

ACADEMIC AND GRADING POLICY

The purpose of this policy is to set out the requirements for completing the LL.M. and to protect the academic and ethical standards of the LL.M. and its students.

I. LL.M. Credits and Optional Modules

1. The LL.M. is 60 ECTS. Students are automatically enrolled in 8 core courses of 5 ECTS each, for a total of 40 credits. Four core courses take place in the first semester, and 4 core courses take place in the second semester.
2. Students complete a 10 ECTS LL.M. Paper and Presentation (the “Paper and Presentation”) in either the first or second semester, at their discretion.
3. Students must enroll in two optional modules, each worth 5 ECTS, for the additional 10 ECTS. These modules are a course, moot court, or an internship. Students may earn only 5 ECTS through an internship (only 1 internship during the academic year). Optional modules may be selected in the first or second semester, subject to Section 6.
4. First-semester optional modules are course(s) or an internship. A list of first-semester optional courses is circulated at the beginning of the academic year, together with instructions for making a selection. Students are enrolled in optional courses by the Executive Manager and Head of Program (the “Program Head”). Students are responsible for verifying, through the ULB portal, that they are enrolled in the correct optional course and alerting the Program Head in case of any concerns/changes.
5. Second semester optional modules are Moot Court or an internship.¹
6. Students must complete at least one optional module in the first semester, unless they have secured an internship for the second semester and wish to enroll in Moot Court second semester.
7. The 60 ECTS required for the LL.M. must be earned through the LL.M. academic program. The LL.M. does not accept transfer credits from other academic programs. For example, a student who took a ULB course as part of their MA that is also an

¹ In general, it is not possible to take a course second semester. If students wish to obtain an exemption to enroll in an optional module other than moot court/internship in the second semester, they should speak with the Program Head to request an exemption. Students are advised that the faculty of law schedules the timing of required retakes, which may extend beyond the LL.M. graduation date. In such case, the student may be unable to complete the LL.M. by June of the academic year in which they are enrolled.

LL.M. optional course cannot “transfer” that credit to the LL.M. Similarly, students may not enroll in an optional course that they have already taken and passed (whether as a ULB master student, as an Erasmus student, or otherwise). This provision will not preclude a student from enrolling in a course that is similar to one already taken or in course with the same name taken at a different university with a different professor. Students are responsible for complying with this rule. No credit will be awarded for an optional course a student has already taken and passed as part of another program.

8. Internships are 90 hours, unpaid and are secured by the student. Internships may be with law firms, companies, associations, or governmental entities and should involve legal or ancillary work such as policy relating to legal matters. A signed Internship Agreement must be provided to the Program Head 2 weeks before the internship begins. To obtain 5 ECTS, students must submit an internship report, (signed by the student and internship supervisor) to the Program Head for approval by 1 May. If the internship is ongoing after 15 April, the report is due within 2 weeks of the internship’s completion, or at the very latest 15 June.

II. Course Grading Policies, LL.M. Jury, Honors and Awards

9. Courses are graded out of 20. The passing grade is 10/20.
10. All courses which are co-taught are weighted 50/50 between the two components, except International Litigation and Arbitration which is weighted 1/3 for each professor/component. Any specific grading policies that deviate from this will be announced by the relevant faculty.
11. Students may contact faculty directly with any questions about, or to request feedback on, their exams or assessments.
12. Class attendance is mandatory and professors count attendance in final grades. Faculty have full authority to reduce grades for students who have unexcused absences or do not comply with the course attendance rules.
13. The LL.M. Jury, composed of all the professors of the core LL.M. courses, has full authority to determine whether a student will be awarded the LL.M. in International Business Law, and any applicable honors. The Jury’s authority and decisions are not subject to appeal.
14. Subject to this general authority of the Jury, the following guidelines are used:

- a) The LL.M. will be awarded, in principle, to a student who has obtained at least the passing grade of 10 for the Paper and Presentation and for all courses (LL.M. core courses and optional courses, as applicable).
 - b) Subject to the final decision of the Jury, the LL.M. may be awarded to a student who has obtained (i) at least the passing grade of 10 on the Paper and Presentation and (ii) no more than 3 points in total below 10/20 in LL.M. core courses and optional courses, as applicable (for example, a “7” in one course with no other grades below “10”, or 3 courses with a grade of “9” with no other grades below “10”, or a grade of “9” and a grade of “8” with no other grades below “10”).
15. The average LL.M. grade point average (GPA) is reported out of 20 points and is weighted according to credits. The Paper and Presentation (10 ECTS) grade is multiplied by 2 when calculating the average. The Internship is not assigned a numerical grade; it is Pass/Fail and is not included in the GPA.
16. At the discretion of the Jury, the LL.M. will be awarded with the following honors:
- a. “Summa Cum Laude” when the average is 17.5 or above
 - b. “Magna Cum Laude” when the average is 15.5 or above
 - c. “Cum Laude” when the average is 13.5 or above
 - d. “With Honors” when the average is 12 or above
 - e. “Pass” when the average is above 10.
17. The Jury awards two LL.M. prizes:
- a. A prize is awarded to the best student in the LL.M. class (Valedictorian) (250 EUR)
 - b. A prize is awarded for the best Paper and Presentation, based on the written paper and the oral defense (200 EUR).

III. Exam Retake and LL.M. Paper and Presentation Policies

18. If a student fails a core LL.M. course, they may retake only the failed component(s) of the exam. For example, if the student receives an 8 (12 for component A and 4 for Component B), they may only retake Component B and retain a 12 for component A. The result of the second exam sitting is the final result and is averaged with the results of any component part retained. In the example above, the student retakes Component B and receives an 8, so the final grade is now 10 and the student passes the course.
19. Students who have not obtained a passing grade of 10 for one or more core LL.M. courses in the **first semester must**, subject to Section 18, retake the exam for the failed course(s) at the end of February or early March.

20. Students who have not obtained a passing grade of 10 for one or more core LL.M. courses in the **second semester may**, subject to Section 18, retake the exam for the failed course(s) in late June (before graduation) or choose to waive the opportunity to retake the exam for the failed course(s), subject to the application of the rules in Section 14.
21. Students who have not obtained a passing grade of 10 in an optional course may retake the exam for that course but are not required to do so. The Faculty of Law schedules the timing and conditions of retakes. Retakes for select optional courses proposed by the Program Head can be completed by the end of June. Retakes for other optional courses are scheduled according to the Faculty of Law's exam sessions and there is no guarantee that they will be completed by the end of June of the relevant academic year; in that case completion of the LL.M. may be delayed beyond the academic year.
22. Students who do not receive a passing grade of 10 or more on the Paper and Presentation may, in exceptional circumstances, subject to the decision of the Jury and to the payment of an additional fee of EUR 500, be permitted to resubmit the Paper and Presentation on the same or a different topic in January of the following academic year. A student who does not receive a passing grade of 10 or higher on the resubmission will have no further opportunity to revise and resubmit the Paper and Presentation.

IV. **Academic Integrity, Exam Policies and AI**

23. The LL.M. requires students to act with academic integrity and to engage in honest scholarship.
24. Students are subject to the ULB General Rules including those pertaining to academic integrity. An English summary of certain provisions appears below.
25. Students are expected to arrive at class on time and to participate respectfully.
26. In group projects, students are expected to divide work equitably. All participants should follow group-agreed deadlines and work to the best of their ability.
27. Unless expressly authorized, students may not connect to any devices, use generative artificial intelligence ('AI'), or consult any materials or third parties during an exam.
28. Students may not bring phones, computers, smart watches, headphones, or any devices capable of connecting to the internet to exams unless specifically instructed to do so. All such devices must be left in bags at the front or back of the classroom, as directed by the proctor. If a student is suspected of possessing such a device, they

may be asked to demonstrate, based on reasonable requests, that they do not have any device. If a student is found to have such a device, they will receive a 0 for all component parts of the exam(s) they are sitting when the device is found. This includes any exam component taken in the same time block, even if it was taken before a break or already handed in when the device was discovered.

29. Unless expressly authorized, only the following materials may be on a student's desk during an exam: a water bottle and a clear bag containing pens, pencils, rules, erasers.
30. Bathroom breaks, subject to the rules of the proctor, are authorized during exams which are longer than 1.5 hours.
31. Upon completing an exam, students may not talk until they have handed in the exam and left the exam room.
32. Unless expressly prohibited and subject to the ULB General Rules (summarized in part below), students may use AI on at-home assignments. All at-home assignments must be accompanied by an AI disclosure form.
33. If a student is suspected of academic misconduct in an assessment (whether an exam or other assignment), including inappropriate use of AI, plagiarism, possession of a device during an exam, or cheating, the student will be invited to meet with the Co-Directors and the Program Head. They are authorized to impose appropriate sanctions, which may include a 0 for a test or assessment, a requirement to redo a test or assessment, a 0 for the course, or any other sanction they deem appropriate. If the student objects to the sanction, the case may be referred to the Dean of the Law School in accordance with the ULB General Rules.

ULB GENERAL RULES -- SUMMARY OF KEY PROVISIONS RELATED TO PLAGIARISM AND AI USE

Generative artificial intelligence (hereinafter referred to as AI) refers to any computer technology that uses machine learning models to generate or synthesize new content, including text, images, sounds, or data, that imitates, reproduces, or is substantially similar to human works.

- The use of AI tools at the university as an aid to students' academic progress is subject to the requirements of scientific integrity and rigor specific to any academic work.
- Unless expressly prohibited, AI tools may be used by students in their Paper and Presentation, and other at-home assignments, provided that the following principles are respected:
 - AI use does not replace the personal process of reflection and research that is the subject of the assessment in question, including the search for primary sources;
 - students clearly explain how they used AI tools and, where applicable, specify the content those tools helped to produce; and
 - copyright and personal data protection are respected, both when using the content from AI and when communicating data to AI for the purpose of producing content.
- Students who use AI tools and appropriate one or more pieces of content generated by those tools in their papers, assessments or work products without attribution, or who fail to comply with the principles outlined above, may be awarded a failing grade for not allowing the jury or teacher to properly assess the students' mastery of the subject matter.
- Any form of appropriation by a student of an answer, or part of an answer, to an exam question by seeking external assistance, whether human, technological, or material, that is not expressly authorized in the context of the exam constitutes assessment fraud.
- Students who knowingly contribute to another student's fraud may be punished as perpetrators of the fraud.
- Plagiarism consists of appropriating another person's work without citing the source of the work. The following are considered to constitute plagiarism: copying the text of a third party without complying with the rules of citation; reproducing images, graphics, data, etc. without indicating the author or origin; "quasi-copying" of another person's words or translating them into another language, without appropriate references; appropriating another person's original ideas without attribution. Any plagiarism will result, depending on its severity, in a penalty that may include a grade of 0/20.