

		<b>PROCEDURE PROC/ADOND/001</b>
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### 1. Purpose

- To make clear arrangements with (prospective) students regarding enrolment
- To fix the competencies and responsibilities of the departments, faculties and institutions involved
- This text is an appendix to the Education and Examination Regulation (EER) of the relevant academic year of the University of Antwerp

### 2. Field of application

- Department of Education, particularly the Education Administration Office (ADOND - OWADMIN)
- Department of Social, Cultural and Student Services (ADSCS), in particular the Service for Study Advice and Student Counselling (DSSB) and the Social Service.
- Communication Department (ADCOM) in particular the study information service, ICT Department (ADICT) and the Finance Department (ADFIN)
- Faculties (FACULT): in this procedure the “faculty” means the faculties and the institutes IOB, and ASoE

### 3. Responsibilities and competencies

- ADOND-OWADMIN is responsible for all enrolments of bachelor, master and PhD-students (including bridging and preparatory programmes), for compiling and keeping the enrolment files and for posting information about the various enrolment procedures on the web. OWADMIN also takes care of the registration of postgraduate students (responsible: organizer concerned), different types of students under the career “Exchange and other” (responsible: International Relations Office or faculty concerned).
- ADICT is responsible for the proper functioning of the SisA application, and for providing technical support for these systems.
- ADSCSD is responsible for the functioning of the social service and the student counselling service
- ADCOM is responsible for the functioning of the study information service
- ADFIN is responsible for financial transactions
- The faculties are responsible for the procedures before and after enrolment as described in this document. The faculties are also responsible for the content of the contract (i.e. the study programme)
- For the programmes organised by the Institute of Development Policy (IOB), international consortia and the Antwerp Management School (AMS), the organiser in question is responsible for providing the required documents (e.g. degrees and admissions) to complete the enrolment files of their prospective students.

#### 4. Enrolment procedure

##### A. Enrolment procedure

##### A1. AGREEMENT and CONTRACTS

	What	How
1	Enrolment agreement	<p>The enrolment agreement governs the prospective student's access to the university on the basis of the legal and the university admission requirements and it outlines the model study path(s) for the programme(s) chosen according to the study guide on the website of the Universiteit Antwerpen.</p> <p>On the one hand, the fact that the agreement has been signed and/or the fee has been paid does not entail an approval of the programme components and/or the study programme by the faculty or faculties in question. On the other, approval of a study programme by a faculty does not exempt the student from the admission requirements.</p> <p>Within the framework of the enrolment agreement, one or more contracts can be agreed.</p> <p>The enrolment agreement may be declared null and void based on breaches of or decisions in accordance with the Education and Examination Regulation (EER) of the Universiteit Antwerpen and in case of document fraud.</p> <p>By signing the agreement the according fees are owed.</p>
2	Diploma contract	<p>Purpose: to successfully complete a programme and obtain a degree or certificate by participating in the educational activities and the necessary exams</p> <p>Content: study programme in accordance with Article 5.3 of the EER.</p>
3	Credit contract	<p>Purpose: to participate in the educational activities and the necessary exams with a view to obtaining credits</p> <p>Content: the programme components as approved by the faculty and listed in the permission</p> <p>Remark:</p> <ul style="list-style-type: none"> <li>students who did not succeed in the entrance exam for medical doctor or veterinary medicine cannot be admitted to credit contract which contains programme components that belong <u>exclusively</u> to the respective programme.</li> </ul> <p>See A3.3 for the moment of approval and A3.11 for termination of enrolment. See B.1 if admission requirements are not met</p>
4	Examinations contract with a view to obtaining a diploma (exam contract – diploma)	<p>Purpose: successfully complete a degree (excluding doctorate), a bridging and/or preparatory programme by taking the exams, without participating in the preceding educational activities.</p> <p>Content: : the programme components as approved by the faculty and listed in the permission</p> <p>See A3.3 for the moment of approval and A3.11 for termination of enrolment.</p>
5	Examinations contract with a view to obtaining credits (exam contract – credits)	<p>Purpose: merely to take exams, without participating in the educational activities, with a view to obtaining individual credits.</p> <p>Content: : the programme components as approved by the faculty and listed in the permission</p> <p>Remark:</p> <ul style="list-style-type: none"> <li>students who did not succeed in the entrance exam for medical doctor or veterinary medicine cannot be admitted to an exam contract-credit which contains programme components that belong <u>exclusively</u> to the respective programme.</li> </ul> <p>See A3.3 for the moment of approval and A3.11 for termination of enrolment. See B.1 if admission requirements are not met</p>
6	Combination of contracts	<p>In case of contracts for the <u>same programme</u>, only a combination of contracts with a <u>different</u> finality (diploma or credit) is possible</p> <ul style="list-style-type: none"> <li>A diploma contract cannot be combined with an exam contract-diploma</li> <li>A credit contract cannot be combined with an exam contract-credits</li> </ul>

## A2. ENROLMENT – STANDARD PROCEDURE

	What	How
1	Who may enrol directly?	<p>Prospective students who meet the admission requirements and who wish to enrol for a programme under a diploma contract may register directly at the University of Antwerp during the enrolment period in accordance with the procedures outlined under A2.</p> <p>All other prospective students should first follow the procedure that applies to them as outlined under A3. Subsequently, they should follow the standard enrolment procedure under A2 in order to register.</p> <p>Please note that the dates for the registration of the study programme are laid down in the relevant articles of the EER and are detached from enrolment as described here.</p>
2	Enrolment periods	<p>An enrolment is possible during the following periods.</p> <ul style="list-style-type: none"> <li>• standard: from 01 July up until the Friday of the second week of the first semester (re-enrolments start on 15 July)</li> <li>• with permission of the faculty: after the standard enrolment period up until 30 November and from 15 January up until 14 March. The faculty can make the permission valid until a specific date.</li> </ul> <p>The exact dates are stipulated in the academic calendar and are always working days.</p> <p>Please note that the dates for the registration of the study programme are laid down in the relevant articles of the EER and are detached from enrolment as described here.</p>
3	Enrolment (file)	<p>Enrolment happens on the basis of a file received during the scheduled enrolment periods. The file contains:</p> <ul style="list-style-type: none"> <li>• a valid national identity card, a valid Belgian residence permit or a valid passport. Driver's licences or immatriculation cards are not accepted as a proof of identity.</li> <li>• the diploma that legally grants access to the programme chosen</li> <li>• the signed enrolment agreement</li> <li>• if applicable compulsory: <ul style="list-style-type: none"> <li>○ necessary (language) certificates (if they were not received directly from the organiser such as lists of entrance exams and "starttoetsen" (<i>mandatory positioning tests</i>))</li> <li>○ faculty permissions (e.g. in case of study progress decisions)</li> <li>○ a Belgian national register number (in case of previous enrolments in Flemish education)</li> </ul> </li> </ul> <p>The above-mentioned documents may differ from those required for application files (e.g. foreigners or doctoral students).</p> <p>The documents are part of the student's enrolment and cannot be returned. Copies of submitted documents should be requested from the original issuer.</p>
4	Manner of enrolment	<p><b>A. New prospective students (first enrolment at the University of Antwerp or re-enrolment after an interruption, all contracts):</b> online preregistration by means of the application on the university website "<a href="http://www.uantwerpen.be/en/online-preregistration">http://www.uantwerpen.be/en/online-preregistration</a>" during the enrolment period. The submission method is described on the website.</p> <p><b>B. UAntwerpen who were enrolled during the previous academic year:</b> re-enrolment via SisA-Selfservice during the enrolment period.</p> <p>The electronic submission of the re-enrolment form via secure login with the UA student account is considered the same as the receipt of a signed enrolment agreement and entails the same rights and obligations for the student and the institution. (see also A5 "Communication")</p>
5	Study certificates and student passes	<p>Diplomacontract, credit contract: after enrolment and, if applicable, after receipt of the study fee in SisA</p> <ul style="list-style-type: none"> <li>• the physical student pass* is sent to the student and a digital student pass is activated in SisA. Physical student passes are issued for a period of 6 years and</li> </ul>

		<p>dot not mention and academic year or a programme. Without a re-enrolment the student pass will be deactivated at the start of the new academic year.</p> <ul style="list-style-type: none"> <li>• study certificates can be obtained through SisA selfservice.</li> </ul> <p>Examination contract-diploma: after enrolment and, if applicable, after receipt of the study fee in SisA, a study certificate to request paid educational leave (being phased out) is sent upon request</p> <p>Documents are always sent to the student's postal address.</p>
6	Assignment of account for Blackboard and email	<ul style="list-style-type: none"> <li>• First enrolment: accounts are generated through SisA after the online preregistration is processed and are provided to the students. The account is activated 24 hours after introduction of data into SisA.</li> <li>• Re-enrolment: UA students retain their login</li> </ul> <p>Lost accounts of the current academic year can be replaced by the registrar. Lost accounts of the previous academic year can be replaced by the registrar up until 31 October after the academic year in question. From 1 November up until 30 April the student has to contact the Registrar through the helpdesk.</p>
7	Appeals procedure	<p>In case of a complaint regarding the enrolment, the Head of Student Administration or the Head of the Education Department (or their replacement) is the point of address. The central ombuds person (or their replacement) can act as mediator if necessary. If the (prospective) student does not agree with the decision, he/she has to put in an appeal to the Board of Disputes regarding Study progress decisions.</p> <p>The rector nor the vice-rector play a role as point of address and/or appeal.</p>
8	Fraud	<p>Every form of established fraud in relation to the enrolment or with documents issued by the institution leads to the cancellation of the enrolment (if applicable) and to legal prosecution.</p>

### A3. EXCEPTIONAL ENROLMENT PROCEDURES and CHANGES

	What	How
1	Prospective students without a secondary education diploma	<p>Persons without a secondary school diploma who wish to take a <b>Bachelor's programme</b> can request a deviation from the admission requirements by following the procedure outlined under B.2. The certificate issued after the approval of the file gives access to enrolment in any bachelor's programme under a diploma contract. Other permissions may be applicable.</p>
2	Combining sequential programmes	<p>In order to be able to combine sequential programmes in accordance with article 5.4 of the EER, the faculty has to register the required permission in SisA. If different higher education institutions are involved in the combination, upon enrolment, the student has to be able to provide proof of the enrolment(s) at the other institution(s) in the relevant programme(s) in the academic year in which the combination takes place. For Flemish institutions the enrolment at the other institution should be registered in DHO.</p>
3	Credit and Examination contract	<p>Written permission by the faculty in SisA is always required <u>prior to enrolment!</u> Also in combination with a diploma contract.</p> <p>For admission requirements in case of a credit contract and an exam-contract-programme components: see B1.</p>
4	Doctoral students	<p>Application procedure as outlined in the doctoral regulation of the University of Antwerp.</p> <p>(Prospective) doctoral students may (re-)enrol up until <u>31 May</u> of the current academic year in accordance with the stipulations in the doctoral regulation.</p> <p>Re-enrolling doctoral students whose previous enrolment as a doctoral student dates back further than three years must go through the application procedure again. They should enrol as "doctoral student – initial year" and pay the appropriate fee.</p>
5	Holders of a diploma issued by an institution outside the Flemish Community (excl. doctoral students)	<p>For diplomas issued by an institution outside the Flemish Community an investigation on equivalence at the registrar's office is always required if the (level)equivalence had not been determined beforehand as described in the procedure PROC/ADOND/001.1</p> <p>The document PROC/ANDOND/001.1 also contains the language requirements the student should meet.</p>
6	Rejection of enrolment or administrative cancellation of enrolment	<p>On the basis of non-payment of study fees (previous and/or current academic year), of insufficient or no learning credit at the time of enrolment (possibly determined after</p>

		<p>enrolment) and of non-compliance with the admission requirements: see EER art 5.1, 19 and see A4</p> <p>Following a decision by the faculty on the basis of the combination of programmes, fraud and/or non-compliance with study progress measures: see EER art 5.3, 5.4 and 19.</p> <p>A decision to reject the enrolment made by a partner institution in an inter-university programme is recognized at the institution.</p> <p>The faculty has to inform the student and notify the registrar's office immediately regarding the persons whose enrolment is refused. The student that is already enrolled, will have their enrolment cancelled on the basis of the faculty's decision. Refunds and/or further amounts due in accordance with the applicable conditions as described in this document (see also A4.8).</p>
7	Additional enrolment and programme switch	<p>Additional enrolments and programme/major switches after the initial enrolment agreement has been finalised, are submitted electronically through a request in the student's SisA Self Service and are subject to the relevant stipulations in this procedure.</p> <p>The earliest date of the change is the date of receipt of the request.</p> <p>A programme switch means the termination of the enrolment in the previous programme followed by an enrolment in the new programme. Submitting the request through SisA is considered the same as the receipt of a signed paper form and entails the same rights and obligations for the student and the institution.</p> <p>See also A5 "Communication" and A4 "Study fees"</p>
8	Contract type switch	<p>A contract type switch can only be made before the start of the academic year.</p> <ul style="list-style-type: none"> <li>• Diploma contracts can only be switched to an examination contract- diploma and vice versa.</li> <li>• Credit contracts can only be switched to an examination contract – credits and vice versa</li> </ul> <p>In case of other changes than described here, it concerns a termination of enrolment followed by a new enrolment as far as this is allowed for the contract in question. See also A4 "Study fees" and A1 "Combination of contracts"</p>
9	Replacement of student pass	<p>During its validity period, the student pass can be replaced free of charge once upon request of the student. From the third pass onwards the replacement cost is EUR 10,00.</p> <p>The student should collect the new pass in person at the registrar's office.</p>
10	Termination of enrolment in one or more programmes	<p>A request for termination of enrolment in a programme is submitted electronically through the student's SisA Selfservice.</p> <p>Termination of enrolment is only possible up until 31 May.</p> <p>The earliest date of the change is the date of receipt of the request.</p> <p>By terminating the enrolment in the programme the student forsakes any remaining exam opportunities for the programme components in the terminated study programme.</p> <p>Termination of enrolment for programmes under credit and/or exam contract is not possible.</p>
11	Enrolment in the framework of art 9 (EER)	<p>Students wishing to acquire a diploma based on proofs of ability or on previously acquired qualifications (in accordance with article 9 of the EER) need to enrol through the registrar based on the decision of the faculty concerned. For this enrolment this procedure applies. The calculated study fees are waived based on Art. II.208 §3 of the Codex Higher Education. An amount of 50 euro is charged for the issuance of the diploma on the basis of Art. II.245 §2 of the Codex Higher Education.</p>
12	Registration in case of inter-university exchange of programme components (Flemish universities, Walloon	<p>Permissions in accordance with the relevant inter-university agreements.</p> <p>A proof of enrolment from the sending institution is always required (for the Flemish institutions the enrolment should be visible in DHO). If it does <b>not</b> concern a inter-university <u>programme</u>, written permission from the receiving faculty is also required.</p>

	universities, institutions within the association)	The student is enrolled under “inter-university agreement” or “inter-university programme”. The timelines laid down in this procedure must be respected. Student passes and student accounts are sent directly to the student. The permission has to be present in SisA upon enrolment. The complete procedure can be found on the enrolment website ( <a href="http://www.uantwerpen.be/en/education/admission-and-enrolment/enrolment/">http://www.uantwerpen.be/en/education/admission-and-enrolment/enrolment/</a> )
13	Registration of post-graduate and micro-credential students	Postgraduate and micro-credential students can register through the registrar in order to obtain a student pass and a student account. For this, the programme must be listed in the overview of the programmes on <a href="http://www.uantwerpen.be">www.uantwerpen.be</a> . These students need to fill out the online preregistration or re-enrolment form and follow the respective procedure. The organizer of the postgraduate programme or the micro-credential should provide a permission in SisA for the students concerned before the registration is processed. For the registration the timing laid down in this procedure should be respected. Student passes and student accounts are sent directly to the student. The organizer is responsible for assisting the students during the registration process.
14	Registration of exchange students	Exchange students in the framework of an Erasmus-related exchange have to register in Mobility Online which is managed by the International Relations Office (IRO). The data are transferred to SisA for the actual registration as students of the Universiteit Antwerpen. Other exchange students (including special programmes) are registered as “exchange student” based on a completed and signed enrolment agreement. The timelines laid down in this procedure must be respected. Student passes and student accounts are sent directly to the student.
15	Registration of excellent students of secondary education	Persons without a secondary education degree who are in their last year of regular secondary education (ASO, TSO, KSO) can enrol once with a credit contract for one programme component of maximum 4 credits, provided they have a recommendation letter of the teacher’s council, permission of the faculty and, if still a minor, the written permission of both parents. For the enrolment half of the study fee for grant students is asked. Programme components of the programmes of medicine and veterinary medicine are not eligible.

#### A4. AMOUNTS DUE

	What	How
1	Due when?	Payment of the amounts due such as the study fees is one of the conditions of the contract which the student has agreed with the university. The amounts are due from the moment when the student administration processes the enrolment file. A payment does not give a right to (re-) enrolment nor does it undo a rejection or cancellation of enrolment. Terminating an enrolment does not exempt the student from paying any amounts due. Amounts due and payments are always linked to an academic year and cannot be transferred (partially) to another academic year.
2	Fee owed upon (re-)enrolment	Students pay minimum one of the following amounts (down payment) at the time of (re-)enrolment <ul style="list-style-type: none"> <li>• Enrolment as full time student: the amount for 60 ECTS-credits for the programme in question</li> <li>• Enrolment as part time student: the amount for 30 ECTS-credits for the programme in question</li> <li>• Enrolment with grant in the previous academic year: the amount for grant students</li> </ul> All received payments ( see A4.6) are accumulated until the moment of recalculation after the end of the exceptional enrolment period for the 2 <sup>nd</sup> semester.
3	(Re)calculation of study fee based on the <b>content of the contract</b>	The study fee is calculated based on the credits taken according to A5.6 in the study programme of the student (all contracts, active and terminated) and based on the rates determined by the Board of Management*. The amounts due can be consulted by the student in SisA self-service. Based on the re-calculation, refunds (see A4.8) are made or further amounts due are claimed.

		*The rates can be consulted on the website <a href="http://www.uantwerpen.be/studiegeld">www.uantwerpen.be/studiegeld</a>
4	Reduced study fee	Application via ADSCS (social and cultural service). <ul style="list-style-type: none"> <li>Decision is announced by ADSCSD to the study fees cell at the registrar's office for registration in SisA</li> </ul>
5	Staggered payment (diploma contracts only)	Application to be submitted between 01/08 ad 15/11 though the helpdesk of the registrar's office. <ul style="list-style-type: none"> <li>Only full time students that are not eligible for a (provisional) reduction of the study fee can apply for a staggered payments agreement.</li> <li>An initial payment of at least 1/3 of the study fee for a programme of 60 ECTS-credits has to be apparent in SisA before the agreement can be entered into.</li> <li>After the condition have been checked a staggered payment agreement is drawn up in which the conditions, amounts and schedule are stipulated.</li> <li>In case of non-compliance with the agreed schedule, the registrar's office shall, after establishment of the infringement, demand full payment of the fee due.</li> </ul>
6	Terms and Manner of payment	Payments should be made as soon as possible after the student has been informed of the amounts due (in person, in writing, electronically). Payments can be done <ul style="list-style-type: none"> <li>by transfer into the UA students account</li> <li>by electronic payment or credit card at the registrar's office</li> <li>by means of electronic training vouchers (only for study fees): <ul style="list-style-type: none"> <li>SME e-wallet, to be requested via employer</li> <li>Training vouchers for employees to be requested via WSE</li> </ul> </li> </ul> Delayed delivery of the training vouchers does not discharge the student from paying the down payment/study fees due on time
7	Measures in case of <b>amounts due</b>	After the deadline for submitting the study programme for the 1 <sup>st</sup> and 2 <sup>nd</sup> semester respectively, students are notified by email that they have to pay the amount due which they can see in their SisA self-service. In case of amounts due and if a grant request or staggered payment is not applicable, access to Blackboard and certain facilities in SisA will be limited and/or blocked at the latest one month after the concerned enrolment end date. If necessary, written reminders are sent. The list of students who have made incomplete payments can be consulted by ADSCSD (social service) and the faculties in SisA. The student does not receive grades or documents (incl. diploma) in case of amounts due.
8	Refunds	The difference between the amount due (for instance following article A4.3) and the amounts paid (see A4.2) determines the amount to refund.  Refunds start after 15 March (see A2.2). Exception: refunds following a complete termination of enrolment at the university or following the receipt of a study grant are normally done within 2 months.  The registrar's office shall hand the list of refunds to ADFIN, which shall in turn pay the refunds into the bank account entered by the student in the SisA Selfservice.  It is the student's responsibility to make sure that the amount paid with training vouchers is never higher than the study fees due. There are no refunds on payments with training vouchers received by the university.  In case of a termination of enrolment by doctoral students, who only pay a fixed amount upon enrolment and upon defence, an amount of 100 EUR per month started since the enrolment date remains due when the doctoral student terminates the enrolment in an academic year in which a payment was made.  If the student returns all the original documents received (student pass, study certificates) together with a motivated request to the registrar's office within 7 calendar days after the announcement of the administrative cancellation of the enrolment according to A3.6, a complete or partial discharge of the amounts due may be applicable after investigation of the file by the registrar.

		In case no credits are taken in accordance with A5.6 during the academic year within the current enrolments in a diploma contract, the amount of the study fee is reduced to 0 and, if applicable, a refund will follow. This measure does not apply to credit and exam contracts, post graduate and doctoral programmes.
9	Re-enrolment and outstanding amounts due	A re-enrolment in a new academic year is not possible if there are outstanding amounts due in previous academic years.
10	Additional study fee in case of insufficient learning credit (In execution of article 19.5.2 of the EER)	The additional study fee is calculated by multiplying the number of extra ECTS-credits allowed by the faculty and taken by the student with the amount per ECTS-credit applicable for the student as listed in the rates of the relevant academic year approved by the Board of Management. This additional study fee is owed on top of the normal study fee for these ECTS-credits and is subject to the conditions of section A4 of this procedure. This additional fee does not apply to (almost) grant students.
11	Collection and processing of payments	ADFIN takes care of day-to-day recording of amounts paid into the sub-bank accounts for study fees. ADFIN collects and prepares the banking file. Registration of payments in SisA is taken care of by ADOND: <ul style="list-style-type: none"> <li>• Payments with a 'structured message' are processed automatically.</li> <li>• Payments without a 'structured message' are checked by ADOND and, if applicable, registered in SisA</li> <li>• Any amounts that have been paid incorrectly into the study fees account are reported by ADOND to ADFIN, which subsequently follows up on these payments</li> </ul> IOB, C-MAT, the programmes organised by an international consortium, and the postgraduate programmes are responsible for collecting their own study fees.

#### A5. VARIOUS

	What	How
1	Communication with the student	All electronic communication between the university and the student goes through the UA-email address and through SisA Selfservice. Students are required to regularly check their UA-mailbox and their SisA Selfservice.
2	Change of contract content	According to the faculty's procedure, taking into account article 4.2 of the EER 2011-2012. See also A4 "Study fees" regarding recalculation following a change in contract content!
3	EVC-files	According to the AUHA procedure ( <a href="http://www.auha.be">http://www.auha.be</a> ) and the service for study advice and student counselling (DSSB): <ul style="list-style-type: none"> <li>• Registration only through EVC-co-ordinator</li> </ul>
4	Verification of issued diplomas	Degree verifications upon a written request by a third party and with permission of the diploma-holder go through the diploma administration (cfr diploma procedure PROC/ADOND/002)
5	Request for special facilities	See procedure under B.3
6	Learning credit dates and credits taken	The following dates are important in relation to the refund of learning credit by the institution (and to the determination of credits taken) for a student enrolled in a diploma contract <ul style="list-style-type: none"> <li>• Up until 30 November: full refund of the learning credit connected to the study programme upon termination of enrolment of the study programme or programme components. From 1 December all credits of the 1<sup>st</sup> semester programme components and yearly programme components are considered taken.</li> <li>• After 30 November up to 14 March: refund of the learning credits connected to the programme components of the 2<sup>nd</sup> semester upon termination of enrolment of the study programme or the programme components concerned*.</li> <li>• From 15 March all the credits of all programme components of the study programme are considered taken.</li> </ul> <p style="text-align: right;">*if still possible on the date in question</p>



		<p>Generation students re-orienting after 30 November can, depending on the date of enrolment in another programme, receive an additional (partial) refund from the Flemish Government for the taken learning credit for the effectively terminated 1<sup>st</sup> semester and/or yearly programme components if the termination has taken place before 31 December.</p>
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## B. Clarification of the enrolment procedure

### B.1 Admission requirement – enrolment under credit contract or examinations contract - credits

Anyone wishing to enrol under a credit contract or and examinations contract – credits should meet the statutory and university admission requirements (including language requirements, entrance exam) for the programme of which the relevant programme components are an integral part.

Exemption from degree requirements may exceptionally be granted by the faculty after a request in writing from the prospective student and after an evaluation. The faculty shall provide a motivated permission in SisA. The student can appeal the negative decision of the faculty in accordance with the stipulation of article 21.4 of the EER.

### B.2 Prospective students without a secondary education degree wishing to follow a Bachelor's programme

For prospective students without a secondary education degree the regulation regarding the procedure exceptional admission of the Association University and University Colleges Antwerp (AUHA) approved by the Board of Management is applicable.

The regulation and the procedure can be found on the AUHA-website: [www.auha.be/pat](http://www.auha.be/pat). Certificates from other Flemish universities may be accepted if they comply with the conditions listed in the regulation.

### B.3 Application for special facilities – execution of the articles 6.2 of the Education and Examination Regulation

#### B.3.1 ... for students with functional impairments

1. A student wishing to apply for special education and/or examination facilities based on functional impairments should submit the new request to the Service for Study Advice and Student Counselling (DSSB) at the latest by the Friday of the third week of the semester concerned. The application is done digitally via [www.uantwerpen.be/functiebeperving](http://www.uantwerpen.be/functiebeperving) and constitutes as the written application as stated in the EER. A student who failed to submit the application on time cannot avail of the special facilities during the semester in question.
2. The student with a functional impairment substantiates a new request with a standardized certificate. The student can upload this certificate with the digital application or can mail it to [bijzonderefaciliteiten@uantwerpen.be](mailto:bijzonderefaciliteiten@uantwerpen.be). The website [www.ua.ac.be/functiebeperving](http://www.ua.ac.be/functiebeperving) states which certificates are accepted.
3. The Committee Reasonable Adjustments decides upon advice of the care co-ordinator about the legitimacy of the request and informs the student by email about the decision.
4. In order to avail of the requested facilities the student with a functional impairment has to link them per programme component in the Student Information System (SisA) and this at the latest by 15 November for the first semester, 15 March for the second semester and 15 July for the second exam session. Decisions regarding facilities are motivated by the faculty and communicated to the student in writing by 3 December at the latest for the first semester and by 23 April at the latest for the second semester. The care co-ordinator receives a copy of this communication.
5. The student presents the overview of the linked facilities each time they want to avail of facilities.
6. The statute of special facilities remains valid during the complete study career. Students with an attestation of undeterminate duration do not need to provide a new certificate. Students with a yearly attestation do need to provide a new certificate. Students that re-enrol after an interruption have to renew the granted facilities through [www.uantwerpen.be/functiebeperving](http://www.uantwerpen.be/functiebeperving) and this at the latest by the Friday of the third week of the first semester.
7. The procedure for the request of special facilities because of a functional impairment is described in detail in a "Procedure for students with a functional impairment", to be downloaded on [www.uantwerpen.be/functiebeperving](http://www.uantwerpen.be/functiebeperving).

#### B.3.2 ... for students in top level sports

1. A student wishing to apply for special education and/or examination facilities based on top level sports should submit the request to the Service for Study Advice and Student Counselling (DSSB) at the latest by the Friday of the third week of the semester concerned. The application is done digitally via [www.uantwerpen.be/sportenkunst](http://www.uantwerpen.be/sportenkunst) and constitutes the written application as stated in the EER. A student who failed to submit the application on time cannot avail of the special facilities during the semester in question.

2. An interview with the student counsellor can be part of a new request. All students who fall under the covenant need to come for an interview. Students requesting an extension should only come for an interview if they want to change their facilities. The details of the student counsellor can be found on the website [www.ua.ac.be/sportenkunst](http://www.ua.ac.be/sportenkunst).
3. The Sports Committee decides about the legitimacy of the request and informs the student by email about the decision.
4. In order to avail of the requested facilities the student in top level sports has to link them per programme component in the Student Information System (SisA) and this at the latest by 15 November for the first semester, 15 March for the second semester and 15 July for the second exam session. Decisions regarding facilities are motivated by the faculty and communicated to the student in writing by 3 December at the latest for the first semester and by 23 April at the latest for the second semester. The student counsellor receives a copy of this communication.
5. Only the Service for Study Advice and Student Counselling (DSSB) is authorized to make arrangements and mediate with the faculty about the type of requested education and/or examination facilities. In order to enable the application of the facilities, each request had to be substantiated. Negative decisions regarding facilities are motivated by the faculty and communicated to the student in writing.
6. The statute of special facilities has to be renewed annually through [www.uantwerpen.be/sportenkunst](http://www.uantwerpen.be/sportenkunst) at the latest by the Friday of the third week of the first semester.

### **B.3.3 ... for students in top level arts**

1. A student wishing to apply for special education and/or examination facilities based on top level arts should submit the request to the Service for Study Advice and Student Counselling (DSSB) at the latest by the Friday of the third week of the semester concerned. The application is done digitally via [www.uantwerpen.be/sportenkunst](http://www.uantwerpen.be/sportenkunst) and constitutes the written application as stated in the EER. A student who failed to submit the application on time cannot avail of the special facilities during the semester in question.
2. An interview with the student counsellor can be part of a new request. Students requesting an extension should only come for an interview if they want to change their facilities. The details of the student counsellor can be found on the website [www.ua.ac.be/sportenkunst](http://www.ua.ac.be/sportenkunst).
3. The Culture Committee decides about the legitimacy of the request and informs the student by email about the decision.
4. In order to avail of the requested facilities the student in top level arts has to link them per programme component in the Student Information System (SisA) and this at the latest by 15 November for the first semester, 15 March for the second semester and 15 July for the second exam session. Decisions regarding facilities are motivated by the faculty and communicated to the student in writing by 3 December at the latest for the first semester and by 23 April at the latest for the second semester. The student counsellor receives a copy of this communication.
5. Only the Service for Study Advice and Student Counselling (DSSB) is authorized to make arrangements and mediate with the faculty about the type of requested education and/or examination facilities. In order to enable the application of the facilities, each request had to be substantiated. Negative decisions regarding facilities are motivated by the faculty and communicated to the student in writing.
6. The statute of special facilities has to be renewed annually through [www.uantwerpen.be/sportenkunst](http://www.uantwerpen.be/sportenkunst) at the latest by the Friday of the third week of the first semester.

### **B.3.4 ... for students combining study and entrepreneurship**

1. A student wishing to apply for special education and/or examination facilities based on combining study and entrepreneurship first applies for recognition as student-entrepreneur through the website <https://www.uantwerpen.be/nl/studeren/flexibel-studeren/studeren-en-ondernemen/statuut-student-ondernemer/aanvragen-statuu/> and this at the latest one week before the deadline to request special facilities as described below. After the recognition, the student-entrepreneur will have the opportunity to request facilities through the link to the application form mentioned in the recognition letter of the Committee Entrepreneurship. This request should be submitted at the latest by the Friday of the third week of the semester concerned. A student who failed to submit the application on time cannot avail of the special facilities during the semester in question.
2. An interview with the first line support person can be part of a new request for education and examination facilities. The details of the first line support person can be found on the website <https://www.uantwerpen.be/nl/studeren/flexibel-studeren/studeren-en-ondernemen/statuut-student-ondernemer>.
3. The Committee Entrepreneurship decides about the legitimacy of the request and informs the student by email about the decision.
4. In order to avail of the requested facilities the student combining study and entrepreneurship has to link them per programme component in the Student Information System (SisA) and this at the latest by 15 November for the first semester, 15 March for the second semester and 15 July for the second exam session. Decisions regarding facilities are motivated by the faculty and communicated to the student in writing by 3 December at the latest for the first

semester and by 23 April at the latest for the second semester. The Service for Study Advice and Student Counselling (DSSB) receives a copy of this communication.

5. Only the Service for Study Advice and Student Counselling (DSSB) is authorized to make arrangements and mediate with the faculty about the type of requested education and/or examination facilities. In order to enable the application of the facilities, each request had to be substantiated. Negative decisions regarding facilities are motivated by the faculty and communicated to the student in writing.
6. The statute of special facilities has to be renewed annually at the latest by the Friday of the third week of the first semester.

#### **B.4 Special facilities for employed students - execution of the article 6.2.7 of the Education and Examination Regulation**

1. Students enrolled under a diploma contract or under a combination of an exam contract-diploma and a credit contract and who comply with one of the following situations can register from 1 July up until 14 December (1<sup>st</sup> semester) and from 1 February up until 14 April (2<sup>nd</sup> semester) as an employed student student through SisA Selfservice:
  - work as an employee for at least half of a full time appointment
  - be self-employed (or professional) as main occupation
  - receive a scholarship and have the status of independent student
  - be a jobseeker entitled to unemployment benefits
  - work less than half of a full time contract as an employee in the framework of family-related burdens or volunteer care.

The registration has to be renewed every year.

2. What facilities can the working student get?
  - a) They are known in the faculty as a student combining work and study.
  - b) They can make use of the special services offered by Centrum WeST.
  - c) With active teaching methods, they can request a suitable group arrangement.
  - d) When making the exam rosters special requests will be taken into account within the possibilities of the faculty.

#### **B.5. Documents that need not be added to an enrolment file**

- |   |  |
|---|--|
| ▪ Duplicates* of diplomas and supplements (diplomas administration)       | ▪ Credits awarded and temporary certificates (faculty) |
| ▪ Scholarship certificates (automatically entered electronically in SisA) | ▪ Study programmes (faculty)                           |
| ▪ Individual exam results and deliberation reports (faculty)              | ▪ Medical certificates (faculty)                       |

*\* The university can certify copies of their degrees or study certificates, issued within education for the purpose of the enrolment or the study progress of students.*