



**PERSONAL INFORMATION**

Last name:	
First name:	
Student number (UAntwerp):	
Telephone/Mobile number:	
E-mail:	
Programme at University of Antwerp	

**APPLICATION FOR EXEMPTION BASED ON PREVIOUSLY ACQUIRED QUALIFICATIONS)**

<b>I'm requesting an exemption for (code - title – ECTS):</b>	<b>Based on a proof of credit of the following course's): (for each course give the title, lecturer, ECTS, programme, institution):</b>

**SIGNATURE of STUDENT**

*I hereby confirm that I have read the procedure and guidelines on the next page and that all the provided information is complete and correct.*

Number of annexes:

Date and signature of the applicant:

**LECTURER'S ADVICE**

- Full exemption
- Partial Exemption (details attached): motivation/clarification

Refusal of exemption. Motivation of the refusal:

Lecturer's signature



### ***Application procedure***

1. **fill in the requested information on page 1. Don't forget your signature.**
2. Contact the lecturer(s) and send them the complete application file. A complete file contains:
  - The completed application form (p. 1). Don't forget your signature;
  - A copy of the degree supplement or proof of credit of the course(s) that form(s) the basis of your application
  - The official course description (in English, French, Dutch or German) of the course(s) that form(s) the basis of your application;
  - Any other relevant information about the course content (table of contents, overview of the topics, ...
3. Ask the lecturer to fill in his part of the application form and ask him to sign it.

### ***Submission of the application file when (partial) exemption is granted:***

Submit the complete file at the Faculty Student Administration through the online form which you can find through the following link: (<https://forms.uantwerpen.be/en/facwet/exemption/>). A complete file contains:

- The completed application form (p. 1). Check whether the form has both your signature and the lecturer's;
- A copy of the degree supplement or proof of credit of the course(s) that form(s) the basis of your application
- The official course description (in English, French, Dutch or German) of the course(s) that form(s) the basis of your application;
- Any other relevant information about the course content (table of contents, overview of the topics, ...

### ***Deadlines for submitting the complete file through the online form***

- **Friday of the 2nd week of the academic year:** exemptions for first semester courses, 2nd semester courses and all year courses.
- **14 February:** only for who enrolled after the deadline mentioned above AND only for second semester courses.
- After February 14 submitting exemption files is impossible for the current academic year.

### ***Additional information***

- Only students who want to obtain a degree can apply for an exemption.
- Exemptions are only granted by the study progress commission if there is a maximum equivalence between both programme level and content of the previously acquired qualification and the course of the Faculty of Science. This means master students can only apply for exemptions based on previously obtained courses on a master level. Make a thorough analysis of the programme you're enrolling in and consider which previously obtained course(s) might lead to an exemption of our courses.