philosophy and Introduction to Politics, offered at a campus of the Degree Awarding Parties;
- **Common courses taught online and/or in a blended format** under the coordination and responsibility of one Degree Awarding Party but with the possible contribution of the other Parties: European Cultures and Societies; European Integration; Language courses; Introduction to EU Law and International Law; Introduction to International Relations; Introduction to Economics of the EU; Methodology & Research Design;

- **Common courses related to the bachelor thesis:** Research Design & Thesis Lab, and Bachelor Thesis.

II.3.3 Specializations

1. After the *Truncus Communis*, BAES students follow a specialization in the form of major and minor subjects. BAES students must follow a major and a minor in different subject areas. The subject areas in which a major and a minor are offered by the Parties and an overview of the specializations can be found at www.jointbaes.eu/programme.

II.3.4 Complete Overview of Courses

1. The final and complete overview of courses for the next academic year is published on 15 July in the official programme guide. The programme guide can be consulted via the following link: [Bachelor of European Studies \(Leuven et al\) - KU Leuven](#)

2. Programme changes are tabled to and approved by the Academic Steering Committee. In addition, some Degree Awarding Parties might require a formal approval of programme changes by other actors if such procedures are formally required by their institution.

II.4: Academic Calendar

1. All *Truncus Communis* courses of BAES are scheduled according to the common academic calendar, which is agreed upon annually and published on the Bachelor of European Studies website. The common academic calendar can be found at [Student calendar\(s\) BAES — Bachelor of European Studies \(kuleuven.be\)](#).

2. All specialization courses (major and minor subjects) of BAES follow the academic calendar of the Party where the courses are offered. General academic calendars of all partners are available on the BAES student portal [University-specific information — Student portal](#).

II.5: Mobility

1. Mobility is central to the BAES programme. BAES students are expected to study in at least 2, maximum 3 different Parties. Students can choose from different mobility and specialization offers and indicate their preferences. The final decision of student destinations during their mobility lies with the programme, and

students are not guaranteed a certain mobility path. Changes to a student's mobility path can no longer be made after the deadlines communicated to students. In case of exceptional individual circumstances, to be determined by the ombudsperson of BAES, the Local Academic Coordinator Board can grant permission to students for a late change of their mobility destination after consulting with the Degree Awarding Parties and/or the Mobility Parties affected by this potential change.

2. Students who enroll in the BAES programme between academic years 2022-2023 and 2025-2026, attend courses at their Start University in the first three semesters. The Start University is not necessarily the Party in the country of origin of BAES students. Students travel to a 2nd or even a 3rd university in the last three semesters of the programme. In the fourth and fifth semesters mobility is compulsory and students attend courses offered by a Party different from their Start University. In the sixth semester BAES students can return to the Start University, stay at the Party where they undertook compulsory mobility in the fourth and fifth semesters, or move to another Party, i.e. to a 3rd university, depending on the specialization offer of that university.

3. Students who enroll in the BAES programme as of academic year 2026-2027, attend courses at their Start University in the first two semesters. The Start University is not necessarily the Party in the country of origin of BAES students. In the third and fourth semesters mobility is compulsory and students attend courses offered by a Party different from their Start University. For the duration of the fifth and sixth semesters, BAES students can return to the Start University, stay at the Party where they undertook compulsory mobility in the third and fourth semesters, as long as this party is a Degree Awarding Party, or move to another Degree Awarding Party, i.e. to a 3rd university, depending on the specialization offer of that Party.

4. The procedure and deadlines applicable to determine the Start University is laid down in Annex VI (Admission Regulations) to the present Consortium Agreement. The procedure and deadlines applicable to determine the mobility path of the student is laid down in Annex VI (Admission Regulations) to the present Consortium Agreement and Article IV.2 of this Annex. The final decision on Start University and mobility path will always remain in the hands of the programme, the Local Academic Coordinator Board and Admission Board. Students do not have a right to a specific Start University or a specific mobility path.

5. Mobility to a Mobility Party is always optional: BAES students will be able to complete their studies within the Degree Awarding Universities if they wish to do so.

6. BAES students enrolled between academic years 2022-2023 and 2025-2026 can take up to 78 ECTS of the 180 ECTS BAES curriculum at a Mobility Party. Students enrolled in the BAES programme from academic year 2026-2027 onwards, can take up to 60 ECTS of the 180 ECTS BAES curriculum at a Mobility Party.

7. In the event that a student no longer follows the standard trajectory (e.g. due to the lack of a sufficient study progress after first two semesters), mobility can only be postponed in its entirety. This implies that students will have to postpone their mobility by a year. Students in this situation should contact the academic advisor and/or ISP coordinator at the Coordinating Party to discuss the possibilities.

II.6: Languages

1. The BAES aims to provide students with a multilingual experience. Whereas its main language of instruction is English, students shall study one additional language.

2. The mobility and the commonly offered language courses which are part of the *Truncus Communis* create an environment in which the possibilities of students to benefit from a multilingual experience are maximized.

3. Students who take up major or minor specialization courses offered in languages other than English must comply with the level of language proficiency required by the Party offering the relevant courses.

II.7: ECTS system

1. The Bachelor of European Studies is offered in three years for 180 ECTS. Thus, the standard duration of study for finishing the programme is three years. One year of study consists of two semesters and varies between 54 and 66 ECTS. In order to successfully finish the programme, students have to obtain 180 ECTS credits and pass all mandatory courses of the programme.

2. The BAES applies the ECTS system to all of its parts with a view to the distribution of the study-load and the recognition of credits obtained.

3. Across all universities offering courses in the programme, ECTS credits are a quantitative measure for the overall workload of a student. They include the actual lectures/seminars as well as time spent preparing and evaluating lectures (attending events + private study), taking exams, preparing for exams,

bachelor thesis and seminar work. One ECTS, in general, equals a workload between 25 and 30 hours of student work. An annual study effort amounts to 1500-1800 hours of work, considering an average of 30 ECTS credits per semester. Consequently, the entire programme corresponds to 4500-5400 hours of work.

4. For the *Truncus Communis* courses, one ECTS, in general, equals 6.5 to 7.5 contact teaching hours.

5. For the major and minor specializations, the number of contact teaching hours per ECTS is determined by the Party offering the respective courses according to their local rules.

6. Due to study visa-related restrictions, all non-EEA students in BAES and certain EEA students who enter the programme with financial aid have to register for a minimum of 54 credits each academic year. The Administrative Coordinators can deviate from this provision if the number of credits in the year programme the student has to complete to obtain the degree is lower than 54, or if the student cannot register for 54 credits because of specific course prerequisites. Other deviations from this provision can only be authorized by the coordinator of Coordinating Party's Admissions Unit, in the context of special individual circumstances.

7. Students who have not yet obtained a bachelor's degree can register for a maximum of 72 credits each academic year. Students who wish to take the opportunity to deviate from the individual study programme regulations, can submit a well-founded proposal by the deadline set for the composition of the individual study programme (ISP) on the [BAES student portal](#). Requests for exceptions should be submitted via the [BAES request form](#) to the Administrative Coordinators of the Coordinating Party after consulting the BAES academic advisor. The decision rests with the Local Academic Coordinator Board. In case of special individual circumstances, the Local Academic Coordinator Board decides after receiving advice from the BAES ombuds.

III. Enrolling in BAES

III.1: Type of contract of enrollment

1. The BAES programme is accessible through a diploma contract for BAES students, which creates a contractual relationship between all students enrolled in the BAES programme and KU Leuven as the Coordinating Party.

2. Truncus Communis courses in the BAES programme, including the Bachelor Thesis, cannot be registered for with an examination contract or a credit contract due to the multi-university supervision, multi-university teaching and multi-university examination formats these courses require. Other courses of the BAES programme can only be registered for with a credit or examination contract insofar as KU Leuven is the organizing Party for that course.

4. Students who terminate their enrollment shall be required to submit a new application in accordance with the standard admissions procedure, without any entitlement to readmission or guarantee of favourable outcome. Derogations may be granted solely in duly substantiated and exceptional individual circumstances as stipulated in article III.1.5.

5. In exceptional individual circumstances, a student may be permitted to temporarily suspend their BAES studies, provided they inform the BAES ombuds person before the ISP submission deadline in the second semester and receive approval from the Local Academic Coordinator Board. The student must resume the BAES programme the following academic year in time for the enrollment deadline. However, they may be subject to a study progress decision by the Local Academic Coordinator Board aimed at maintaining the study progress of the student within the manageability of the programme.

III.2: Enrollment and registration

1. After their selection and enrollment to the Bachelor of European Studies, each student shall receive a student agreement, stipulating their rights and obligations when enrolling in the BAES programme. The student agreement shall be signed by the student, and their legal representative when underage, and by a duly empowered representative of the Coordinating Party.

2. Selected students must comply with the visa and/or residence permit requirements according to the national laws of the country where they choose to take up courses. Each student needs to subscribe to valid health insurance throughout the whole period of enrollment/participation in the Bachelor of European Studies or mobility.

3. Selected students enroll at the Coordinating Party (KU Leuven), where they pay tuition fees. The Degree Awarding Parties aim to register all BAES students at their institution for the entire duration of the Bachelor of Arts in European Studies. Students may be subject to an individual exchange agreement when going on mobility. Registration may be subject to formalities such as agreeing to the (disciplinary) rules applicable within that Party.

4. Through their enrollment at the Coordinating Party, students agree that their personal data can be shared with all participating Parties, both Degree Awarding Parties and Mobility Parties, for the purpose of the organization of the BAES programme, as laid down in article V.1.

5. Upon enrollment in the BAES programme, students acknowledge that official communication between BAES and the students will occur through announcements on the digital learning environment (e.g. Toledo), and the student's KU Leuven email address as well as their email addresses of their Start, 2nd and 3rd universities. Registered students are expected to check their emails at these email addresses within a reasonable timeframe. They cannot invoke failure to check their email as a reason to evade certain obligations or changes. Coordinating Party and the BAES programme send a communication with the expectation of the student's action, or which contains information the student needs to take into account, in time. For communications bound to legal or regulatory terms, students are expected to read the communication and react to it within those terms.

III.3: Tuition fees

1. Students pay tuition fee to the Coordinating Party. For students who started in the programme before 2026-2027, the annual fee amounts to € 2.225 per year (EEA students and non-EEA students with a permanent residence permit at one of the Degree Awarding Party countries) or € 7.370 per year (non-EEA students), for the duration of three years. For students who started in the programme in 2026-2027, the annual tuition fee amounts to € 2.450 per year (EEA students and non-EEA students with a permanent residence permit at one of the Degree Awarding Party countries) or € 8.500 per year (non-EEA students), for the duration of three years. In cases where the study duration is extended and students need to enroll for an additional year, the tuition fee is recalculated based on the remaining credits and a fixed administrative fee.

2. The tuition fee shall cover:

a) Access for the BAES students to the BAES curriculum, including all courses, examination costs, diploma delivery by the Coordinating Party, administration costs, access to student services like libraries, computer networks and electronic study environments, offered by the Party they are studying in at that time.

b) Subscription to both a collective (study related) accident insurance policy and an insurance for civil liability for study-related activities. Students may additionally be requested to autonomously acquire

specific insurance coverage to comply with possible requirements and regulations of each Party in which they carry out a period of study. In such case, specific information regarding insurance obligations shall be provided to students by each participating Party. Each student needs to subscribe to valid health insurance throughout the whole period of enrollment.

c) Access to insurance coverage by the Party where the BAES student takes up courses, is granted under the same conditions as other (international) students enrolled in each of the participating universities.

3. Students can only take an examination if they have paid the tuition fees they are due or if they have come to an agreement with the Coordinating Party about a postponement of the tuition fee payment deadline. The Coordinating Party will notify the relevant universities if a student cannot take examinations due to non-payment.

4. The procedure and applicable rules in case of non-payment of the tuition fee is governed by the rules of the Coordinating Party.

IV. Studying in BAES

IV.1: Exemptions

1. An exemption is defined as the withdrawal of the obligation to take an examination for a course, based on a credit certificate, study certificate, or a certificate of competence. A partial exemption is defined as the withdrawal of the obligation to take an examination for part of a course, based on a credit certificate, study certificate, or a certificate of competence.
2. All provisions in these regulations that apply to exemptions also apply to partial exemptions. Partial exemptions, however, do not affect calculations based on credits made in these regulations: for all these calculations, the number of credits of the whole course is always taken into account.
3. In order for the joint diploma to be valid for all Degree Awarding Parties, exemption of ECTS credits cannot exceed 15% of the credits of the degree (27 credits for the BAES programme), unless the credits result from a change of studies and were obtained in another bachelor programme.
4. The student who wishes to obtain an exemption, requests the exemption at the Coordinating Party through the procedures applicable at the Coordinating Party as described on the [BAES student portal](#). For BAES, exemptions for the entire duration of the programme can only be applied for at the start of the academic year in year 1 of the programme. Exemptions cannot be granted later in the programme.
5. The exemption is granted by the Local Academic Coordinator Board after consultation of the Party responsible for organizing the relevant course, based on an assessment of equivalence, if needed after consulting the members of the teaching staff. Knowledge, competences, skills and attitudes are only taken into account for obtaining an exemption if they meet at least the following requirements:
 - authenticity: they reflect the candidate's personal achievements;
 - up-to-dateness: they reflect the candidate's current competence level;
 - relevance: they adequately cover the study programme's relevant elements.
6. As a general rule, the scope of the exemption should equal the number of credits of the course for which the exemption was granted. The scope of the exemption is expressed in full credits. A partial exemption can only be granted for a learning activity or a complete section. The Local Academic

Coordinator Board determines the scope of partial exemptions, after consultation of the Party responsible for organizing the relevant course.

7. All approved exemptions are final. Requests for withdrawal are not accepted.

8. No exemptions are given for major and minor subjects. Exemptions cannot be granted for any of the Language Courses or any components of the Bachelor thesis either. The student is expected to choose courses that they have not yet taken up in the past.

IV.2 : Choice of Specialization and Mobility path

1. Students in the Bachelor of European Studies indicate their preferences regarding mobility options, including universities and specialisations, through designated mobility forms made available by the programme.

2. Students are required to submit multiple preferences in accordance with the guidelines provided in the mobility forms.

3. The programme allocates students to mobility options based on their submitted preferences, taking into account capacity constraints and organisational considerations. The programme aims to assign students to one of their indicated preferences, but this cannot be guaranteed.

4. Detailed procedures, requirements, and timelines related to the submission of preferences and the allocation process are described on the [BAES application page](#) and the [BAES student portal](#).

5. The final decisions on all mobility matters are made by the Local Academic Coordinator Board in close consultation with Mobility Parties. Changes to allocations are not possible except in cases of exceptional individual circumstances evaluated by the BAES ombudsperson and approved by the LACB, as indicated in II.5.1.

IV.3: Individual courses

1. The information on individual courses, their prerequisites, learning outcomes, language, teaching methods and examination information, and their (if any) compulsory order of study, should be obtained

from the individual ECTS course descriptions maintained by the Party responsible for the course and referred to in [the BAES programme guide](#).

IV.4: Bachelor Thesis

1. The Bachelor thesis will be taken up and defended within a Degree Awarding Party, according to the Bachelor Thesis Regulations (Annex III to the Consortium Agreement) as laid down on the BAES student portal www.jointbaes.eu/students.

IV.5: (Lack of) study progress

1. Study progress decisions, i.e. decisions pertaining to the inadequate academic progress of a student, shall be made by the Local Academic Coordinator Board as addressed in the Examination and Disciplinary Regulations (Annex II).

2. Enrollment can be terminated due to inadequate academic performance by a study progress decision of the Local Academic Coordinator Board according to the rules applicable within the Coordinating Party.

3. In case of insufficient study progress, the Local Academic Coordinator Board may also decide other measures such as postponement of mobility in order for the student to retake exams in the Party organizing the course, alterations to the study programme of the student, or other measures aimed at safeguarding the study progress of the student within the practical limits of the programme as offered by the participating Parties. The measures applicable to mobility are communicated to students each year via the BAES student portal: www.jointbaes.eu/students.

4. In general, a student has the right to re-enroll for a *Truncus Communis* course the student failed in the subsequent academic year. If two exam opportunities are organized within one academic year, this means that a student can repeat an evaluation four times.

5. In some cases of courses other than *Truncus Communis* courses at Mobility Parties, the right to a re-enroll may deviate from the aforementioned. In case Mobility Parties provide for a smaller number of resits or stricter rules, student rights are subject to the rules of the Mobility Party. In case that students do need more exam chances than offered by Mobility Parties, the Coordinating Party can look into providing students with alternative options in close cooperation with other Parties.

6. In general, if a student fails to pass one or more evaluations after two registration opportunities, the student will be expelled from the programme for a minimum duration of 2 years, after which the student can re-apply for the programme.

7. If a student fails the second exam opportunity for one of the major and/or minor courses and leaves the Party where that course is organized in the subsequent academic year, the Local Academic Coordinator Board can decide to impose a study progress decision aimed at safeguarding the study progress of the student while taking into account the manageability of the programme. Such decision may include the decision that the student has to alter their curriculum and exchange the failed course for a new course offered by the Party where the student is following courses in the subsequent academic year.

IV.6: Special needs

1. Students applying for reasonable accommodations are subject to a prior recognition and advisory procedure, as applicable in the Party where the reasonable accommodation is requested. The regulations of the Party where the accommodation is requested apply, as outlined on the [BAES student portal](#).

2. A student who has undergone a recognition and advisory procedure can agree to data sharing as laid down in article V.1, in order to facilitate the recognition process in each Party where the student takes up courses.

IV.7: Student support and guidance (student accommodations)

1. Students have access to student accommodations at the Party where they study as stipulated on the BAES student portal: www.jointbaes.eu/students.

IV.8: Complaint procedure

1. If a student wishes to issue a complaint as to the quality of one of the courses of the Bachelor of Arts in European Studies, the complaint procedure of the Party where the complaint relates to, shall be followed. If the complaint does not relate to a specific Party, the complaint procedure of the Coordinating Party applies.

2. All complaints that affect the quality of the Bachelor of European Studies will be discussed within the Local Academic Coordinator Board. If no solution to the raised issue can be found, the Local Academic Coordinator Board may choose to accelerate the issue to the Quality Assurance Board. The student agrees

to data sharing in this effect, it being understood that the name of the student issuing the complaint will be kept anonymous to the maximum extent.

V. Data sharing

V.1: Data sharing

1. Enrolling at KU Leuven as the Coordinating Party as well as other Degree Awarding Parties implies concluding a contractual agreement with the involved Parties. Through their enrollment, students acknowledge that data sharing is necessary for the performance of this agreement and consent to it, in particular sharing their relevant personal data necessary for registration at each of the participating Parties, sharing their study programme choices with each of the participating Parties, and sharing their study progress and grades between all of the participating Parties.

This information includes at least:

- Name and first surname
- Nationality
- Date of birth
- Email
- Identification (ID): DNI / passport / NIE
- Courses taken up within BAES
- Exemptions granted for specific courses
- Mobility path within BAES
- Choices for Start University and Mobility
- Results obtained within BAES
- Study progress decisions applicable to the student
- The results of disciplinary procedures within a Degree Awarding Party or Mobility Party
- Complaints as to the quality of the programme if such data sharing is allowed by the rules applicable to the university the complaint relates to, while guaranteeing the identity of the student issuing the complaint to the maximum extent

2. In order to facilitate the registration process for requested reasonable accommodations, a student may consent to data sharing after they have obtained reasonable accommodations in the Party where the student studies, in order to facilitate such a process in a subsequent Party where the student will study.