

# English Style Guide

version 1.0





This English Style Guide is published by the Communications Department in association with Linguapolis. If you have any remarks: [schrijfwijzer@ua.ac.be](mailto:schrijfwijzer@ua.ac.be)

English Style Guide University of Antwerp: version 1.0: Oktober 2012

# Table of contents

<b>0.</b>	<b>Foreword</b>	<b>3</b>
<b>1.</b>	<b>Formal writing conventions</b>	<b>4</b>
1.1.	<i>University Terminology</i>	4
1.1.1.	University Research Fields	4
1.1.2.	University Titles and Functions	4
1.1.3.	University Bodies	4
1.1.4.	University Degrees	5
1.1.5.	The University of Antwerp and Campuses	5
1.2.	Addresses	5
1.3.	Translation of geographical names	6
1.4.	Numbers	6
1.4.1.	General	6
1.4.2.	Figures or Letters?	7
1.4.3.	Ranges	8
1.4.4.	Telephone and Fax Numbers	8
1.5.	Dates	9
1.5.1.	Writing the Date	9
1.5.2.	Ordinal Numbers	9
1.5.3.	Belgian National Holidays	10
1.6.	Time	10
1.6.1.	a.m. and p.m.	10
1.6.2.	What Do You Write?	11
1.6.3.	What Do You Say?	11
1.7.	Capital Letters	11
1.8.	Abbreviations	13
1.9.	Spacing Rules	14
1.10.	Word Division at the End of a Line	15
1.11.	Lists	15
1.12.	Foreign Phrases	15
1.13.	Gender-Neutral Language	15
<b>2.</b>	<b>Email and letter writing</b>	<b>16</b>
2.1.	<i>Writing Emails</i>	16
2.1.1.	Useful Phrases and Vocabulary for Emails	16
2.1.2.	Email Conventions	21
2.1.3.	Email Style Tips	22
2.1.4.	Sample Emails	23
2.2.	<i>Writing Letters</i>	25
2.2.1.	Useful Phrases and Vocabulary for Letters	25
2.2.2.	Letter Conventions	27
2.2.3.	Letter Style Tips	30
2.2.4.	Sample Letters	31

<b>3.</b>	<b>Avoiding common pitfalls.</b>	<b>33</b>
3.1.	<i>Vocabulary</i>	33
3.1.1.	British versus American Words	33
3.1.2.	English – Dutch False Friends	33
3.1.3.	Confusing Words	35
3.1.4.	Prepositions	37
3.2.	<i>Spelling</i>	38
3.2.1.	-ce / -se	38
3.2.2.	Doubling of Final Consonant before –ing, -er, -ed	38
3.2.3.	Plural	38
3.2.4.	Genitive	39
3.2.5.	Confusing Spelling	39
3.2.6.	Compound Nouns	40
3.2.7.	British versus American Spelling	41
3.2.8.	List of Typically Misspelt Words	42
3.3.	<i>Language Use</i>	43
3.3.1.	Singular or Plural?	43
3.3.2.	Is the verb followed by an ing-form or a to-infinitive?	44
3.4.	<i>Punctuation</i>	46
3.4.1.	Terminology	46
3.4.2.	Conventions	46
<b>4.</b>	<b>Terminology list</b>	<b>48</b>
4.1.	<i>Dutch -&gt; English</i>	48
4.2.	<i>English -&gt; Dutch</i>	72
<b>5.</b>	<b>Useful websites and books</b>	<b>95</b>
<b>6.</b>	<b>References</b>	<b>95</b>
<b>7.</b>	<b>Index</b>	<b>96</b>

## 0. Foreword

There are more than 4000 of us, we the employees of the University of Antwerp. We are spread across many faculties and departments, institutes and services. But together we do form one big whole, and that is how we wish to come across. An important weapon in this fight? Consistent communication.

Now, besides the Dutch *Schrijfwijzer*, we also have this *English Style Guide*. This handy reference, with its excellent search function, was compiled by the Communications Department in cooperation with Linguapolis. You will not learn to write flawlessly in English with this guide. Rather than saddling you with dozens of pages of spelling rules or grammar tips, it offers a helping hand in finding the answers to many nagging questions quickly and easily. How should we address someone in an email? How should numbers be written in English?

The Style Guide includes a comprehensive terminology list. While the list is not intended to replace a dictionary, it does contain hundreds of words and phrases that are typical of the University of Antwerp and of its teaching and research activities. If everyone sticks to this list, the Raad van Bestuur will be referred to as the Board of Directors in every letter written in English and no more variants will emerge.

We chose British English consistently throughout this English Style Guide because our experience and feelings tell us that British spelling better matches the language used at the University of Antwerp than American spelling. The guidelines set out in this document are the norm for all communication in English, including that on the university's website.

The English Style Guide will be updated continuously. All suggestions for improvement are welcome and will be considered. Please email them to [englishstyleguide@ua.ac.be](mailto:englishstyleguide@ua.ac.be).

# 1. Formal writing conventions

## 1.1. University Terminology

### 1.1.1. University Research Fields

References to academic fields in general do not start with capital letters. However, if these fields are part of a title (of degrees, programmes, subjects, etc.), they do take initial capital letters (except for prepositions, articles and short words such as *and*, *or*, etc.)

*e.g.* We will discuss the applied aspects of research in the field of neurosciences.

*but:* a PhD student in Neurosciences, the Department of Biology

Using too many capital letters slows down reading. Therefore capitals should only be used in a restricted number of cases.

### 1.1.2. University Titles and Functions

The names for functions start with a capital letter.

*e.g.* Rector, Full Professor

Titles of people's functions used before names are typically abbreviated. They start with a capital letter and no full stop is added. However, in publications you will find that Prof. is an exception and can be followed by a full stop.

Please note that in American English abbreviated titles are followed by a full stop:  
*Dr. Waters, Mrs. Wallace*

*e.g.* Prof Carson, Mrs Collins

Academic titles are written after the surname, separated by a comma. In English only one academic title (the highest) is typically used.

*e.g.* Linda Parks, MSc

In a letter to someone who holds a PhD, you address the person Dear Dr Philips, but on the envelope you should use the academic title: *Mandy Philips, PhD* (without Ms).

Please note that the common Dutch abbreviation *prof. dr.* is not common in English and should not be used. Use *Prof* or *Dr* instead.

### 1.1.3. University Bodies

Titles of organisational bodies, services, departments, etc. start with a capital letter.

*e.g.* Central Purchasing Office, Executive Board, Buildings Department, etc.

#### 1.1.4. University Degrees

*Master programme* or *Master's programme* are both correct in English (as are *Bachelor programme* and *Bachelor's programme*). At the University of Antwerp you should use the former option: *Master programme* and *Bachelor programme* as this is the simplest and most transparent one. For the same reason you should use *Master* and *Bachelor* when talking about a specific Master programme or degree. Degrees always start with a capital letter.

e.g. a Master in Computer Science, Master programme in Bioscience

Please note that the translation of the Dutch *MaNaMa* is *Advanced Master* in English.

#### 1.1.5. The University of Antwerp and Campuses

The English translation of *Universiteit Antwerpen* is *University of Antwerp*. The abbreviation *UA* can only be used in tables. Most universities are officially called *University of X*, but in actual language use many are referred to as *X University*.

e.g. *The University of Oxford* is often referred to as *Oxford University*

The different campuses keep their Dutch names in English texts: *Stadscampus*, *Campus Drie Eiken*, *Campus Middelheim* and *Campus Groenenborger*.

## 1.2. Addresses

There is no unique system of writing addresses for all countries (e.g. in the UK the house number precedes the street name). For precise details about the presentation of addresses in a specific country, you should refer to the national postal website.

Regardless of the country you are writing or referring to, the name of the destination country must appear in capital letters in the last line of the address. No other parts of the address should be written in capital letters.

If you are publishing your University of Antwerp address in an English brochure, for example, you should write the campus, street name and town in the language of the destination country, i.e. Dutch. The institute and country should be written in the language of the publication, i.e. English, in order to make them easier to spell for the sender.

Please note that the former ISO country codes preceding postcodes are not used anymore.

In proper names the first name precedes the surname.

e.g. International Relations Office  
University of Antwerp  
Stadscampus  
Gratiekapelstraat 10  
2000 Antwerpen  
BELGIUM

e.g. An Goris  
Antwerp Doctoral School  
University of Antwerp  
Campus Middelheim  
M.A.216  
Middelheimlaan 1  
2020 Antwerpen  
BELGIUM

### 1.3. Translation of geographical names

If a geographical name (e.g. a town, river, mountain, etc.) has a common English equivalent, use that one in texts. Correct translations of European national geographical names into English can be found in the Country Compendium of the European Union ([http://ec.europa.eu/translation/english/guidelines/documents/styleguide\\_english\\_dgt\\_country\\_compendium\\_en.pdf](http://ec.europa.eu/translation/english/guidelines/documents/styleguide_english_dgt_country_compendium_en.pdf)). Another useful tool is the European Commission List of countries, territories and currencies (<http://publications.europa.eu/code/en/en-5000500.htm>), which contains worldwide information.

### 1.4. Numbers

#### 1.4.1. General

In English you use commas (,) to denote thousands and points (.) in decimals.

e.g. €100,000 (one hundred thousand euros)  
but:  $\pi = 3.14$  (pi equals three point one four)

Within texts a comma indicating thousands should be replaced by a space for the sake of clarity. Thousands below 10 000 should be written without a space.

e.g. The march was a huge success: there were 100 000 demonstrators in total.  
but: A total of 8632 respondents completed the questionnaire.

Prices should be written with the currency symbol before the sum, without leaving a space. If the currency symbol (e.g. €) cannot be used (e.g. due to technical problems) the ISO code (e.g. EUR) should be used instead. Please note that the ISO code also precedes the amount and is followed by a space. The main currency codes can be found in the European Commission Interinstitutional Style Guide Annex A7 (<http://publications.europa.eu/code/en/en-5000700.htm>).

e.g. €50 or EUR 50, £200 or GBP 200

Within texts you should use the full name of the currency. Put it after the sum, with lower case letters and in the plural form.

e.g. All students will have to pay 50 euros before the start of the programme.



### 1.4.2. Figures or Letters?

In texts numbers from one to nine are written in full, whereas from 10 upwards numbers tend to be written in figures. However, do not mix the two in the same phrase. If the number is the first word of the sentence, write all of the numbers in the phrase using letters. In all other cases use all figures.

Ordinal numbers (e.g. fifth, 12th) follow the same pattern.

e.g. It took us three days to complete the study.  
We had to repeat it 11 times.

e.g. Three in eleven people are not aware of this.  
Each year, between 9 and 11 students cancel.

e.g. It was discovered in the seventh century.  
The system changed in the 19th century.

As mentioned above, if a sentence starts with a number the number must be written in letters. If the number is complex (e.g. 24.98%) try to rephrase your sentence so that it does not start with that number (e.g. A total of 24.98%...).

e.g. Nineteen sites were contaminated.

Use *per cent* (two words) when the number is also spelled out in words, but use the per cent sign (%) with figures.

e.g. five per cent  
but: 20%

Fractions should be written in full when both numbers are below 10.

e.g. two thirds  
but: 5/14

Use figures followed by the appropriate suffix (in normal script, not superscript) for ordinal numbers higher than nine. (see also 1.5.2)

e.g. 52nd, 29th  
but: first

Note that when you compare figures (e.g. in statistics) you always write the figure. The same is true for ranges, for numbers in a series and for units of measurement that are denoted by symbols or abbreviations.

e.g. We observed 3 rats, 5 mice and 7 guinea pigs.  
We administered it 3-5 times a day.  
In Chapter 7 we discuss the use of punctuation.  
They were stored at 7°C.

When two numbers appear next to one another in a text and are not comparable, write one in full and the other one in figures to avoid confusion.

*e.g.* We participated in all three 20-mile runs.  
Last year I attended 2 three-day conferences.

In hyphenated expressions where numbers are used as adjectives (as in the examples above) the numbers tend to be written in full, but in set phrases the figure is preferred.

*e.g.* a three-day course  
*but:* the 24-hour clock

Multiples of one hundred and one thousand are either written completely in full or completely in figures, but do not mix the two.

*e.g.* three hundred **or** 300, nine thousand **or** 9000.

Multiples of millions and billions can be written in full, but are often combined with figures.

*e.g.* six million **or** 6 million, 50 billion **or** fifty billion.

### 1.4.3. Ranges

Write either *from 6 to 12* or *6-12*, but **not** *from 6-12*. In running text you should use the full form.

*e.g.* Our next international meeting is planned from 2 to 4 March.  
*but:* date: 2-4 March

### 1.4.4. Telephone and Fax Numbers

When writing to an international audience always add your country code, preceded by +. Leave out the 0 before the area code.

*e.g.* + 32 3 265 58 24

In contact information, phone numbers, fax numbers and mobile phone numbers should be introduced as follows:

T: + 32 3 265 48 03  
F: + 32 3 265 46 37  
M: + 32 486 11 12 13

## 1.5. Dates

### 1.5.1. Writing the Date

If you write a date in full, first write the day, then the month and then the year. The full form is preferred in running text.

*e.g.* 24 August 2011

The short form of the date can be used in footnotes, tables, etc. and should be written day.month.year. Use two digits for day and month and four for the year. They are separated by full stops without spaces.

*e.g.* 24.08.2011 (= 24 August 2011)

Note that for file names, in lists, etc. the international standard date notation is often used as it facilitates the classification process: year-month-day.

*e.g.* 2011-08-24

Please note that if you write the date in full, in American English *August 24, 2011* is more common. As far as the short form is concerned, in American English 24 August 2011 would be written as 08.24.2011.

### 1.5.2. Ordinal Numbers

1st (first): + -st

2nd (second): + -nd

3rd (third): + -rd

*but:* 4th, 5th, 6th, 7th, 8th, 9th: + -th

*Also:* 21st, 32nd, 73rd, 84th, etc.

The suffix should be written in normal script, not superscript. Note that within texts numbers below 10 are written in full (letters), whereas from 10 upwards figures are used.

*e.g.* My fifth remark concerns the annual fee.

*but:* Our 25th anniversary will be celebrated on 21 June.

### 1.5.3. Belgian National Holidays

Dutch	English
Allerheiligen	All Saints' Day
Allerzielen	All Souls' Day
Dag van de Arbeid	Labour Day
kerstdag	Christmas Day
Moederdag	Mother's Day
Nationale Feestdag	Belgian National Day
Nieuwjaar	New Year's Day
Onze-Lieve-Heer Hemelvaart	Ascension Day
Onze-Lieve-Vrouw Hemelvaart	Assumption Day
oudejaar	New Year's Eve
paasmaandag	Easter Monday
Pasen	Easter
Pinksteren	Whit Sunday / Pentecost
pinkstermaandag	Whit Monday / Pentecost Monday
tweede kerstdag	Boxing Day
Vaderdag	Father's Day
Vlaamse Feestdag	Flemish Community Day
Waalse Feestdag	Walloon Community Day
wapenstilstand	Armistice Day

## 1.6. Time

### 1.6.1. a.m. and p.m.

The English-speaking world uses the 12-hour system for time reference. When writing in English you should adopt that system.

From midnight to one minute before noon a.m. (= ante meridiem) is used; from noon to one minute before midnight p.m. (= post meridiem) is used.

In order to avoid confusion, *12 midnight* and *12 noon* should be used instead of *12 a.m.* and *12 p.m.* O'clock is never used in combination with a.m. or p.m.

e.g. 8.25 (24-hour clock) = 8.25 a.m.  
15.40 (24-hour clock) = 3.40 p.m.

You can also express time in the following way (in emails for example):

We're meeting at 8 o'clock **in the morning**.  
We're meeting at 3 o'clock **in the afternoon**.  
We're meeting at 7 o'clock **in the evening**.  
We're meeting at 11 o'clock **at night**.

### 1.6.2. What Do You Write?

Use a point between hours and minutes, without adding hrs or o'clock. In the 12-hour system the full hour is written without zero minutes.

e.g. We will meet at 8.45 a.m. / We will meet at 4 p.m.

The abbreviation *h* is only used to indicate duration.

e.g. We boiled the water for 2h.

### 1.6.3. What Do You Say?

e.g. 2.00 = it's two o'clock  
2.15 = it's (a) quarter past two / it's two fifteen  
2.25 = it's twenty-five past two / it's two twenty-five  
2.27 = it's twenty-seven **minutes** past two / it's two twenty-seven  
2.30 = it's half past two / it's half two / it's two thirty  
2.45 = it's (a) quarter to three / it's two forty-five  
2.55 = it's five to three / it's two fifty-five

Please note that in Dutch *half twee* means 1.30, whereas in English *half two* means half past two (2.30).

## 1.7. Capital Letters

The following start with a capital letter:

### Proper names

e.g. Emily Carey

### Weekdays

e.g. Monday

### Months

e.g. January

### Public holidays

e.g. Christmas

### Historical events

e.g. World War II

### Countries and regions, country adjectives, languages and nationalities

e.g. France, a French car, I speak French, I am French

**North, east, south and west** only start with a capital when used in place names.

*e.g.* North Africa  
*but:* in the north of Africa

Please note that the seasons (*spring, summer, autumn, winter*) take no capital. Neither do *north, east, south* and *west* when not used in place names.

**Titles** for people

*e.g.* Dr Philips, Mr Buker

**Titles** of people's functions, organisational bodies, programmes, legal acts, documents, etc.

*e.g.* Head of the International Relations Office, the Seventh Framework Programme

**Titles** of courses, degrees, programmes, subjects, etc. – at least nouns, verbs pronouns, adjectives and adverbs; do not capitalise articles, prepositions and short words such as *and, or, nor, for, but*, etc.

*e.g.* Modern Art in the Second Half of the Twentieth Century, the Department of Biology

**Titles** of books, works of art, articles, etc. – at least nouns, verbs pronouns, adjectives and adverbs; do not capitalise articles, prepositions and short words such as *and, or, nor, for, but*, etc.

*e.g.* Politics and Change in Developing Countries

Please note that for long titles that read more like a description than a real title use lower case letters: Effects of the obese gene product on body weight regulation in ob/ob mice

Start **quotations** with a capital only if the quotation is a complete sentence in itself. If the quotation is a full sentence, the final punctuation mark is written within the quotation marks and no extra full stop is needed. If the quotation is not a full sentence, the final quotation mark precedes the concluding full stop, question mark or exclamation mark. The exact rule for single or double quotation marks is explained under 3.4.2. Conventions.

*e.g.* Oscar Wilde once said 'It is only shallow people who do not judge by appearances.'  
*but:* William Cowper called them 'a pack of rogues'.

## 1.8. Abbreviations

In British English abbreviations are usually written without full stops. However, there are so many exceptions to this rule that you had better look up the abbreviation you need in a dictionary. Please note that parallel spellings (with or without full stops) may exist: different dictionaries or style guides may even present different spellings (e.g. pm or p.m.). The important thing is to be consistent.

*e.g.* kg (kilogram), Mr (Mister), VAT (value added tax)  
*but* Co. (company), e.g. (for example)

Please note that American English usually includes full stops after abbreviations: *kg.*, *Mr.*, *Dr.*

Use a comma or dash before *e.g.* and *i.e.* but no comma after them.

*e.g.* Some familiarity with learning technologies, e.g. Blackboard, would be useful though not essential.

Most units of measurement and scientific symbols are not followed by a full stop and are not put in the plural. They are separated from the figure by a space.

*e.g.* 2 m, 60 dB(A)

No (number) is not followed by a full stop but does take the plural -s.

*e.g.* Nos 5-20.

Most acronyms do not have full stops between the letters. Acronyms up to five letters are generally printed in capitals, ones consisting of six letters or more only use capitals for the first letter.

*e.g.* AIDS  
*but* Unesco

For contact information the usual information (telephone number, fax number, mobile phone number) is preceded by the following terms (see also 1.4.4.):

T:  
F:  
M:

The choice between indefinite articles *a* or *an* depends on pronunciation, not spelling. If the abbreviation starts with a consonant **sound**, use *a*, if it starts with a vowel **sound**, use *an*.

*e.g.* a UN resolution, an MP

Please note that, when an abbreviation comes at the end of a sentence, only one full stop is written.

*e.g.* We will keep you informed about announcements of lectures, seminars, etc.

## 1.9. Spacing Rules

'Symbol'	Description	Rule	Example
Units of measurement and scientific symbols		there is one space between the unit or symbol and the figure preceding it	2▲m, 60▲dB(A)
°	degree sign	there is no space between the degree sign and the figure preceding it	37°C
%	percentage sign	there is no space between the percentage sign and the figure preceding it	50%
:	colon	there is one space after the colon, none before	We included two countries:▲ France and Germany.
;	semi-colon	there is one space after the semi-colon, none before	The difference is not significant;▲ it only includes two or three students.
-	hyphens are used to connect compound words	there are no spaces before or after the hyphen	post-modern
– <small>[windows: Ctrl + - on the numeric keypad ] [Mac: Alt + Shift + -]</small>	dashes used to join coordinate or contrasting pairs (= en-dash)	there are no spaces before or after the en-dash	5–20°C
— <small>[Windows: Alt + Ctrl + - on the numeric keypad] [Mac: Alt + -]</small>	dashes used to set off text from the rest of the sentence in order to increase the contrast of emphasis (= em-dash)	there are spaces before and after the em-dash	The introductory course ▲—▲ if there are enough students▲—▲ starts in August.
' and “	single and double quotation marks	there are spaces before and after the single or double quotation marks but none within the quotation marks	Cambridge mathematician A.S. Besicovitch used to say▲ ‘A mathematician’s reputation rests on his bad proofs’▲ (Burkill 1971).
&	and-sign, ampersand	there are spaces before and after the ampersand	The London School of Hygiene▲&▲ Tropical Medicine
/	slash	there are no spaces before or after the slash	Dear Sir/Madam
()	brackets	there are spaces before and after the brackets but none within the brackets	Any changes▲ (e.g. time, location)▲ will be posted on Blackboard.



## 1.10. Word Division at the End of a Line

It is not common in English to divide a word at the end of a line. What's more, the rules for doing this are so vague and complex that they are very hard to apply. So, do not divide words in English texts, but put the entire word on the next line.

## 1.11. Lists

When every item in the list is a full sentence or a phrase or word, every item should start with a lower case letter and end with a semi-colon (;), except for the last item, which ends in a full stop (.).

- e.g. We need to discuss the following issues:
- can the old computers be used elsewhere;
  - can we find new ways to save paper;
  - can we take a course on the matter.

If any item in the list contains more than one complete sentence, every item should start with a capital and end with a full stop, question mark or exclamation mark.

- e.g. The paper focuses on the following key points:
- Organic food is gaining popularity. Will this trend continue?
  - GM food remains controversial. Are people today more sceptical about it than they were in the past?
  - Not all information on organic and GM food reaches the customer. How can we change that?

## 1.12. Foreign Phrases

If you use a foreign word or phrase (e.g. Latin) in an English text, it should be put in italics unless the word or phrase is so common that it is considered part of the English language (e.g. *ad hoc*, *i.e.*). If the foreign phrase has an English equivalent, use that instead (e.g. *per diem* = a day).

- e.g. These topics include, *inter alia*, the need for improvement of existing procedures.

## 1.13. Gender-Neutral Language

In the English-speaking world it is very important to use gender-neutral language at all times. Therefore we advise you to adopt that system when writing in English. For example, avoid referring to persons that could be male or female (e.g. the student) as *he*. You can be gender neutral by using *he or she* or *his or her* instead. However, this use of double pronouns may interfere with reading. One way to avoid this problem, and the most elegant solution, is to put both the noun and the pronoun referring to it in the plural.

- e.g. **Not:** A researcher rarely steps outside **his** specific research field.  
**But:** A researcher rarely steps outside **his or her** specific research field.  
**And even better:** Researchers rarely step outside **their** specific research fields.

## 2. Email and letter writing

### 2.1. Writing Emails

#### 2.1.1. Useful Phrases and Vocabulary for Emails

The sentences in bold are formal sentences, which should be used when writing to someone you do not know, to someone of a high rank, etc.

The sentences in italics are more informal sentences, which can be used when you are writing to someone you have met before or with whom you have had some previous email contact.

Sentences that can be used in both contexts are left without formatting.

Email writing in English today tends to be polite but rather informal. Very often the first business contact is formal, but the next mails will be much more informal. For example, in the first mail no contractions (e.g. *don't* instead of *do not*) will be used, but as soon as you have established that first email contact you will notice that many business people will adopt a more familiar style, using contractions. However, knowing exactly which style to use in each case is not always easy. When replying to an email, it is a good idea to imitate the style of the sender.

Very informal sentences, used when sending emails to friends, have not been included as they are beyond the scope of this style guide.

Salutation	Dear Sir
	Please note that the salutation <i>Dear</i> cannot be used on its own in English; you need to add the person's title, function, name, etc. explicitly.
	<b>Dear Madam</b>
	<b>Dear Sir/Madam</b>
	<b>Dear Sir or Madam</b>
	Dear Mr Smith
	Dear Mrs Smith
	Dear Ms Smith
	Dear Colleagues
	Dear All
	<i>Dear everyone</i>
	<i>Dear Mary</i>

<b>Previous contact</b>	<p>Thank you for your email of 21 January, in which you ...</p> <p>I apologise for not contacting you until now.</p> <p>With reference to our conversation earlier today , please find attached ...</p> <p>Further to our conversation earlier today, please find attached ...</p> <p><i>I'm sorry I haven't been in touch with you until now.</i></p> <p><i>In reply to your email, here is/are the ... that you requested.</i></p>
<b>Quick responses</b>	<p><b>Thank you for your message. I will address the matter as soon as I can and get back to you with an answer.</b></p> <p><i>Thank you for your message. I'll get back to you as soon as possible.</i></p> <p><i>Thank you very much for your message. I'm afraid I don't have time to deal with it at the moment, but I'll reply as quickly as possible.</i></p>
<b>Reason for writing</b>	<p>I am writing in connection with ...</p> <p>I am writing in / with regard to ...</p> <p>I am writing in response to ...</p> <p>I am writing to enquire about ...</p> <p><i>I'm writing to let you know that ...</i></p>
<b>Giving information (positive)</b>	<p>We would like to inform you that ...</p> <p>We are pleased to tell you that ...</p> <p>It is my pleasure to inform you that ...</p>
<b>Giving information (negative)</b>	<p>We regret to inform you that ...</p> <p>We are sorry to tell you that ...</p> <p>I am afraid that ...</p>
<b>Highlighting information</b>	<p>As far as ... is concerned, ...</p> <p>With respect to ..., ...</p> <p>With regard to ..., ...</p> <p>As regards ..., ...</p> <p>Please note that ...</p> <p><i>My main concern at this stage is ...</i></p> <p><i>The main thing for me is ...</i></p>
<b>Attachments</b>	<p>Please find attached my report.</p> <p>Please note that <i>attach</i> is used for emails and <i>enclose</i> is used for letters.</p> <p>Attached you will find ...</p> <p><i>I've attached some information about ...</i></p> <p><i>A copy of the ... is attached</i></p> <p><i>I'm attaching a document that ...</i></p> <p><i>I'm attaching ... as a pdf file.</i></p>

<b>Requests (for information and other)</b>	<b>We would appreciate (it) if you could ...</b>
	<b>I am interested in receiving / finding out ...</b>
	I would be grateful if you could ...
	Please send me/us some information about ...
	I was wondering if you could ...
	<i>Could you give me some information about ...</i>
	<i>Do you think you could ...?</i>
<i>Would it be possible to ...?</i>	
<b>Promising action</b>	I will investigate this matter.
	I have looked into the matter and ...
	<i>I will contact you again shortly.</i>
	<i>We are doing everything we can to sort it out.</i>
<b>Offering help</b>	<b>If you wish, I would be happy to ...</b>
	Would you like me to ...?
	Let me know if you would like me to ...
<b>Making arrangements</b>	Thank you for your kind invitation.
	<b>I would be delighted to attend the meeting.</b>
	The date you suggest is fine.
	What time would be convenient for you?
	Could you meet on Tuesday at 3 p.m.?
	How about Tuesday at 3 p.m.?
	Are you free sometime next week?
	I am free on Monday afternoon.
	I am out of the office until 1 p.m., but any time after that would be fine.
	<b>This is to let you know that I will not be able to attend the meeting next Monday.</b>
	<b>Unfortunately, I have something else in my schedule on that day.</b>
	I am afraid I cannot manage next Monday.
	Unfortunately, I have another appointment on that day.
	<i>Sorry, I can't make it next Monday.</i>
	<b>I hope we will have the opportunity to meet on another occasion in the near future.</b>
	I wonder if you could move it to ...?
<i>How about Friday instead?</i>	

<b>Payment-related information</b>	<b>According to our records, the sum of €395 is still outstanding.</b>
	<b>According to our records, we have not yet received payment of the invoice.</b>
	<b>We are very concerned that the matter has not yet received your attention.</b>
	<b>May we please remind you that your payment has been overdue for three months.</b>
	<b>We would appreciate (it) if you cleared the outstanding amount within the next few days.</b>
	<b>Unless we receive payment within five days, we will have no alternative but to take legal action.</b>
	Please make your payment by bank transfer.
	You can make your payment by bank transfer, debit or credit card.
	You can transfer the fee to bank account number 0000 0000 0000. Please include your name and the invoice number in the payment reference.
	Please note that the invoice is now overdue.
	Please send your payment promptly.
	If you have already sent your payment, please disregard this letter / email.
	If you cancel your place one week before the start of the conference, we will refund your registration fee minus an administration fee of €30.
Please note that no refunds can be made once your application has been submitted.	
<b>Softening a strong comment</b>	I understand what you are saying about ..., but ...
	I am afraid there is a small problem.
	It seems there is a slight problem.
	That might be quite expensive.
	I am not sure we can do that.
	Would it not be better to ...?
	To be honest, I think it might be better to ...
<b>Apologising</b>	<b>To compensate for the inconvenience, we would like to offer you ...</b>
	<b>We appreciate that this matter has caused you inconvenience, but we cannot accept any responsibility in this respect.</b>
	We apologise (to you) for any inconvenience caused.
	Please accept our sincere apologies.
	We regret that this problem has occurred.
	<i>I can assure you that this will not happen again.</i>
	<i>We were very sorry to hear about the problem.</i>

<b>Final comments</b>	<b>Please do not hesitate to contact us again for further information.</b>
	<b>Please do not hesitate to contact me if you have any questions / concerns.</b>
	Thank you for your assistance.
	Thank you in advance for your help in this matter.
	<i>Thanks a lot for your help.</i> <i>Just give me a call if you have any questions.</i>
<b>Notification of receipt</b>	<b>I would be grateful if you could confirm that you have received this message.</b>
	Would / Could you please confirm receipt of this message?
	<i>Could you please confirm that you've received this message?</i>
<b>Request to forward</b>	If you know anybody who would be interested in ..., please forward this email to them.
	If there is anyone else you know that would be interested in participating, please pass this email on to them.
	Please forward this email to anyone else you think might be interested.
<b>Wishes</b>	<i>a birthday: Happy birthday! / Many happy returns! / Congratulations!</i>
	<i>a weekend: Have a nice weekend.</i>
	<i>a holiday: Enjoy your holiday. / Have a good holiday! / Enjoy your spring break!</i>
	<i>luck: Good luck with ...! / I wish you the best of luck with ...! / All the best.</i>
	<i>New Year: Happy New Year! / We wish you a happy New Year! / Best wishes for the New Year! / Happy 2012!</i>
	<i>Christmas: Merry Christmas!</i>
	<i>Easter: Happy Easter!</i> <i>responding to a wish: Thanks, same to you. / Likewise. Thank you. / And you! / You too.</i>
<b>Close</b>	<b>I am looking forward to meeting you.</b>
	Please note that the only possible verb form after <i>I look forward to</i> is an ing-form: I look forward to <b>meeting</b> you.
	<b>Yours faithfully</b>
	Please note that <i>Yours faithfully</i> is only used when the initial salutation does not include the addressee's name, e.g. <i>Dear Sir</i> .
	<b>Yours sincerely</b>
	Please note that <i>Yours sincerely</i> is only used when the initial salutation includes the addressee's name, e.g. <i>Dear Ms Holmes</i> .
	We look forward to your early / prompt reply <i>Looking forward to hearing from you.</i>
Please note that the only possible verb form after <i>I look forward to</i> is an ing-form: I look forward to <b>meeting</b> you.	

<b>Close</b>	<i>Give my regards to ...</i>
	<i>Best wishes</i>
	<i>Best regards</i>
	<i>Kind regards</i>
<b>Out of office</b>	Thank you for your email.
	I will be out of the office until 5 June 2012.
	I will be on maternity leave until 5 June 2012.
	... and I will have no access to my emails.
	I will have limited access to my email during this period.
	I will be checking email once a week, but will have limited ability to respond.
	I will be working away from the office and will not have the chance to check my email.
	I will reply to your email as soon as possible on my return.
	Your email has been forwarded to ...
	Please note that your email will not be forwarded.
	If your enquiry is urgent you can contact the secretary at 32 3 265 00 00 - info@ua.ac.be.
	The University of Antwerp will be closed until 15 August. I will reply to your email on my return.

### 2.1.2. Email Conventions

(1) Use the appropriate complimentary close:

<b>If you start your email with</b>	<b>For example</b>	<b>End with</b>
Dear + title + <u>no</u> name	Dear Sir/Madam Dear Colleague	Yours faithfully
Dear + title + name	Dear Mr Thompson Dear Professor Soars	Yours sincerely
Dear + first name <u>or</u> Dear + Mr/Mrs/Ms + surname (more informal contact)	Dear Angela Dear Mr Oakes	Kind regards / Best regards / Best wishes

- (2) In modern business writing, commas are not added after the opening (*Dear Lesley*) or the close (*Kind regards*).
- (3) Start your email or letter with a capital letter.
- (4) If you are not sure if the woman you are writing to is married, use *Ms*. Even if you do know for certain she is not married, the neutral *Ms* is preferred in modern business to *Miss*, which is rather old-fashioned and often only used for much younger women (e.g. teenagers).
- (5) If you add any attachments, describe them in your email.

### 2.1.3. Email Style Tips

- (1) Always start your message with a salutation (*Dear Ms Eales / Dear Liz*)
- (2) Close cordially (*Yours sincerely / Kind regards*) and always write your name at the end
- (3) Do not use smileys or emoticons in a formal email; these can make you appear unprofessional
- (4) Always be polite and tactful, even when responding to a rude email
- (5) Keep your email short and to the point (do not add too much or non-essential information)
- (6) Mention good or neutral news first; bad news should be presented more towards the end
- (7) Formulate your conclusion in such a way that it encourages the reader to take action if this is required: e.g. adopt a friendly tone, use positive words and expressions
- (8) Do not neglect to re-read and revise your email (to check the style, the tone, spelling, grammar, etc.)
- (9) Contractions are acceptable in emails that do not have to be extremely formal (e.g. if you have written to someone before you can use contractions in subsequent mails), but if you personally prefer a more formal writing style, use the full form instead of the contracted form (e.g. use *do not* instead of *don't*)
- (10) Try not to clutter your document with redundant expressions such as *as is well known, in my personal opinion, and so on and so forth, hereby*
- (11) Sometimes longer phrases such as *within the framework of* or *with regard to* may make you seem more learned or elegant, but replacing them with simple words such as *under* and *about* make you seem more credible and your text more transparent. So, write naturally and sincerely and avoid wordiness;

<b>Do not write</b>	<b>Write</b>
in view of the fact that	as
a certain number of	some
the majority of	most
for the purpose of	to
in the event of	if
with reference to, with regard to	about
we beg to thank you	thank you
as of the date of	from
costs the sum of	costs
for the reason that	because
as a consequence of the fact	because



- (12) One straightforward way to write more clearly is to make sure the action is expressed in the verb, rather than unnecessarily complicating things.

<b>Do not write</b>	<b>Write</b>
by the destruction of	by destroying
for the maximisation of	for maximising
of the introduction of	of introducing
carry out an evaluation of	evaluate
hold an investigation of	investigate
give consideration to	consider
conduct a review of	review
perform an assessment of	assess
effect a renewal of	renew

#### 2.1.4. Sample Emails

**From:** Phil.Wilson@parks.com  
**To:** BCollins@hotmail.com  
**Cc:**  
**Subject:** problem invoice

Dear Billie

Thank you very much for your email. I agree that it would be better to discuss the matter face to face as I don't think we're going to find a solution over email.

I'm available next Monday. Would Monday morning be convenient for you? I can book our meeting room for a couple of hours or if you prefer to meet at your office, I can make that as well. Please let me know what you think.

I look forward to your early reply.

Kind regards

Phil

**From:** info@drs.com  
**To:** hughes@hotmail.com  
**Cc:**  
**Subject:** certificate and course details

Dear Sir/Madam

Further to our telephone conversation today we regret to inform you that we cannot send you the requested document by post today. The document needs to be signed by our director and he is out of the country until 5 March. We will send you the signed document as soon as Mr Collins is back in the office, i.e. 5 March. We apologise for any inconvenience this may cause.

On the phone you also mentioned that you were interested in enrolling on another programme with us in 2012-2013. The tuition fee for the full academic year is 564.30 euros. Please find attached our brochure with all programme details.

Please do not hesitate to contact us if you have any further questions.

We look forward to welcoming you to the programme.

Yours faithfully

Mark Pringle

**From:** anne.jacobs@ua.ac.be  
**To:** dobrow@ut.com  
**Cc:**  
**Subject:** meeting

Dear Sir/Madam

I will be out of the office until 15 August 2012. I will reply to your email on my return. If your enquiry is urgent you can contact my colleague on +32 3 265 00 00 - info@ua.ac.be.

Best regards  
Emma Beck

## 2.2. Writing Letters

### 2.2.1. Useful Phrases and Vocabulary for Letters

Most of the formal phrases mentioned in the section above can also be used in letters. Please find below a list of those phrases that are commonly used in letters (most of which are identical to the ones above).

<b>Salutation</b>	Dear Sir
	Please note that the salutation <i>Dear</i> cannot be used on its own in English; you need to add the person's title, function, name, etc. explicitly.
	Dear Madam
	Dear Sir/Madam
	Dear Sir or Madam
	Dear Mr Smith
	Dear Mrs Smith
	Dear Ms Smith
	Dear Colleagues
Dear All	
<b>Previous contact</b>	Thank you for your letter of 21 January, in which you ...
	I apologise for not contacting you until now.
	With reference to our conversation earlier today , please find enclosed ...
	Further to our conversation earlier today , please find enclosed ...
<b>Reason for writing</b>	I am writing in connection with ...
	I am writing in / with regard to ...
	I am writing in response to ...
	I am writing to enquire about ...
<b>Giving information (positive)</b>	We would like to inform you that ...
	We are pleased to tell you that ...
	It is my pleasure to inform you that ...
<b>Giving information (negative)</b>	We regret to inform you that ...
	We are sorry to tell you that ...
	I am afraid that ...
<b>Highlighting information</b>	As far as ... is concerned, ...
	With respect to ..., ...
	With regard to ..., ...
	As regards ..., ...
	Please note that ...
<b>Enclosures</b>	Please find enclosed my CV.
	Please note that <i>enclose</i> is used for letters and <i>attach</i> is used for emails.
	Enclosed you will find ...
	I am pleased to enclose ...

<b>Requests (for information and other)</b>	We would appreciate (it) if you could ...
	I am interested in receiving / finding out ...
	I would be grateful if you could ...
	Please send us some information about ...
	I was wondering if you could ...
<b>Promising action</b>	I will investigate this matter.
	I have looked into the matter and ...
<b>Offering help</b>	If you wish, I would be happy to ...
	Would you like me to ...?
	Let me know if you would like me to ...
<b>Payment-related information</b>	According to our records, the sum of €395 is still outstanding.
	According to our records, we have not yet received payment of the invoice.
	We are very concerned that the matter has not yet received your attention.
	May we please remind you that your payment has been overdue for three months.
	We would appreciate (it) if you cleared the outstanding amount within the next few days.
	Unless we receive payment within five days, we will have no alternative but to take legal action.
	Please make your payment by bank transfer.
	You can make your payment by bank transfer, debit or credit card.
	You can transfer the fee to bank account number 0000 0000 0000.
	Please quote your name and the invoice number.
	Please note that the invoice is now overdue.
	Please send your payment promptly.
	If you have already sent your payment, please disregard this letter / email.
If you cancel your place one week before the start of the conference, we will refund your registration fee minus an administration fee of €30.	
Please note that no refunds can be made once your application has been submitted.	
<b>Softening a strong comment</b>	I understand what you are saying about ..., but ...
	I am afraid there is a small problem.
	It seems there is a slight problem.
	That might be quite expensive.
	I am not sure we can do that.
<b>Apologising</b>	To compensate for the inconvenience, we would like to offer you ...
	We appreciate that this matter has caused you inconvenience, but we cannot accept any responsibility in this respect.
	We apologise (to you) for any inconvenience caused.
	Please accept our sincere apologies.
<b>Final comments</b>	Please do not hesitate to contact us again for further information.
	Please do not hesitate to contact me if you have any questions / concerns.
	Thank you for your assistance.
	Thank you in advance for your help in this matter.

<b>Close</b>	We look forward to your early / prompt reply
	I am looking forward to meeting you.
	Please note that the only possible verb form after <i>I look forward to</i> is an ing-form: I look forward to <b>meeting</b> you.
	Yours faithfully
	Please note that <i>Yours faithfully</i> is only used when the initial salutation does not include the addressee's name, e.g. <i>Dear Sir</i> .
	Yours sincerely
	Please note that <i>Yours sincerely</i> is only used when the initial salutation includes the addressee's name, e.g. <i>Dear Ms Holmes</i> .

Some common abbreviations:

Abbreviation	Full	Where?
p.p.:	per pro / on behalf of [in Dutch : i.o.]	written next to a signature, before the name of the person you are signing for
cc:	carbon copy to	written at the bottom of a letter to show you are also sending a copy to someone else
Our Ref.	Our reference number	written at the top of a letter
Your Ref.	Your reference number	written at the top of a letter
c/o	care of [in Dutch : p/a]	written before an address on an envelope when you are sending a letter or parcel to someone who is temporarily living at someone else's address
ATTN: / FAO:	for the attention of [in Dutch : t.a.v.]	written before the name of the person you are writing to within a company, before the company name and address on an envelope
Enc.	enclosures	written at the bottom of a letter to signal you have enclosed something with the letter
Re:	regarding	written below <i>Dear X</i> , used to introduce the subject you are going to write about

### 2.2.2. Letter Conventions

As with emails, the appropriate complimentary close must be used:

If you start your letter with	For example	End with
Dear + title + <u>no</u> name	Dear Sir/Madam Dear Colleague	Yours faithfully
Dear + title + name	Dear Mr Thompson Dear Professor Soars	Yours sincerely

Email conventions 2, 3 and 4 under 2.1.2. above also apply to letters.

Business letters consist of different components. Depending on the circumstances, some of these may be left out. Below is a sample business letter that contains all components. The ones that are not always included are shown between brackets.

Formal letters are typically structured as follows:



Universiteit Antwerpen

Department of Finance

1

UA – ADCOM-CST, PRINSSTRAAT 13, 2000 ANTWERPEN  
Mr Ken Davis  
London Metropolitan University  
166-220 Holloway Road  
London, N7 8DB  
UNITED KINGDOM

2

Ellen Winter  
Campus Middelheim  
Middelheimlaan 1  
2020 Antwerpen  
BELGIUM

T +32 3 265 12 34  
F + 32 3 265 56 78  
ellen.winter@ua.ac.be  
www.ua.ac.be

3

YOUR REFERENCE

4

OUR REFERENCE  
#223

5

DATE  
20 June 2012

6

ENC.  
Invoice #223

7

Dear Mr Davis

8

### Outstanding Invoice

Our records show that you have an outstanding balance dating back to June 2012. Your June invoice was for 445.20 euros and we have yet to receive this payment. Please find a copy of the invoice enclosed.

9

If this amount has already been paid, please disregard this notice. Otherwise, please forward the amount owed in full by 15 October 2012. As our contract indicates, we begin charging 5% interest on any outstanding balance after 30 days.

Thank you in advance for your cooperation. We hope to continue doing business with you in the future.

10

Yours sincerely

11

Ellen Winter  
Accountant

- (1) **Inside address:** The inside address is the address of the person the letter is being sent to. It begins with the name of the recipient and then continues with the company name and the address.
- (2) **Sender's address:** Our company address will appear in the letterhead at the top right-hand corner of the letter on pre-printed stationery.
- (3) **The receiver's reference number ( = Your Ref: ):** If the recipient of the letter has already provided you with their reference number, you should always quote it.
- (4) **The sender's reference number ( = Our Ref: ):** If the letter refers to an existing matter, a reference number should be included.

(5) **Date**

Please note that in English you never add the place where the letter was signed.

- (6) **Enclosures ( = Enc:):** If you include additional documents, you must indicate that this is the case.
- (7) **Greeting or Salutation:** always start with Dear followed by the recipient's name or title.
- (8) **Subject line ( = Re:):** Often a subject line will be included. It is usually written in bold or capital letters. It can be introduced by Re:, but this is not obligatory.

Please note that in English the subject line is written immediately below the salutation Dear X.

- (9) **Body text:** The body consists of at least three paragraphs: (1) The introduction, explaining the purpose and subject of the letter; (2) the main body of the letter, containing the detailed information that you wish to convey; (3) the conclusion, summarising the main points of the letter and indicating if any further action needs to be taken.
- (10) **Complimentary close:** The way you end your letter depends on the greeting or salutation used.
- (11) **Signature line:** The signature line should appear directly under the space for the signature. It should include the name of the person signing the letter and his or her position. A generous space should be left for the appropriate person to sign his or her name.

The sample letters in 2.2.4. give you an idea of what a formal letter should look like.

### 2.2.3. Letter Style Tips

The tips above related to email writing (2.1.3.) can be applied to letter writing as well (except for point 9). However, as a letter tends to be more formal than an email, here are some additional tips for this section:

- (1) As you are writing a letter it might be tempting to make your writing style too formal. However, it is important that you adopt a reader-friendly writing style: try to write in a clear, dynamic, personal and positive way (e.g. be concrete, avoid passive sentences, address the reader, steer clear of unnecessary negative words, etc.).
- (2) Make sure that the language and style you use are appealing and maintain a professional attitude at all times.
- (3) Check that all the personal data are correct (i.e. the addressee's name, function, gender, address, company details), as well as any numbers, amounts, dates, etc.
- (4) Try to sign the letter yourself, but if you can't, have someone else sign it, adding this person's name and preceding it by p.p.



## 2.2.4. Sample Letters



Universiteit Antwerpen

Department of Finance

UA - ADCOM-CST, PRINSSTRAAT 13, 2000 ANTWERPEN

Mr Ken Davis  
London Metropolitan University  
166-220 Holloway Road  
London, N7 8DB  
UNITED KINGDOM

Ellen Winter  
Campus Middelheim  
Middelheimlaan 1  
2020 Antwerpen  
BELGIUM

T +32 3 265 12 34  
F + 32 3 265 56 78  
ellen.winter@ua.ac.be  
www.ua.ac.be

YOUR REFERENCE

OUR REFERENCE

#223

DATE

20 June 2012

ENC.

Invoice #223

Dear Mr Davis

### **Outstanding Invoice**

Our records show that you have an outstanding balance dating back to June 2012. Your June invoice was for 445.20 euros and we have yet to receive this payment. Please find a copy of the invoice enclosed.

If this amount has already been paid, please disregard this notice. Otherwise, please forward the amount owed in full by 15 October 2012. As our contract indicates, we begin charging 5% interest on any outstanding balance after 30 days.

Thank you in advance for your cooperation. We hope to continue doing business with you in the future.

Yours sincerely

Ellen Winter  
Accountant



Universiteit Antwerpen

Department of Mathematics,  
Statistics and Actuarial Sciences

UA – CST, PRINSSTRAAT 13, 2000 ANTWERPEN

Giovanni Ricci  
Via Saffi 12  
47843 Misano Monte (RN)  
ITALY

Karen Williams  
Stadscampus  
Prinsstraat 13  
2000 Antwerpen  
BELGIUM

T: +32 3 265 10 98  
F: +32 3 265 10 99  
Karen.williams@ua.ac.be  
www.ua.ac.be

YOUR REFERENCE

OUR REFERENCE

DATE  
20 June 2012

ENC.  
certificate of acceptance

Dear Mr Ricci

**Re: Application for the one-year programme Financial Mathematics**

On the basis of your application file, i.e. university degrees, CV and motivation statement, we are pleased to inform you that you have been accepted onto the one-year full-time programme Financial Mathematics.

Please find enclosed a certificate of acceptance signed by Dr Michael Walter, Head of the International Relations Office. I am also pleased to enclose the leaflet The University of Antwerp in the Picture.

The programme starts on 24 September 2012. Please arrive at the University on Monday 17 September at the latest, in order to have sufficient time to register at the University of Antwerp and to select the courses you intend to follow. It is very important that you are present at the start of the academic year. The enrolment fee will be 578.70 euros. This sum needs to be paid at the University's Registration Office. Please bring one recent passport photograph, a copy of your Master diploma and a sworn translation of the diploma. Please note that enrolment is not possible by letter or from abroad.

If you require any further information, please contact me using the contact details at the top of this letter.

I look forward to meeting you in Belgium.

Yours sincerely

Karen Williams  
Faculty Administrative Officer

## 3. Avoiding common pitfalls

### 3.1. Vocabulary

#### 3.1.1. British versus American Words

Most words are the same in British and American English. However, there are some differences in words that are commonly used in day-to-day conversation:

British English	American English
biscuits	cookies
car park	parking lot
chemist's / (pharmacist's)	drugstore
chips	French fries
crisps	chips
jumper	sweater
lift	elevator
lorry	truck
plaster	band-aid
primary school	elementary school
secondary school	high school
spirits	liquor
sweets	candy
toilet, loo	restroom
trainers	sneakers
trousers	pants

Remember that the British variant is used at the University of Antwerp.

#### 3.1.2. English – Dutch False Friends

Problematic word in English	Explanation	Example
actual	<i>Actual</i> = eigenlijke, werkelijke	Officials admit the <b>actual</b> number of deaths is much higher than statistics reflect.
	<i>Actueel</i> = relevant, current, etc.	The <b>current</b> situation is still very unpredictable.
agenda	<i>Agenda</i> = vergaderagenda	I will send around the <b>agenda</b> well before our meeting so that you have some time to prepare.
	<i>Agenda</i> = calendar, diary	I think I am available, but I'll have to check my <b>calendar / diary</b> .

allochthonous	<i>Allochthonous</i> = uitheems	This <b>allochthonous</b> fish species was accidentally introduced in the river 15 years ago.
	<i>Allochtoon</i> = <i>ethnic minority</i>	<b>Ethnic minority</b> students form a growing share of undergraduate students.
backside	<i>Backside</i> = achterwerk	Be careful in the snow; I fell on my <b>backside</b> twice yesterday.
	<i>Achterkant</i> = <i>back</i>	Don't forget to sign the <b>back</b> of the document as well.
a billion	<i>Billion</i> = miljard	A <b>billion</b> is 1 000 000 000.
	<i>Biljoen</i> = <i>trillion</i>	A <b>trillion</b> is 1 000 000 000 000.
eventual	<i>Eventual</i> = uiteindelijk	It is too early to say what the <b>eventual</b> outcome will be.
	<i>Eventueel</i> = <i>possible, potential</i>	Whenever you are prescribed medicine, you should always check for <b>possible</b> side effects.
fusion	<i>Fusion</i> = mengeling	It's the result of a <b>fusion</b> of different styles.
	<i>Fusie</i> = <i>merger</i>	The number of enrolments has grown since the <b>merger</b> of the Departments of Anatomy and Physiology.
high school	<i>High school (American English)</i> = middelbare school	In my country we finish <b>high school</b> at the age of 17.
	<i>Hogeschool</i> = <i>university college</i>	Our <b>University college</b> provides postgraduate education in Food, Hospitality, Childcare, Sport and Tourism.
however	<i>However</i> = echter	I love horses and I often go horse riding. <b>However</b> , buying one myself would be too expensive.
	<i>Hoewel</i> = <i>although</i>	<b>Although</b> most rental cars now come with a navigation system, I always lose my way on holiday.
journal	<i>Journal</i> = wetenschappelijk tijdschrift	Her article was published in the International <b>Journal</b> for Psychotherapy (IJP).
	<i>Krant</i> = <i>newspaper</i>	The Guardian is a national daily broadsheet <b>newspaper</b> .
learn	<i>Learn</i> = leren van iemand	On this course you will <b>learn</b> how to write formal emails.
	<i>Aanleren aan iemand</i> = <i>teach</i>	On this course we will <b>teach</b> you how to write formal emails.
meaning	<i>Meaning</i> = betekenis	What's the <b>meaning</b> of sloth?
	<i>Mening</i> = <i>opinion</i>	And you, Ben, what's your <b>opinion</b> ?

promoter	Promoter = organisator / financierder van een manifestatie	He has been a <b>promoter</b> of video performances for years.
	Promoter = <i>supervisor</i>	My <b>supervisor</b> advised me to rewrite the last chapter of my thesis.
scholar	Scholar = academicus	The Humanities and Social Sciences are flourishing in the UK and attract many excellent <b>scholars</b> from overseas.
	Scholier = <i>pupil</i>	Up to 200 000 <b>pupils</b> every year are being let down by poor teaching in their early years of secondary school.
sympathetic	Sympathetic = medelevend	A lot of people reacted very <b>sympathetically</b> when the homelessness problem first emerged.
	Sympathiek = <i>pleasant, likeable</i>	The director is very <b>likeable</b> and made us feel instantly at ease.
therefore	Therefore = daarom	Our car always broke down. We <b>therefore</b> decided to buy a new one.
	Daarvoor = <i>for that</i>	An increasing number of people are obese. One reason <b>for that</b> is that more people have office jobs.

### 3.1.3. Confusing Words

Confusing set	Separate words	Explanation	Example
adapt / adopt	adapt	adjust	It takes a while to <b>adapt</b> to a new situation.
	adopt	begin to have	Council leaders have agreed to <b>adopt</b> a new policy on school transport that could save up to half a million pounds a year.
affect / effect	affect	influence	Environmental factors may <b>affect</b> your skin.
	effect	succeed in getting	The coach <b>effected</b> a tactical switch at half time.
amount / number	amount	used with uncountable items	A large <b>amount</b> of money was stolen from my office.
	number	used with countable items	A large <b>number</b> of students come from abroad.

arise / raise / rise	arise	originate	A number of key issues <b>arose</b> from the research.
	raise	put forward / cause to increase	During the meeting, Fanny <b>raised</b> some key issues, which will be discussed next week. / We <b>raised</b> his salary.
	rise	increase	The number of enrolments has <b>risen</b> considerably since the start of the programme.
beside / besides	beside	next to (physically)	I was sitting <b>beside</b> my old school teacher on the bus this morning.
	besides	apart from, in addition to	<b>Besides</b> flowers, they also sell artificial plants.
economic / economical / economics / economy	economic	relating to the economy	The country has actively implemented the restructuring measures needed to achieve <b>economic</b> growth.
	economical	money-saving, resource-saving	My new washing machine is much more <b>economical</b> than my old one. It uses only half as much water for each cycle.
	economics	field of study	Our brochure offers a description of the Department of <b>Economics</b> for current and prospective students.
	economy	system of economic activity in the world	We must make sure that our <b>economy</b> continues to grow.
especially / specially	especially	particularly	I love the mountains, <b>especially</b> in winter.
	specially	only for that person or purpose	Our audio tour was <b>specially</b> designed for visually-impaired visitors.
historic / historical	historic	important in history	Do you remember the party's <b>historic</b> election victory in 1984?
	historical	existing in the past	I am reading a book on the educational system's <b>historical</b> background.
opportunity / possibility	opportunity	chance	At the open day you will have the <b>opportunity</b> to gather information on all aspects of university life.
	possibility	option	You have the <b>possibility</b> to choose between many optional subjects.
personal / personnel	personal	belonging to a person	How do you plan your <b>personal</b> finances?
	personnel	employees	It is a wonderful hotel; the <b>personnel</b> are always pleasant and helpful.

price / prize	price	how much it costs	What's the <b>price</b> of that necklace?
	prize	award	He won the <b>prize</b> for best short film.
principal / principle	principal	person having a leading role / highest in importance	The purpose of this paper is to inform you of the <b>principal</b> findings from our research.
	principle	rule or standard	Helen wrote an essay on the <b>principle</b> of sustainable development.

### 3.1.4. Prepositions

Listing all fixed prepositions here is beyond the scope of this guide. However, below is a list of verbs, nouns and adjectives with fixed prepositions that often cause doubt.

verb, noun or adjective	fixed preposition	example
an attitude	towards / to	What is your attitude <b>towards/to</b> working as part of a team?
a demand	for	Today there is a large demand <b>for</b> gluten-free products.
a reason	for	What's your reason <b>for</b> being late?
a risk	of	We had to move on as there was a risk <b>of</b> flooding.
angry	with	I was so angry <b>with</b> Pete I didn't speak to him for days.
different	from	How is patent work different <b>from</b> other areas of law?
interested	in	I've always been interested <b>in</b> gardening.
typical	of	This design is typical <b>of</b> that region.
apply	(1) to / (2) for	(1) VAT applies <b>to</b> persons who reside, have a permanent address, or are established in the European Union. / (2) You need to apply <b>for</b> a place at that school as soon as possible.
approve	of	I don't approve <b>of</b> smoking in restaurants.
inform (someone)	of	We will inform you <b>of</b> the outcome of the investigation.
look	(1) at / (2) for / (3) into	(1) Look <b>at</b> that bird – it's huge! / (2) Hang on. I am still looking <b>for</b> my keys. / (3) In this paper we look <b>into</b> the governance of natural resources.
participate	in	I'm hoping to participate <b>in</b> the conference next week, so I will not be in the office.
provide (someone)	with	I will provide you <b>with</b> all documents related to my research.
react	to	How will Becky react <b>to</b> Ron's surprising comments?
reply	to	We will reply <b>to</b> your email within three working days.
respond	to	How will the government respond <b>to</b> Friday's strike?
suffer	from	Most of my family suffer <b>from</b> hay fever.

## 3.2. Spelling

### 3.2.1. -ce / -se

British English		American English	
noun	verb	noun	verb
A piece of <b>advice</b> (= also AmE)	To <b>advise</b> (= also AmE)	A piece of <b>advice</b> (= also BrE)	To <b>advise</b> (= also BrE)
A <b>device</b> (= also AmE)	To <b>devise</b> (= also AmE)	A <b>device</b> (= also BrE)	To <b>devise</b> (= also BrE)
A <b>practice</b> (= also AmE)	(!) To <b>practise</b>	A <b>practice</b> (= also BrE)	(!) To <b>practice</b>
(!) A <b>licence</b>	To <b>license</b> (= also AmE)	(!) A <b>license</b>	To <b>license</b> (= also BrE)
(!) <b>Defence</b>		(!) <b>Defense</b>	
(!) <b>Offence</b>		(!) <b>Offense</b>	

### 3.2.2. Doubling of Final Consonant before –ing, -er, -ed

If a word ends in a vowel + a consonant and you add the suffixes –ing, -er, or –ed, the final consonant of the base word is doubled when the final syllable is stressed.

*e.g.* bigger, planned, hitting, beginning, referred

*but:* opening, offered

When the base word has more syllables and ends in the letter -l the -l is always doubled in British English.

*e.g.* travelled, cancelling

### 3.2.3. Plural

Singular	Rule	Example
Basic rule: + -s  Please note that the plural form <i>never</i> has an apostrophe: taxis, NGOs, the 90s There is one exception to this: the plural of letters: e.g. my name is written with two o's	Most words are + -s	Trains, studios, PCs, the 1900s
Word ending in –y	Consonant + -y: -> ies Vowel + -y: + -s	Baby – babies Boy - boys
Words ending in –ch, -s, -sh or –x	+ -es	Churches, buses, bushes, taxes
Words ending in –f	Most: -> -ves Exceptions! Roofs, beliefs, chefs, etc.	leaf - leaves
Words ending in –o	Some: + -s Some + -es	kilos, photos, pianos, pros potatoes, tomatoes, vetoes



There are a few irregular plurals:

Singular	Plural
man	men
woman	women
child	children
foot	feet
tooth	teeth
mouse	mice
deer	deer
sheep	sheep
ox	oxen
fish	fish or fishes

### 3.2.4. Genitive

Basic word		Rule	Example
Word ends in <b>other letter or sound</b> than -s		+ -'s	The owner's mailbox The children's room Benny's computer
Word ends in -s (letter or sound, e.g. -x),	The basic word is singular	+ -'s	The boss's wife The fox's tail Charles's address
	The basic word is plural	+ -'	The wives' stories The foxes' tails The Andersons' new car

### 3.2.5. Confusing Spelling

Set	Word	Use	Example
choose / chose	choose	Infinitive and present tense form	When will you <b>choose</b> your holiday destination?
	chose	Simple past form	Last summer we <b>chose</b> to go to Egypt.
loose / lose	loose	Adjective	She always wears <b>loose</b> clothes.
	lose	Verb	Don't <b>lose</b> your keys!
of / off	of	Most commonly a preposition	I am thinking <b>of</b> moving to the UK.  This is the box <b>of</b> that CD.
	off	Most commonly an adverb used in conjunction with verbs	Could you switch <b>off</b> the lights, please?  The plane took <b>off</b> at 9.36.

then / than	then	Indicates time	First I checked the spelling, <b>then</b> I sent it off.
	than	Indicates comparison	Amy is taller <b>than</b> Rhonda.
to / too	to	Preposition	I did it <b>to</b> lose some weight.  How did she react <b>to</b> your proposal?
	too	Adverb meaning <i>too much</i> or <i>as well</i>	It is <b>too</b> early, I'm not going in!  I love you <b>too</b> !
who's / whose	who's	Contraction of <i>who is</i>	<b>Who's</b> that man in the black hat?
	whose	Possessive pronoun	<b>Whose</b> car is this?
you're / your	you're	Contraction of <i>you are</i>	<b>You're</b> late, Flynn!
	your	Possessive pronoun	Is this <b>your</b> bag?
they're / their / there	they're	Contraction of <i>they are</i>	<b>They're</b> doing it to help Ian.
	their	Possessive pronoun	This is <b>their</b> new house.
	there	Adverb of place	They have been living <b>there</b> since 1992.

### 3.2.6. Compound Nouns

There are three ways to write compounds in English:

Closed form (one word)	e.g. notebook, microcosm, recapitulate
Hyphenated form (with a hyphen: -)	e.g. mass-produced, post-war, re-enter, twenty-year-old
Open form (two separate words)	e.g. sports facilities, work permit, product development, home address Please note that in English you write <i>South Africa</i> without a hyphen.

There are no rules as to which spelling is correct for compounds. So, when in doubt, look them up in a dictionary. Some compounds can be written in different ways (e.g. postnatal or post-natal).

Hyphenated compounds may be coordinated. This means that when they are used in a series where only the first part of the word (before the hyphen) differs, the second part can be left out in the first element and only the hyphen is left.

e.g. gamma- and beta-emitters, acid- and heat-resistant, hot- and cold-rolled products

However, when compounds are not hyphenated (closed compounds) they should not be coordinated but must be written out in full twice.

e.g. macrostructural and microstructural changes, minicomputers and microcomputers, agricultural inputs and outputs

Please note that this is different in Dutch: in Dutch it would be perfectly feasible to write in-en output even when both coordinated compounds are spelled without a hyphen (e.g. input, output).

### 3.2.7. British versus American Spelling

The main differences between British and American spelling can be summarised as follows:

Difference	British English	American English
- our / -or	behaviour, labour	behavior, labor
-re / -er	centre, theatre	center, theater
-gue / -g	dialogue, catalogue	dialog, catalog
-mme / -m	programme, <u>but</u> computer program  Please note that a computer program is always spelled <i>program</i> , also in British English.	program
-ll- / -l-	traveller, cancelled	traveler, canceled
-(i)se / -(i)ze	organise, analyse  Please note that both spellings are acceptable in British English. The preferred and most common form in the UK is still -ise, but verbs ending in -ize are becoming increasingly common.	organize, analyze
-t / -ed	learnt, spelt	learned, spelled
-ae- / -e-	gynaecologist, anaemia	gynecologist, anemia

The following table lists words commonly used in a university context that are spelt differently in British and American English.

British English	American English
programme	program
to enrol (enrolled, enrolling)	to enroll (enrolled, enrolling)
enrolment	enrollment
counsellor	counselor
counselling	counseling
harbour	harbor
labour	labor
behaviour	behavior
centre	center
paediatrics	pediatrics
orthopaedics	orthopedics
gynaecology	gynecology
specialisation	specialization
organisation	organization
hospitalisation	hospitalization
characterisation	characterization
standardised	standardized
subsidised	subsidized

### 3.2.8. List of Typically Misspelt Words

accommodation	assessment	embarrass	separate
acknowledge	assistant	explicitly	successful
acquire	at random	immediately	to what extent
address	committee	possession	transparent
aggressive	consensus	recommend	until but till

Please note that the suffix –ful, is always written with one l: beautiful, harmful, useful, etc.

### 3.3. Language Use

#### 3.3.1. Singular or Plural?

Generally, agreement between the subject and verb of a sentence is quite straightforward. However, there are some misleading contexts where the number (singular or plural) of verbs or nouns is not that obvious. Below are a few rules and examples that may help you avoid making mistakes.

Number	Topic	Rule	Example
1. Singular	a. it is	The pronoun <i>it</i> is always followed by a singular verb, even when the noun following <i>it is</i> is a plural one.	Oh look! It is the neighbours!  It is lorries in particular that cause most damage.  It was the youngest students who obtained the highest scores.
	b. means, series, politics, crossroads, etc.	Some singular nouns look like plurals. Their plural form is identical to the singular form.	Skiing was originally seen as a means of travel.  This new series of books costs less than the previous series.
	c. a ten-minute break, a five-year-old girl, a twelve-kilometre walk, etc.	Plural expressions with numbers used as adjectives have a singular noun.	We are going on a three-day trip to Athens.
	d. the Netherlands, the United Nations	Countries and organisations with a plural name actually function as singular nouns.	The United States is reconsidering its position.
2. Singular or Plural	a. none of, neither of, either of, any of	Some determiners can be followed by a singular or a plural verb. The plural verb tends to be more informal.	Neither of his parents is/are (more informal) willing to help.
	b. team, police, government, family, etc.	Some collective nouns are singular words but refer to a group of people. They can be followed by a singular or a plural verb, depending on whether you consider them an impersonal unit (singular) or a group of people (plural).	The police is/are still looking for the criminal.

3. Plural	a. 25% of, a number of ..., the majority of ..., one in five ..., etc.	Some expressions indicating a group are used with the plural when they are used with a plural reference. That means the verb agrees with the plural noun referring to the group, not with the singular noun referring to the amount or number.	One in five students take a gap year before starting their studies.  A significant number of our students are making good progress.
	b. their cars	When referring to a number of a certain thing it is <u>always</u> put in the plural, even if you regard them as singular entities.	All participants should bring their laptops.  You can only use computers 1, 2 and 4.

### 3.3.2. Is the verb followed by an ing-form or a to-infinitive?

Some verbs can only be followed by a gerund (ing-form), while others have to be followed by the to-infinitive of a verb. There are also verbs that can be followed by both forms, and this sometimes – but not always – has an effect on meaning. The lists below present the typical structures of some important verbs.

(1) Verbs that can be followed by gerunds or to-infinitives, with little or no difference in meaning:

verb	example
begin	She began <b>typing / to type</b> .
can't bear	I can't bear <b>watching / to watch</b> that film.
can't stand	I can't stand <b>eating / to eat</b> alone.
continue	He continued <b>singing / to sing</b> .
hate	I hate <b>studying / to study</b> .
like	I like <b>travelling / to travel</b> .
love	I love <b>eating out / to eat out</b> .
prefer	I prefer <b>leaving / to leave</b> on Monday.
propose	I propose <b>meeting / to meet</b> next week.
start	I started <b>playing / to play</b> the guitar when I was eight.

(2) Verbs that can be followed by gerunds or by object (person) + to-infinitives, with little or no difference in meaning:

verb	example
advise	I advise <b>phoning / you to phone</b> earlier.
allow	We allow <b>talking / students to talk</b> in class.
encourage	We encourage <b>trying / you to try</b> first.
permit	The program permits <b>deleting / users to delete</b> items.
require	The application requires <b>sending / you to send</b> updates.

(3) Common verbs that can be followed by gerunds or to-infinitives, with a difference in meaning:

verb	difference?	example
forget	ING: forget that you did something	I will never forget meeting my idol.
	TO: forget you need to do something	I always forget to lock the door.
remember	ING: remember that you did something	I remember hiding in the cellar when the storm struck.
	TO: remember you need to do something	Remember to close the window.
stop	ING: stop what you are doing	He stopped smoking.
	TO: pause in order to do something	He stopped to pick some berries.
try	ING: do an experiment	I tried drinking hot milk, but it didn't work.
	TO: make an effort	I tried to bend it, but I couldn't.

(4) Verbs and phrases that can only be followed by gerunds (ing-forms):

admit	detest	imagine	object to
appreciate	dislike	involve	practise
avoid	enjoy	keep	resent
be used to	face	look forward to	risk
consider	feel like	mention	suggest
delay	finish	mind	
deny	give up	miss	

e.g. I am used to **sitting** in the back – it's normal for me.

(5) Verbs that can only be followed by to-infinitives:

afford	decide	manage	seem
agree	demand	mean	swear
appear	deserve	need	tend
arrange	expect	offer	threaten
ask	fail	plan	wait
choose	hesitate	prepare	want
claim	hope	pretend	wish
dare (also + bare infinitive)	intend	promise	would like
	learn	refuse	

e.g. He threatened **to leave**.

## 3.4. Punctuation

The description of punctuation rules in English below only comprises information that might be new to you. It excludes those rules which everyone with at least a basic knowledge of English will know (such as a full stop (.) is used at the end of a sentence).

### 3.4.1. Terminology

x.	Full stop
x,	Comma
x's	Apostrophe
x;	Semi-colon
x:	Colon
-x	Dash

### 3.4.2. Conventions

Symbol	Use	Examples
1. x,	The use of the comma cannot be learned by rule as not all rules are straightforward and there is no consensus on all rules. The following list presents the most common uses of commas.	
	a. in lists to separate three or more items	Auction items include bedside cabinets, wooden chests, beds and armchairs.
	b. after most linking words that come at the beginning or in the middle of a sentence	However, sales continued to rise. Sales, however, continued to rise.
	c. to join two complete sentences into a single sentence, before one of the connecting words <i>and</i> , <i>or</i> , <i>nor</i> , <i>but</i> , <i>while</i> , <i>so</i> and <i>yet</i>	It may be inconvenient, but it is rarely dangerous. I am very busy, and I cannot promise I will reply to your email today.
	d. in non-defining relative clauses	The Quality Control Manager, who works in that office, has called in sick today.
	e. following subordinate clauses that open sentences	Since we have no control over that particular folder, we are not responsible for its contents.
	f. in non-essential, by-the-way information (brackets or dashes could be used for this purpose as well)	On Monday, my most productive day of the week, I work until 8.
	g. to clarify potentially confusing sentences or awkward word combinations (to help the reader)	Wherever you go, go now.  Please note that you normally do not separate two verbs by a comma in English, as you would do in Dutch, e.g. Why I refuse will be explained later on.
h. to introduce short quotations (for longer quotations colons are used instead)	The guard shouted, 'don't touch that!'	



Symbol	Use	Examples
2. x's	a. Genitives	This is Kelly's new computer.
	b. Plurals of letters	It is spelt with three t's
	c. Contractions	You can't tell anyone!
	d. Use single quotation marks (') for direct speech and quotations	Sandy asked, 'Why are you sad?'  Please note that if the quotation is a full sentence, the final punctuation mark is written within the quotation marks and no extra full stop is needed. If the quotation is not a full sentence, the final quotation mark precedes the concluding full stop, question mark or exclamation mark.
	e. <b>Double quotation marks</b> (") are used for quotes within quotes	He shouted, 'Why did you say, "You're history"?'
	f. Use <b>italics</b> for terms that have a special significance, that are foreign or that you want to discuss in your text.  Please note that in Dutch quotation marks are often used in this case.	It requires <i>inter alia</i> the creation of new programmes.  I will discuss the origin of the word <i>pun</i> in English.
3. x;	a. to separate the parts of a compound sentence that are not joined by a conjunction (the conjunction is implicit)	I never drink coffee; I don't like the taste.
	b. to separate long items in a list, particularly if there are commas inside some items	Today's speakers are Professor Carson, University of Manchester; Professor McGregor, University of Leeds; Professor Heinz, University of Lancaster; and Professor Wallace, University of Exeter.
4. x:	a. to introduce items in a list	You only need the following documents: your identity card, CV and contract.
	b. before explanations	There is one important reason why you should do it: you'll finally meet Alistair.
	c. to introduce long quotations (for shorter quotations commas are used instead)	My boss always says: 'Don't count your chickens before they have hatched.'

Please note that three points (...ellipsis) are not used to mean etc. in English. Always use etc. instead.

## 4. Terminology list

### 4.1. Dutch -> English

Dutch	English	alternatives
<b>A</b>		
<i>aanbevelingsbrief</i>	letter of recommendation	
<i>aankoopdienst</i>	purchasing office	
<i>aanstaande student</i>	prospective student	
<i>aanstelling (vaste benoeming)</i>	tenure	
<i>AAP (assisterend academisch personeel)</i>	Assistant Academic Personnel	Assistant Academic Staff (non-tenured Assistant Academic Staff members / research and teaching assistants)
<i>abdominale heelkunde</i>	abdominal surgery	
<i>abdominale transplantatieheelkunde</i>	abdominal transplant surgery	
<i>abituriënten (studenten in het laatste jaar van het secundair onderwijs)</i>	secondary school-leavers	
<i>academicus</i>	academic	scholar
<i>Academie voor Schone Kunsten (Koninklijke), KASK</i>	Royal Academy of Fine Arts	
<i>academisch jaar</i>	academic year	
<i>academisch medewerker</i>	academic staff member	
<i>academisch personeel</i>	academic personnel	academic staff
<i>academisch verantwoordelijke</i>	academic coordinator	
<i>academische graad</i>	university degree	academic degree
<i>academische kalender</i>	academic calendar	
<i>academische lerarenopleiding</i>	academic teacher training programme	
<i>academische vaardigheden</i>	academic skills	
<i>accommodatie</i>	accommodation	
<i>accounting</i>	accounting	
<i>accreditatie</i>	accreditation	
<i>accreditatie-organisatie (zie ook: NVAO)</i>	accreditation organisation	
<i>actuariële wetenschappen</i>	actuarial sciences	
<i>Administratief Departement Onderzoek (ADOC)</i>	Research Administration Office (ADOC)	
<i>Administratief en Technisch Personeel (ATP)</i>	Administrative and Technical Personnel	Administrative and Technical Staff
<i>administratief medewerker</i>	secretarial assistant	
<i>ADOC</i>	Research Administration Office (ADOC)	
<i>adviesraad</i>	Advisory Board	
<i>afspraak</i>	appointment	
<i>afspraak maken</i>	make an appointment	
<i>afstandsonderwijs</i>	distance learning	

Dutch	English	alternatives
<i>afvalophaling</i>	waste collection	
<i>algebra, geometrie en labo intelligente systemen</i>	Algebra, Geometry and Intelligent Systems Lab	
<i>Algemeen Beheerder</i>	Chair of the Board of Administration	
<i>algemene economie</i>	general economics	
<i>algemene inwendige geneeskunde</i>	general internal medicine	
<i>algemene studentenbegeleiding</i>	general student counselling	
<i>allochtone studenten</i>	ethnic minority students	minority ethnic students/ students from ethnic minorities
<i>alumniwerking</i>	alumni office	
<i>analytische en topologische structuren</i>	Analytical and Topological Structures	
<i>anatomie en embryologie</i>	Anatomy and Embryology	
<i>anatomie en embryologie van de mens</i>	Human Anatomy and Embryology	
<i>anatomie, embryologie en pathologische anatomie van de huisdieren</i>	Anatomy, Embryology and Pathological Anatomy of Domestic Animals	
<i>anatomo-pathologie</i>	Pathologic Anatomy	
<i>andragogiek</i>	continued education	andragogy
<i>anesthesiologie</i>	anaesthesiology	
<i>animalarium</i>	animalarium	
<i>anorganische scheikunde</i>	inorganic chemistry	
<i>Antwerps Centrum voor Migrantenstudies</i>	Antwerp Centre for Migrant Studies	
<i>Antwerpse hogescholen</i>	Antwerp university colleges	
<i>arbeidsgeneeskunde</i>	Industrial Medicine (occupational medicine)	
<i>arcademia</i>	Arcademia	
<i>architectuur</i>	Architecture	
<i>archivistiek</i>	Archival Science	
<i>Armoede, Sociale Uitsluiting en Stad</i>	Poverty, Social Exclusion and the City	
<i>Artesis Hogeschool</i>	Artesis University College	
<i>aspirant</i>	aspirant	
<i>assistent (universiteit)</i>	assistant	
<i>assistent (ziekenhuis)</i>	specialty registrar	
<i>assisterend academisch personeel (AAP)</i>	Assistant Academic Personnel	Assistant Academic Staff (non-tenured Assistant Academic Staff members / research and teaching assistants)
<i>associatie</i>	association	
<i>Associatie Universiteit en Hogescholen Antwerpen (AUHA)</i>	Antwerp University Association	
<i>astrofysica</i>	astrophysics	
<i>ATP (Administratief en Technisch Personeel)</i>	Administrative and Technical Personnel	Administrative and Technical Staff

Dutch	English	alternatives
<i>auditcomité</i>	audit committee	
AUHA	Antwerp University Association	
<i>aula</i>	lecture hall	
<b>B</b>		
<i>bachelor-masterstructuur</i>	Bachelor-Master structure	Bachelor's-Master's structure
<i>bacheloropleiding</i>	Bachelor programme	Bachelor's programme
BAP (Bijzonder Academisch Personeel)	non-statutory academic personnel	non-statutory academic staff
<i>bedrijfscommunicatie</i>	Business Communication	
<i>bedrijfskunde</i>	Business Administration	
<i>beëdigde vertaling</i>	sworn translation	
<i>begaafdheidsonderzoek</i>	giftedness research	
<i>begroting</i>	budget	
Beheerder (van universiteit)	Member of the Board of Administration	
<i>beleid</i>	policy	
<i>beleidsinformatica</i>	Management Information Systems	
<i>beleidsvoorbereidend onderzoek</i>	policy research	
<i>benoeming (vaste)</i>	tenure	
<i>beoordeling</i>	assessment	
<i>beoordelingsschaal</i>	grading scale	
<i>beroepsvervolmaking</i>	professionalisation	
<i>bestuur</i>	board	council, committee
<i>bestuurscollege</i>	Board of Directors	
<i>beurs</i>	scholarship	
<i>bevestiging van ontvangst</i>	confirmation of receipt	
<i>bewaking en beveiliging</i>	Surveillance and Security	
<i>bewijs van inschrijving</i>	proof of enrolment	
<i>bezoldigd</i>	remunerated	
Bijzonder Academisch Personeel (BAP)	non-statutory academic personnel	non-statutory academic staff
Bijzonder Onderzoeksfonds (BOF)	University Research Fund	
<i>biochemie</i>	biochemistry	
<i>biochemie en biotechnologie</i>	Biochemistry and Biotechnology	
<i>biochemie van de mens</i>	Human Biochemistry	
<i>bio-imaging</i>	bio-imaging	
<i>bio-ingenieurswetenschappen</i>	Bio-engineering Sciences	
<i>biologie</i>	biology	
<i>biomedische fysica</i>	biomedical physics	
<i>biomedische wetenschappen</i>	Biomedical Sciences	
<i>bio-organische massaspectrometrie</i>	Bio-organic Mass Spectrometry	
<i>biotechnologie</i>	Biotechnology	
<i>bloedziekte</i>	haematologic disease	
<i>blok (studieperiode)</i>	cramming period	

Dutch	English	alternatives
<i>blokken (voor een examen)</i>	cram (for an exam)	swot
BOF	University Research Fund	
<i>bouw &amp; verbouwingen</i>	Construction & Renovation	
<i>brandverzekering</i>	fire insurance	
<i>buitengewoon hoogleraar</i>	part-time full professor	
<i>buitenlands beleid</i>	foreign policy	
<i>buitenlands beleid, toerisme en recreatie</i>	Foreign Policy, Tourism and Recreation	
<i>bursaal</i>	scholarship student	

C		
<i>cafeteria</i>	cafeteria	
<i>cardiale heelkunde</i>	Cardiac Surgery	
<i>cardiologie</i>	Cardiology	
<i>cel [van organisatie]</i>	unit	
<i>cel- en weefselleer</i>	Histology	
<i>celcoördinator</i>	unit coordinator	
<i>cellulaire biochemie</i>	Cellular Biochemistry	
<i>centrale aankoopdienst</i>	Central Purchasing Office	Central Procurement Services
<i>centrale diensten</i>	Central Services	
<i>Centre for European and International Business Education and Research</i>	Centre for European and International Business Education and Research	
<i>centrum</i>	centre	
<i>Centrum Grondslagen van het Recht</i>	Centre for the Foundations of Law	
<i>Centrum Mexicaanse Studies</i>	Centre for Mexican Studies	
<i>Centrum Nascholing Onderwijs</i>	In-service Teacher Training Centre	
<i>Centrum voor Andragogiek</i>	Centre for Continued Education	
<i>Centrum voor Begaafdheidsonderzoek</i>	Centre for the Study of Giftedness	
<i>Centrum voor Beroepsvervolmaking rechten</i>	Centre for Professionalisation in Law	
<i>Centrum voor Rechtssociologie</i>	Centre for the Sociology of Law	
<i>Centrum voor Sociaal Beleid</i>	Centre for Social Policy	
<i>Centrum voor Vrouwenstudies</i>	Centre for Women's Studies	
<i>cesuur</i>	pass mark	
<i>chemometrie</i>	Chemometrics	
<i>chromatografische organische sporenanalyse</i>	Chromatographic Organic Trace Analysis	
<i>cijfer (punt)</i>	mark	
<i>cijferlijst (puntenlijst)</i>	list of marks	
<i>co-decaan</i>	associate dean	
<i>college [hoorcollege]</i>	lecture	
<i>College van Beheer</i>	Board of Administration	
<i>College van Decanen</i>	Council of Deans	
<i>college[bestuur]</i>	board	

Dutch	English	alternatives
<i>comité</i>	committee	
<i>commissie</i>	commission	
<i>Commissie Bijzondere Inschrijvingen (TEW)</i>	Faculty enrolment board (TEW)	
<i>Commissie Cultuur</i>	Culture Commission	Culture Committee
<i>Commissie Internationale Relaties</i>	International relations committee	
<i>commissie van academisch verantwoordelijken</i>	Council of academic coordinators	
<i>commissie van coördinatoren</i>	Council of course coordinators	
<i>communicatie</i>	Communication	
<i>communicatiewetenschappen</i>	Communication Sciences	
<i>competentiegericht onderwijs</i>	Competence-driven education	
<i>complexchemie</i>	Coordination Chemistry	
<i>Computational Modelling and Programming (COMP)</i>	Computational Modelling and Programming	
<i>Computer Arithmetic and Numerical Techniques (CANT)</i>	Computer Arithmetic and Numerical Techniques	
<i>conciërge</i>	porter	
<i>conciërgewoning</i>	porter's lodge	
<i>conservatie en restauratie</i>	Conservation and Restoration	
<i>conservatorium</i>	conservatoire	academy of music
<i>coördinator</i>	coordinator	
<i>copromotor</i>	second supervisor	
<i>cryospectroscopie</i>	cryospectroscopy	
<i>cursus</i>	course	
<i>cursusaanbod</i>	courses on offer	
<i>cursusbeschrijving</i>	course description	
<i>cursusmateriaal</i>	course materials	

## D

<i>dagelijks bestuur</i>	executive committee	
<i>dagonderwijs</i>	daytime classes	
<i>decaan</i>	dean	
<i>decaanaat</i>	dean's office	
<i>deeltijdonderwijs</i>	part-time study programmes	
<i>departement</i>	department	
<i>Departement Accounting en Financiering</i>	Department of Accounting and Finance	
<i>Departement Algemene Economie</i>	Department of Economics	
<i>Departement Beleidsinformatica</i>	Department of Management Information Systems	
<i>Departement Bibliotheek</i>	Library Department	
<i>Departement Biologie</i>	Department of Biology	
<i>Departement BMW</i>	Department of Biomedical Sciences	
<i>Departement Communicatie</i>	Communications Department	
<i>Departement Communicatiewetenschappen</i>	Department of Communication Sciences	

Dutch	English	alternatives
<i>Departement Diergeneeskundige Wetenschappen</i>	Department of Veterinary Sciences	
<i>Departement Farmaceutische Wetenschappen</i>	Department of Pharmaceutical Sciences	
<i>Departement Financien</i>	Finance Department	
<i>Departement Fysica</i>	Department of Physics	
<i>Departement Geschiedenis</i>	Department of History	
<i>Departement Infrastructuur</i>	Infrastructure Department	
<i>Departement Internat. Economie, Internat. Manag. en Diplomatie</i>	Department of International Economics, International Management and Diplomacy	
<i>Departement Internationale Bedrijfscommunicatie</i>	Department of International Business Communication	
<i>Departement Letterkunde</i>	Department of Literature	
<i>Departement Management</i>	Department of Management	
<i>Departement Marketing</i>	Department of Marketing	
<i>Departement Milieu en Technologiemanagement</i>	Department of Environment, Technology and Technology Management	
<i>Departement Moleculaire Genetica</i>	Department of Molecular Genetics	
<i>Departement Onderwijs</i>	Education Department	
<i>Departement Onderzoek</i>	Research Coordination and Administration Department	
<i>Departement Personeel &amp; Organisatie</i>	Human Resources Department	
<i>Departement Politieke Wetenschappen</i>	Department of Political Sciences	
<i>Departement Scheikunde</i>	Department of Chemistry	
<i>Departement Sociologie</i>	Department of Sociology	
<i>Departement Stafdiensten Rector</i>	Rector's Office	
<i>Departement Studentgerichte Diensten</i>	Student Services Department	
<i>Departement Taalkunde</i>	Department of Linguistics	
<i>Departement Toegepaste Biologische Wetenschappen</i>	Department of Applied Biological Sciences	
<i>Departement Transport en Ruimtelijke Economie</i>	Department of Transport and Regional Economics	
<i>Departement Universiteit en Samenleving</i>	University and Community Department	
<i>Departement Wijsbegeerte</i>	Department of Philosophy	
<i>Departement Wiskunde en Statistiek</i>	Department of Mathematics, Statistics and Actuarial Sciences	
<i>departementshoofd (administratief)</i>	Head of Department	
<i>departementsraad</i>	Departmental Board	
<i>departementsvoorzitter (academisch)</i>	Chair of Department	
<i>Department ICT</i>	ICT Department	
<i>dermatologie</i>	Dermatology	
<i>didactiek</i>	didactics	
<i>didactische werkvorm</i>	teaching method	

Dutch	English	alternatives
<i>Dienst Applicaties &amp; Ontwikkeling</i>	Applications and Development Office	
<i>Dienst Financiële Operaties</i>	Financial Operations	
<i>Dienst Gebouwen</i>	Buildings Department	Facility Department
<i>Dienst Internationale Samenwerking</i>	International Relations Office	
<i>Dienst Managementondersteuning</i>	Management Support	
<i>Dienst Studentenadministratie</i>	Student Administration Office	Registrar's Office
<i>Dienst Studenteninformatie &amp; -Onthaal</i>	Student Information & Reception Office	
<i>Dienst Studiefinanciering</i>	Student Funding Services	
<i>Dienst UA-catering</i>	University of Antwerp Catering Services	
<i>Dienst voor studietoelichting, advies en planning</i>	Student support services	
<i>diensten afhankelijk van college van beheer</i>	Services under the management of the Board of Administration	
<i>diensten onder beheer van de raad van bestuur</i>	Services under the management of the Board of Governors	
<i>diensten onder het beheer van de rector</i>	Services under the management of the Rector	
<i>dienstverlening (wetenschappelijke &amp; maatschappelijke)</i>	Services (to the University and the Community)	
<i>dierenecologie</i>	Animal Ecology	
<i>diergeneeskunde</i>	Veterinary Medicine	
<i>diploma</i>	degree certificate	diploma
<i>directiecomité</i>	Management Committee	
<i>discussiecollege</i>	seminar	
<i>docent</i>	lecturer	
<i>docent (bv. Engels)</i>	lecturer in (English)	
<i>doctor</i>	doctor	
<i>doctoraat (thesis)</i>	doctoral thesis	PhD
<i>doctoraatsbeurs</i>	doctoral grant	
<i>doctoraatsbursaal</i>	doctoral grant holder	
<i>doctoraatscommissie</i>	PhD Commission	
<i>doctoraatsopleiding</i>	doctoral programme	PhD programme
<i>doctoraatsstudent</i>	PhD student	
<i>doctorandus</i>	PhD student	PhD candidate
<i>doctor-assistent</i>	doctoral assistant	postdoc research assistant, senior researcher (postdoc)
<i>doelgroepencommunicatie</i>	target group communication	
<i>dokter</i>	medical doctor	
<i>doktersbriefje</i>	doctor's certificate	
<i>doorstroomdiploma</i>	intermediate degree	
<i>dossier</i>	file	
<i>duurzame ontwikkeling</i>	sustainable development	



Dutch	English	alternatives
<b>E</b>		
<i>Ecofysiologie, biochemie en toxicologie</i>	Ecophysiology, Biochemistry and Toxicology	
<i>economie (algemeen)</i>	economy	
<i>economie (vakgebied)</i>	economics	
<i>economisch beleid</i>	economic policy	
<i>ecosysteembeheer</i>	Ecosystem Management	
<i>ECTS credits</i>	ECTS credits	
<i>eenheid (van organisatie)</i>	unit	
<i>eerste cyclus</i>	first cycle	
<i>eerste geldstroom</i>	first-flow funding	
<i>eerste inschrijving</i>	first enrolment	
<i>eerste zit (examens)</i>	first session examination	
<i>eerstejaarsstudent</i>	first-year student	freshman
<i>EILC beurs</i>	EILC grant	
<i>eindcijfer (punten)</i>	final mark	
<i>eindexamen</i>	final examination	
<i>eindredactie publicaties</i>	Editorial Advice	
<i>eindtermen</i>	learning outcomes	
<i>eiwitchemie</i>	Protein Chemistry	
<i>electronenmicroscopie</i>	Electron Microscopy	
<i>elektronenmicroscopie voor Materiaalonderzoek</i>	Electron Microscopy for Materials Science	
<i>elementaire deeltjes fysica</i>	Physics of Elementary Particles	Elementary Particle Physics
<i>Emerging Computational Techniques (ECT)</i>	Emerging Computational Techniques	
<i>emeritus</i>	emeritus	
<i>endocrinologie</i>	Endocrinology	
<i>epidemiologie</i>	Epidemiology	
<i>eredoctoraat</i>	honorary doctorate	
<i>ethologie</i>	Behaviour and Ecology	
<i>evaluatie</i>	assessment	
<i>evaluatiemethode</i>	assessment method	
<i>evolutionaire biologie</i>	Evolutionary Biology	
<i>examen</i>	examination	exam
<i>examen afleggen</i>	take an examination	
<i>examencommissie</i>	Board of Examiners	Examinations Board
<i>examenperiode</i>	examination period	
<i>examinator</i>	examiner	
<i>experimentele fysica van de gecondenseerde materie</i>	Experimental Physics of Condensed Matter	
<i>expertisecentrum</i>	centre of expertise	
<i>ExpertiseCentrum Hoger Onderwijs</i>	Centre of Expertise for Higher Education	
<i>extern aan de universiteit</i>	external to the university	

Dutch	English	alternatives
<b>F</b>		
<i>facultaire doctoraatscommissie</i>	Faculty PhD Commission	
<i>facultaire eenheden</i>	faculty units	
<i>faculteit</i>	faculty	
<i>Faculteit Farmaceutische, Biomedische en Diergeneeskundige Wetenschappen</i>	Faculty of Pharmaceutical, Biomedical and Veterinary Sciences	
<i>Faculteit FLW</i>	Faculty of Arts	
<i>Faculteit Geneeskunde en Gezondheidswetenschappen</i>	Faculty of Medicine and Health Sciences	
<i>Faculteit Letteren &amp; Wijsbegeerte</i>	Faculty of Arts	
<i>Faculteit Ontwerpwetenschappen</i>	Faculty of Design Sciences	
<i>Faculteit Politieke en Sociale Wetenschappen</i>	Faculty of Political and Social Sciences	
<i>Faculteit PSW</i>	Faculty of Political and Social Sciences	
<i>Faculteit Rechten</i>	Faculty of Law	
<i>Faculteit TEW</i>	Faculty of Applied Economics	Faculty of Applied Economic Sciences
<i>Faculteit Toegepaste Economische Wetenschappen</i>	Faculty of Applied Economics	Faculty of Applied Economic Sciences
<i>Faculteit Toegepaste Ingenieurswetenschappen</i>	Faculty of Applied Engineering	
<i>Faculteit Wetenschappen</i>	Faculty of Science	
<i>faculteitscoördinator</i>	Faculty Coordinator	
<i>faculteitsdirecteur</i>	Faculty Director	
<i>faculteitsraad</i>	Faculty Board	
<i>Farmaceutische, Biomedische en Diergeneeskundige Wetenschappen</i>	Pharmaceutical, Biomedical and Veterinary Sciences	
<i>Farmacognosie en Fytochemie</i>	Pharmacognosy and Phytochemistry	
<i>Farmacologie</i>	Pharmacology	
<i>fietshaven</i>	bike park	cycle park
<i>fietsverhuur</i>	bike rental	
<i>financiële dienst</i>	Finance Department	
<i>financiering</i>	finance	
<i>flexibilisering</i>	flexibilisation	
<i>fonds</i>	fund	
<i>Fonds voor Cultuurmanagement</i>	Fund for Culture Management	
<i>Fonds voor Wetenschappelijk Onderzoek (FWO)</i>	Research Foundation Flanders	Flemish research funding agency
<i>Formal Techniques in Software Engineering (FOTS)</i>	Formal Techniques in Software Engineering	
<i>formulier</i>	form	
<i>formulier invullen</i>	fill in a form	complete a form
<i>fraude</i>	fraud	
<i>functie</i>	position	job
<i>functiehouder</i>	incumbent	
<i>functietitel</i>	job title	
<i>functionele morfologie</i>	Functional Morphology	

Dutch	English	alternatives
<i>fuseren (van instellingen)</i>	merge	
<i>fusie (van instellingen)</i>	merger	
FWO	Research Foundation Flanders	Flemish research funding agency
<i>FWO post-doc researcher</i>	FWO postdoctoral researcher	
<i>FWO-aspirant</i>	FWO aspirant	
<i>fysiofarmacologie</i>	physiopharmacology	
<i>fysiologie van de huisdieren</i>	physiology of domestic animals	
<i>fysische geneeskunde</i>	Rehabilitation Medicine	

G		
<i>galenische en industriële farmacie en biofarmacie</i>	Galenic and Industrial Pharmacy and Biopharmacy	
<i>gastdocent</i>	visiting lecturer	guest lecturer
<i>gastland</i>	host country	
<i>gastlector</i>	visiting lecturer	guest lecturer
<i>gastprofessor</i>	visiting professor	guest professor
<i>gediplomeerde</i>	graduate	
<i>gedragsbiologie</i>	Behavioural Biology	
<i>gedragscode</i>	code of conduct	
<i>gegevens</i>	data	
<i>gelijke kansen</i>	equal opportunities	
<i>gelijkekansenbeleid</i>	equal opportunities policy	
<i>gemeubelde kamer</i>	furnished room	
<i>geneeskunde</i>	medicine	
<i>generatiestudent</i>	first-time student	
<i>genetica</i>	genetics	
<i>genootschap</i>	society	association
<i>gerechtelijke geneeskunde</i>	forensic medicine	
<i>geriatrie</i>	geriatrics	
<i>gericht onderzoek</i>	directed research	
<i>getuigschrift</i>	certificate	
<i>gewoon hoogleraar</i>	full professor	
<i>gezondheidseconomie</i>	health economics	
<i>gezondheidszorg</i>	health care	
<i>globale toelage</i>	lump sum	
<i>goede beheersing van het Engels</i>	good command of English	
<i>graad</i>	degree	
<i>graad verlenen</i>	award a degree	
<i>grafische afdeling</i>	Graphics Office	
<i>groendienst</i>	Greenery	
<i>grondslagen van het recht</i>	foundations of law	
<i>grootste onderscheiding</i>	greatest distinction	highest honours
<i>grote onderscheiding</i>	great distinction	high honours
<i>gynecologie-verloskunde</i>	Gynaecology/Obstetrics	

Dutch	English	alternatives
<b>H</b>		
<i>handelsingenieur (in de beleidsinformatica)</i>	Business Engineer (in Management Information Systems)	
<i>heelkunde</i>	surgery	
<i>heelkunde van de endocrinologische organen</i>	Endocrine Surgery	
<i>hematologie</i>	Haematology	
<i>herexamen</i>	resit	re-examination
<i>Herstellingen en onderhoud</i>	Repairs and Maintenance	
<i>Hoge Raad</i>	High Council	
<i>hoger onderwijs</i>	higher education	
<i>Hogere Zeevaartschool</i>	Antwerp Maritime Academy	
<i>hogeschool</i>	university college	Polytechnic, College of Higher Education
<i>home [voor studenten]</i>	student hall of residence	
<i>hoofddocent</i>	senior lecturer	
<i>hoogleraar</i>	professor	
<i>hoogopgeleid</i>	highly educated	
<i>hoorcollege</i>	lecture	
<i>hospitaisatie</i>	hospitalisation	
<i>huisarts</i>	general practitioner (GP)	
<i>huisartsgeneeskunde</i>	family medicine	
<i>huishoudelijk reglement</i>	standing regulations	
<i>huisvestingsdienst [voor studenten]</i>	Student Accommodation Office	
<i>huurder</i>	tenant	
<b>I</b>		
<i>ICHO</i>	Inter-institutional Centre for GP Training	
<i>IDEA - overlegcomité</i>	IDEA - Consultative Committee	
<i>identiteitskaart</i>	identity card	ID card
<i>immunologie</i>	Immunology	
<i>in oprichting</i>	under development	
<i>in overeenstemming met Bologna</i>	in compliance with the Bologna principles	
<i>Industrieel Onderzoeksfonds</i>	Industrial Research Fund	
<i>industriële wetenschappen (bouwkunde, chemie, elektronica-ICT, elektromechanica)</i>	Applied Engineering (Construction, Chemistry, Electronics-ICT, Electromechanics)	
<i>infectiologie en hygiëne</i>	Infectiology and Hygiene	
<i>informatica</i>	Computer Science	
<i>informatie - en bibliotheekwetenschap</i>	Information and Library Science	
<i>ingangsexamen</i>	entrance examination	
<i>ingeschreven (als student)</i>	enrolled	
<i>innovatie [beleid]</i>	innovation policy	

Dutch	English	alternatives
<i>inschrijven</i>	enrol	
<i>inschrijving</i>	enrolment	
<i>inschrijvingsformulier</i>	application form	
<i>inschrijvingsgeld</i>	tuition fee	enrolment fee, registration fee
<i>instaptest</i>	placement test	
<i>instellingsbestuur</i>	board of governors	
<i>instituten van de associatie</i>	Institutions of the Association	
<i>instituten van de ua</i>	University of Antwerp Institutions	
<i>instituut</i>	institute	
<i>Instituut voor Joodse Studies(IJS)</i>	Institute of Jewish Studies (IJS)	
<i>Instituut voor Milieu en Duurzame Ontwikkeling</i>	Institute of Environment and Sustainable Development	
<i>Instituut voor Onderwijs- en Informatiewetenschappen</i>	Institute of Education and Information Sciences	
<i>Instituut voor Ontwikkelingsbeheer en -Beleid(job)</i>	Institute of Development Management and Policy	
<i>Instituut voor Taal en Communicatie (Linguapolis)</i>	Institute for Language and Communication (Linguapolis)	
<i>intensieve zorgen</i>	Intensive Care	
<i>interdisciplinair</i>	interdisciplinary	
<i>interfacultaire cursus</i>	interfaculty course	
<i>interfacultaire eenheid (-heden)</i>	Interfaculty Unit/-s	
<i>interieurarchitectuur</i>	Interior Architecture	
<i>internationale bedrijfscommunicatie</i>	International Business Communication	
<i>interne audit</i>	Internal Audit	
<i>interne auditdienst</i>	Internal Audit Office	
<i>interne geneeskunde</i>	internal medicine	
<i>invullen</i>	fill in	complete
<i>ITMMA</i>	Institute of Transport and Maritime Management Antwerp	
<i>IUAP</i>	Interuniversity Poles of Attraction	
<i>IWT doctoraatsbeurs voor strategisch basisonderzoek (SBO)</i>	IWT doctoral grant for strategic research (SBO)	
<i>IWT mandaathouder</i>	IWT grant holder	

<b>J</b>		
<i>jaarprogramma</i>	academic year programme	
<i>jaarsverslag</i>	annual report	
<i>jeugdgezondheidszorg</i>	youth health care	
<i>jobdienst</i>	Student Jobs Office	
<i>juridische dienst</i>	Legal Services	
<i>juridische problemen</i>	judicial problems	

Dutch	English	alternatives
<b>K</b>		
<i>kalender</i>	calendar	
<i>Karel de Grote-Hogeschool</i>	Karel de Grote University College	
<i>kerstvakantie</i>	Christmas holiday	
<i>keuzevak</i>	optional course	
<i>kindergeneeskunde</i>	Paediatrics	
<i>kinderpsychiatrie</i>	Paediatric Psychiatry	
<i>klinieklector</i>	hospital lecturer	
<i>klinieklesgever</i>	hospital teacher	
<i>kliniekprofessor</i>	hospital professor	
<i>klinische farmacologie en toxicologie</i>	Clinical Pharmacology and Toxicology	
<i>Koninklijk Conservatorium Antwerpen</i>	Royal Antwerp Conservatoire	
<i>Koninklijke Academie voor Schone Kunsten (KASK)</i>	Royal Academy of Fine Arts	
<i>kosten voor elektriciteit, gas en water (EGW)</i>	water, electricity and heating costs	
<i>kot (studentenkamer)</i>	student room	
<i>kotweb</i>	student accommodation database	
<i>kunst op de campus</i>	Art on Campus	
<i>kunstacademie</i>	School of Arts	Academy of Arts
<i>kwaliteitsbeoordeling</i>	quality assessment	
<i>kwaliteitsbewaking / kwaliteitszorg</i>	quality assurance	
<i>kwaliteitsvereisten</i>	quality requirements	
<b>L</b>		
<i>Lab on Reengineering (LORE)</i>	Lab on Reengineering	
<i>laborant</i>	laboratory assistant	
<i>lager onderwijs</i>	primary education	
<i>lector (hogeschool)</i>	lector (at a university college)	
<i>leerdoel</i>	course objective	
<i>leermiddelen</i>	teaching material	
<i>leeromgeving</i>	learning environment	
<i>leerplan</i>	curriculum	
<i>leerresultaat</i>	academic achievement	
<i>leerstoel</i>	chair	
<i>leraar</i>	teacher	
<i>lerarenopleiding</i>	teacher training programme	
<i>lesgever</i>	teacher	
<i>lesrooster</i>	timetable	schedule
<i>letteren en wijsbegeerte</i>	Arts and Philosophy	
<i>lidgeld</i>	membership fee	
<i>life sciences</i>	Life Sciences	
<i>Linguapolis</i>	Linguapolis	
<i>logistieke dienst</i>	Logistics Office	

Dutch	English	alternatives
<i>logopedie</i>	speech therapy	
<i>loonbrief</i>	payslip	
<i>loopafstand</i>	walking distance	

M		
<i>mandaat</i>	fellowship	
<i>mandaatassistent</i>	academic assistant	
<i>mandaathouder</i>	grant holder	
<i>massaspectrometrie</i>	Mass Spectrometry	
<i>master in de</i>	Master in	
<i>master-na-masteropleiding</i>	Advanced Master programme	Advanced Master's programme
<i>masteropleiding</i>	Master programme	Master's programme
<i>masterproef</i>	Master dissertation	Master's dissertation (thesis)
<i>mechanische werkplaats</i>	Mechanics Workshop	
<i>medewerker</i>	collaborator	staff member
<i>medicinale chemie</i>	Medicinal Chemistry	
<i>medische beeldvorming</i>	Medical Imaging	
<i>medische biochemie en radiofarmacie</i>	Medical Biochemistry and Radiopharmacy	
<i>medische demografie</i>	Medical Demography	
<i>medische dienst</i>	Medical Service	
<i>medische elektronica en hoorwetenschappen</i>	Medical Electronics and Audiology	
<i>medische genetica</i>	Medical Genetics	
<i>medische microbiologie</i>	Medical Microbiology	
<i>medische psychologie</i>	Medical Psychology	
<i>medische sociologie</i>	Medical Sociology	
<i>meertalige professionele communicatie</i>	Multilingual Professional Communication	
<i>menselijke Fysiologie en Pathofysiologie</i>	Human Physiology and Pathophysiology	
<i>metabole aandoeningen</i>	Metabolic Disorders	
<i>micro- en sporenanalyse</i>	Microanalysis and Trace Analysis	
<i>microbiologie en hygiëne</i>	Microbiology and Hygiene	
<i>microbiologie en immunologie</i>	Microbiology and Immunology	
<i>microscopische X-straal analyse</i>	Microscopic X-Ray Analysis	
<i>microtomografie</i>	Microtomography	
<i>middelbaar onderwijs</i>	Secondary Education	
<i>migrantenstudies</i>	migrant studies	
<i>milieuanalyse</i>	Environmental Analysis	
<i>milieudienst</i>	Environmental Office	
<i>Milieugezondheidskunde</i>	Environmental Health Sciences	
<i>ministerie van onderwijs</i>	Ministry of Education	
<i>modeltraject</i>	standard study programme	

Dutch	English	alternatives
<i>moleculaire genetica</i>	Molecular Genetics	
<i>moleculaire miofysica, fysiologie en farmacologie</i>	Molecular Biophysics, Physiology and Pharmacology	
<i>mondeling examen</i>	oral examination	
<i>monumenten- en landschapszorg</i>	Conservation of Monuments and Sites	
<i>morfologie</i>	morphology	
<i>mutualiteit (ziekenfonds)</i>	health service	health insurance provider

N		
<i>N.K.O.-stomatologie</i>	ENT Stomatology	
<i>nascholing</i>	in-service training	
<i>nautische wetenschappen</i>	Nautical Sciences	
<i>navorser</i>	researcher	
<i>Nederlands-Vlaamse Accreditatie-organisatie (NVAO)</i>	Dutch-Flemish Accreditation Organisation	
<i>nefrologie</i>	Nephrology	
<i>neonatologie</i>	Neonatology	
<i>neurobiologie</i>	neurobiology	
<i>neurochemie</i>	Neurochemistry	
<i>neurochirurgie</i>	Neurosurgery	
<i>neurofarmacologie</i>	Neuropharmacology	
<i>neurologie</i>	Neurology	
<i>neurowetenschappen</i>	neurosciences	
<i>niet -gericht onderzoek</i>	undirected research	
<i>niet -lineaire golven</i>	non-linear waves	
<i>niet-commutatieve algebra en geometrie</i>	Noncommutative Algebra and Geometry	
<i>niet-statutair academisch personeel</i>	non-statutory academic personnel	
<i>niet-vaste aanstelling</i>	non-tenured	
<i>nucleaire geneeskunde</i>	Nuclear Medicine	
<i>nucleoside onderzoek en massaspectrometrie</i>	Nucleoside Research and Mass Spectrometry	
<i>numerische analyse</i>	Numerical Analysis	

O		
<i>OASES(Ongelijkheid, Armoede, Sociale uitsluiting en de Stad)</i>	Centre on Inequality, Poverty, Social Exclusion and the City	
<i>oftalmologie</i>	ophthalmology	
<i>ombuds</i>	ombudsperson	
<i>onbezoldigd</i>	unremunerated	
<i>oncologie</i>	oncology	
<i>ondernemingsrecht</i>	Business Law	
<i>onderscheiding</i>	honours	
<i>onderscheiding</i>	distinction	



Dutch	English	alternatives
<i>ondersteuning (in onderwijs)</i>	support	
<i>onderwijsadministratie</i>	educational administration	
<i>onderwijsbeleidsgroep</i>	Education policy group	
<i>onderwijscommissie</i>	Educational Commission / Education Committee	
<i>onderwijscommissie academische lerarenopleiding</i>	Educational Commission for Academic Teacher Training	
<i>onderwijscommissie biochemie</i>	Educational Commission for Biochemistry	
<i>onderwijscommissie biologie</i>	Educational Commission for Biology	
<i>onderwijscommissie biom</i>	Educational Commission for Biomedical Science	
<i>onderwijscommissie chemie</i>	Educational Commission for Chemistry	
<i>onderwijscommissie dgk</i>	Educational Commission for Veterinary Science	
<i>onderwijscommissie far</i>	Educational Commission for Pharmaceutical Science	
<i>onderwijscommissie fysica</i>	Educational Commission for Physics	
<i>onderwijscommissie geschiedenis</i>	Educational Commission for History	
<i>onderwijscommissie informatica</i>	Educational Commission for Computer Science	
<i>onderwijscommissie informatie - en bibliotheekwetenschap</i>	Educational Commission for Information and Library Sciences	
<i>onderwijscommissie opleidings - en onderwijswetenschappen</i>	Educational Commission for Instructional and Educational Sciences	
<i>onderwijscommissie taal- en letterkunde</i>	Educational Commission for Linguistics and Literature	
<i>onderwijscommissie toegepaste biologische wetenschappen</i>	Educational Commission for Applied Biology	
<i>onderwijscommissie wijsbegeerte</i>	Educational Commission for Philosophy	
<i>onderwijscommissie wiskunde</i>	Educational Commission for Mathematics	
<i>onderwijsgeld</i>	tuition fee	enrolment fee, registration fee
<i>onderwijs-georiënteerde universiteit/en</i>	education-based universities	educational universities
<i>onderwijskunde</i>	education sciences	
<i>onderwijsmedewerker</i>	education staff member	
<i>onderwijsraad</i>	Education Board	
<i>onderwijstaal</i>	language of instruction	
<i>onderwijsvorm</i>	teaching method	
<i>onderwijzend personeel</i>	teaching staff	
<i>onderzoek</i>	research	
<i>onderzoeksadministratie</i>	research administration	
<i>onderzoeksgedreven universiteiten</i>	research-based universities	
<i>onderzoeksgroep</i>	research unit	
<i>onderzoekslider</i>	research leader	

Dutch	English	alternatives
<i>onderzoeksmedewerker</i>	research staff member	
<i>onderzoeksmethode</i>	research method	
<i>onderzoeksproject</i>	research project	
<i>onderzoeksraad</i>	Research Board	
<i>onderzoeksvraag</i>	research question	
<i>online inschrijven</i>	register online	
<i>onroerend goed</i>	real estate	
<i>onvoldoende (op examen)</i>	fail	fail mark
<i>opdrachtverklaring</i>	mission statement	
<i>Open Universiteit</i>	Open University Flanders	
<i>openbaar vervoer</i>	public transport	
<i>openingsuren</i>	opening hours	
<i>opfrissingscursus / overbruggingsonderwijs</i>	refresher course	
<i>opleiding</i>	programme	
<i>opleidingscommissie</i>	programme committee	course committee
<i>opleidings- en onderwijswetenschappen</i>	Instructional and Educational Sciences	
<i>opleidingsonderdeel</i>	programme component	module
<i>opleidingsovereenkomst</i>	education agreement	
<i>oprichtingsovereenkomst</i>	establishment agreement	
<i>opvangmandaat FWO/IWT</i>	FWO/IWT postdoctoral fellowship	
<i>organisatorische eenheden</i>	organisational units	
<i>organische synthese</i>	Organic Synthesis	
<i>orientatiedag/en</i>	orientation days	
<i>orthopedie</i>	orthopaedics	
<i>overlegcomité</i>	consultative committee	

P		
<i>paasvakantie</i>	Easter holiday	
<i>palliatieve zorgen</i>	palliative care	
<i>paper</i>	paper	
<i>paper (van student)</i>	assignment	essay
<i>parasitologie</i>	parasitology	
<i>partiële examens</i>	partial exams	
<i>Pastorale Dienst</i>	pastoral care	
<i>PBW</i>	Prevention and Protection at Work	
<i>pedagogisch medewerker</i>	pedagogical staff member	
<i>pedel</i>	porter	
<i>permanente evaluatie</i>	continuous assessment	
<i>personeel</i>	personnel	staff
<i>persoonlijk inschrijven</i>	register in person	
<i>persoonsgegevens</i>	personal details	
<i>pijncentrum</i>	Pain Management Centre	

Dutch	English	alternatives
<i>plaatsingsdienst</i>	Student Placement Office	
<i>planten- en vegetatie-ecologie</i>	Plant and Vegetation Ecology	
<i>plantenbiochemie en -fysiologie</i>	Plant Biochemistry and Physiology	
<i>plantenfysiologie</i>	Plant Physiology	
<i>plantenmorphologie</i>	Plant Morphology	
<i>Plantijn Hogeschool</i>	Plantijn University College	
<i>plasmachemie</i>	plasma chemistry	
<i>pluralistisch reflectiecentrum Pieter Gillis</i>	Pieter Gillis Centre for Pluralistic Reflection	
<i>pneumologie</i>	Pneumology	
<i>podiumkunsten</i>	performing arts	
<i>poetsvrouw, -man</i>	cleaner	cleaning person
<i>polaire ecologie, limnologie en paleobiologie</i>	Polar Ecology, Limnology and Palaeobiology	
<i>politieke en sociale wetenschappen</i>	Political and Social Sciences	
<i>positieve discriminatie</i>	affirmative action	positive discrimination
<i>post doc</i>	post doc	
<i>post doc FWO</i>	FWO postdoctoral researcher	
<i>postcode</i>	post code	postal code
<i>post-doc navorser</i>	post-doctoral researcher	
<i>post-doc navorser met subsidie</i>	post-doctoral researcher with a subsidy	subsidised post-doctoral researcher
<i>practicum</i>	practical training	
<i>praktijkassistent</i>	teaching assistant	
<i>praktijklector</i>	teaching lecturer	
<i>pre-doc</i>	pre-doc	
<i>pre-emeritus</i>	pre-emeritus	
<i>preventie en bescherming op het werk</i>	Prevention and Protection at Work	
<i>productontwikkeling</i>	product development	
<i>professor</i>	professor	
<i>professor (bv. Engels)</i>	Professor of (English)	
<i>promotie</i>	conferral of a doctorate	
<i>promotor (van masterproef of doctoraat)</i>	supervisor	
<i>promovendus</i>	doctoral candidate	
<i>proteomics</i>	proteomics	
<i>protestants evangelische studentengroep</i>	Protestant Evangelical Student Group	
<i>psychiatrie</i>	Psychiatry	
<i>publiekswerking en onthaal</i>	Public Relations and Reception	
<i>punt</i>	mark	
<i>punten (examenresultaat)</i>	marks	
<i>puntenlijst</i>	list of marks	

Dutch	English	alternatives
<b>R</b>		
<i>raad (bestuur)</i>	board	council
<i>Raad Dienstverlening</i>	Board of Services to the University and the Community	
<i>Raad van Bestuur</i>	Board of Governors	
<i>Raad voor het Industrieel Onderzoeksfonds en het Innovatiebeleid</i>	Council for Industrial Research and Innovation Policy	
<i>radiotherapie</i>	radiotherapy	
<i>receptie</i>	reception	
<i>rechten</i>	Law	
<i>rechtssociologie</i>	Sociology of Law	
<i>rector</i>	Rector	vice-chancellor
<i>reflectiecentrum</i>	Reflective Centre	
<i>registratie</i>	registration	
<i>reprografie &amp; cursusdienst</i>	Reprography Office	
<i>restaurant</i>	restaurant	
<i>reumatologie</i>	rheumatology	
<i>revalidatiewetenschappen en kinesitherapie</i>	Rehabilitation Sciences and Physiotherapy	
<i>rooster (lesrooster)</i>	timetable	schedule
<i>Ruusbroecgenootschap</i>	Ruusbroec Society	
<b>S</b>		
<i>sabbatjaar</i>	sabbatical (year)	gap year
<i>salarisbeheer</i>	salary administration	
<i>samenwerkingsovereenkomst</i>	partnership agreement	
<i>schakeljaar</i>	bridging programme	Pre-Master programme, Pre-Master's programme
<i>schakelprogramma</i>	bridging programme	Pre-Master programme, Pre-Master's programme
<i>scheepswerktuigkunde</i>	Marine Engineering	
<i>scheikunde</i>	chemistry	
<i>school</i>	school	
<i>schoonmaak</i>	cleaning	
<i>secretariaat</i>	secretary's office	
<i>seminarie</i>	seminar	
<i>SIS-kaart</i>	health insurance card	
<i>slaagpercentage</i>	success rate	
<i>slagen (voor een examen)</i>	pass (an exam)	
<i>sociaal beleid</i>	social policy	
<i>sociaal werk</i>	Social Work	
<i>sociaaleconomische wetenschappen</i>	Social and Economic Sciences	
<i>sociale geneeskunde</i>	Social Medicine	
<i>sociale uitsluiting</i>	social exclusion	
<i>sollicitatie</i>	application	

Dutch	English	alternatives
<i>sollicitatiebrief</i>	letter of application	
<i>solliciteren</i>	apply	
<i>specialisatie</i>	specialisation	
<i>spectroscopie in biofysica en catalyse</i>	Spectroscopy in Biophysics and Catalysis	
<i>spoorelementen en mineralen in de biomedische wetenschappen</i>	Trace Elements and Minerals in Biomedical Areas	
<i>sport</i>	Sport	
<i>sportfaciliteiten</i>	sports facilities	
<i>sportraad</i>	Sports Council	
<i>sportverzekering</i>	sports insurance	
<i>stafdienst(en)</i>	Staff Services	
<i>stafmedewerker</i>	staff member	
<i>stafmedewerker onderwijs</i>	Educational support staff	
<i>stage</i>	internship	practical training
<i>stagiair</i>	trainee	
<i>standaardcontract</i>	standardised contract	
<i>statistiek</i>	statistics	
<i>statutair academisch personeel</i>	statutory academic personnel	
<i>stedenbouw en ruimtelijke planning</i>	Urban Design and Spatial Planning	
<i>stomatologie</i>	stomatology	
<i>structuurchemie</i>	Structural Chemistry	
<i>studentenarts</i>	student doctor	
<i>studentenbegeleiding</i>	student counselling	
<i>studentenhome</i>	student hall of residence	
<i>studentenkaart</i>	student card	
<i>studentennummer</i>	student number	
<i>studentenvereniging</i>	student club	
<i>studentenvisum</i>	student visa	
<i>studentenzaken</i>	student affairs	
<i>studentgecentreerd onderwijs</i>	student-centered education	
<i>studieadviseur</i>	study advisor	
<i>studiebegeleider</i>	study counsellor	
<i>studiebegeleiding</i>	tutoring	coaching
<i>studiebelasting</i>	student workload	
<i>studiebeurs</i>	scholarship	student grant
<i>studiecentrum</i>	study centre	
<i>Studiecentrum Antwerpen</i>	Antwerp Study Centre	
<i>studiegids</i>	prospectus	
<i>studielast</i>	study load	
<i>studiemateriaal</i>	study material	
<i>studieprogramma</i>	study programme	
<i>studiepunt</i>	credit	
<i>studierichtingen</i>	field of study	
<i>studio</i>	studio	

Dutch	English	alternatives
<b>T</b>		
taal- en letterkunde	Linguistics and Literature	
taalbeheersing	language proficiency	
taalbeleid	language policy	
taaldocent	language teacher	
taalvereisten	language requirements	
tandheelkunde	dentistry	
technologie	technology	
terugbetaling	reimbursement	
theoretische fysica van de vaste stoffen	Theoretical Physics of Solids	
theoretische neurobiologie	Theoretical Neurobiology	
theoretische studie der Materie	Theoretical Study of Matter	
theorie van de gecondenseerde materie	Condensed Matter Theory	
theorie van moleculaire materialen	Theory of Molecular Materials	
thorax en vaatheelkunde	Thoracic and Vascular Surgery	
tijdschrift (wetenschappelijk)	journal	
titularis v.e. opleidingsonderdeel	course unit coordinator	course convenor
toegepast onderzoek	applied research	
toegepaste biologische wetenschappen	Applied Biology	
toegepaste economische wetenschappen	Applied Economic Sciences	
toegepaste N.M.R.	Applied Nuclear Magnetic Resonance	
toegepaste statistiek	Applied Statistics	
toegepaste taalkunde	Applied Linguistics	Applied Language Studies
toelatingseisen	admission requirements	
toelatingsvoorwaarden	admission requirements	
tolk	interpreter	
tolken	Interpreting	
top & Excellentieniveau	top and excellence level	
toxicologie	toxicology	
trajectbegeleider	student counsellor	
transplantatieheelkunde	Transplant Surgery	
transport van goederen & personen	Transport of Goods & Persons	
TTBOF	tenure track research professor	
tweede cyclus	second cycle	
tweede zit (examens)	resit	re-examination
tweedejaarsstudent	second-year student	sophomore

Dutch	English	alternatives
<b>U</b>		
<i>UA catalogus</i>	University of Antwerp prospectus	
<i>UAMS</i>	Antwerp Management School	
<i>UFOO</i>	University of Antwerp-fund for educational development	
<i>uitnodigingsbrief</i>	letter of invitation	invitation letter
<i>uitstroomdiploma</i>	final degree	
<i>Universitair Bedrijvencentrum Antwerpen</i>	University Business Centre Antwerp	
<i>Universitair Wetenschappelijk Instituut voor Drugsproblemen</i>	University Scientific Institute for Drug-Related Problems (USID)	
<i>Universiteit Antwerpen</i>	University of Antwerp	
<i>universiteitsbibliotheek</i>	university library	
<i>universiteitsrestaurant</i>	university restaurant	
<i>universiteitsrestaurants - cafetaria's</i>	university restaurants - cafeterias	
<i>urologie</i>	urology	
<i>UWID</i>	University Scientific Institute for Drug-Related Problems (USID)	
<b>V</b>		
<i>vacature</i>	job vacancy	
<i>vaccinologie</i>	vaccinology	
<i>vak (studievak)</i>	course	
<i>vakgroep</i>	department	
<i>vakgroep abdomen</i>	Department of Abdominal Medicine	
<i>vakgroep FNAC</i>	FNAC Department	
<i>vakgroep genetica</i>	Department of Genetics	
<i>vakgroep huisartsgeneeskunde</i>	Department of Family Medicine	
<i>vakgroep informatiewetenschappen</i>	Department of Information Sciences	Information Sciences Department
<i>vakgroep kindergeneeskunde</i>	Department of Paediatrics	
<i>vakgroep morfologie</i>	Department of Morphology	
<i>vakgroep Nederlands</i>	Department of Dutch	
<i>vakgroep neurowetenschappen</i>	Department of Neurosciences	
<i>vakgroep oncologie en bloedziekten</i>	Department of Oncology and Haematology	
<i>vakgroep onderwijskunde</i>	Department of Didactics	
<i>vakgroep onderwijswetenschappen</i>	Department of Education Sciences	Education Sciences Department
<i>vakgroep orfelina</i>	Department of ROMIREM	ROMIREM Department
<i>vakgroep sociale geneeskunde</i>	Department of Social Medicine	
<i>vakgroep thorax</i>	Department of Thoracic Medicine	
<i>vakgroep verpleeg- en vroedkunde</i>	Department of Nursing and Midwifery	
<i>vakinhoud</i>	course content	

Dutch	English	alternatives
<i>vakinhoudelijke studentenbegeleiding</i>	Student counselling with regard to course content	
<i>vastbenoemd</i>	tenured	statutory
<i>vastbenoemd academisch personeel</i>	tenured academic staff	statutory academic staff
<i>veiligheidswetenschappen</i>	Safety Sciences	
<i>verantwoordelijke (voor dienst)</i>	coordinator	
<i>verblijfsvergunning</i>	residence permit	
<i>verdediging (van doctoraat)</i>	thesis defence	PhD viva / viva
<i>vereniging</i>	association	
<i>vergaderzaal</i>	meeting room	
<i>vergelijkende en Europese politiek</i>	Comparative and European Politics	
<i>verhuisdienst</i>	removal services	
<i>verlenen (graad)</i>	award (a degree)	
<i>verpleeg- en vroedkunde</i>	Nursing and Obstetrics	
<i>verplicht vak</i>	compulsory course	
<i>vertalen</i>	Translation	
<i>vertaling</i>	translation	
<i>vervaldatum</i>	expiry date	
<i>verzekeringsgeneeskunde</i>	Insurance Medicine	
<i>verzorgingsstaat</i>	Welfare State	
<i>VIB-8</i>	VIB-8 Department of Molecular Genetics	
<i>vice-rector</i>	Vice-Rector	
<i>visie Lab</i>	Vision Lab	
<i>visitatie (-commissie)</i>	external review (committee)	assessment
<i>visitatiecommissie</i>	assessment committee	visitation commission
<i>visumvereisten</i>	visa requirements	
<i>VLIR – Vlaamse interuniversitaire raad</i>	Flemish Interuniversity Council	
<i>voldoende (op examen)</i>	pass	pass mark
<i>volgtijdelijkheid</i>	course sequence prerequisites	
<i>volledig ingevuld en ondertekend</i>	duly completed and signed	
<i>volwasseneneducatie</i>	adult education	
<i>voorkennis</i>	prior knowledge	
<i>vooropleiding</i>	prior education	
<i>voorschot</i>	advance payment	
<i>voorverkoop</i>	presale	
<i>voorzitter</i>	chairperson	chair
<i>voorzitter Onderwijsraad</i>	Chair of the Education Council	
<i>voorzitter Raad Dienstverlening</i>	Chair of the Board of Services to the University and the Community	
<i>vrijgesteld</i>	exempt	
<i>vrijstelling</i>	exemption	
<i>vrijwillig medewerker</i>	voluntary collaborator	voluntary assistant
<i>vrouwenstudies</i>	women's studies	
<i>vzw</i>	charity	



Dutch	English	alternatives
<b>W</b>		
waarborg (van huur)	deposit	
welzijn	welfare	
werkcollege	tutorial	seminar
werkingstoelage(subsidie)	grant	subsidy
werkplaats	workshop	
werkstudent	working student	student with a part-time job
wetenschappelijk medewerker	scientific staff member	
wetenschappen	Sciences	
wetenschapscommunicatie	Science communication	
wijziging van adres	change of address	
wiskundige natuurkunde	Mathematical Physics	
woonplaats (land)	country of residence	
woordvoerder	spokesperson	
<b>Z</b>		
ZAP – zelfstandig academisch personeel	Tenured Academic Personnel	tenured academic staff
ZAPBOF	research professor	
zelf-beoordeling	self-assessment	
zelfstudie	self-study	self-instruction

## 4.2. English -> Dutch

English	Dutch
<b>A</b>	
<i>abdominal surgery</i>	abdominale heelkunde
<i>abdominal transplant surgery</i>	abdominale transplantatieheelkunde
<i>academic</i>	academicus
<i>academic achievement</i>	leerresultaat
<i>academic assistant</i>	mandaatassistent
<i>academic calendar</i>	academische kalender
<i>academic coordinator</i>	academisch verantwoordelijke
<i>academic degree</i>	academische graad
<i>academic personnel</i>	academisch personeel
<i>academic skills</i>	academische vaardigheden
<i>academic staff</i>	academisch personeel
<i>academic staff member</i>	academisch medewerker
<i>academic teacher training programme</i>	academische lerarenopleiding
<i>academic year</i>	academisch jaar
<i>academic year programme</i>	jaarprogramma
<i>Academy of Arts</i>	kunstacademie
<i>academy of music</i>	conservatorium
<i>accommodation</i>	accommodatie
<i>accounting</i>	accounting
<i>accreditation</i>	accreditatie
<i>accreditation organisation</i>	accreditatie-organisatie (zie ook: NVAO)
<i>actuarial sciences</i>	actuariële wetenschappen
<i>Administrative and Technical Personnel</i>	Administratief en Technisch Personeel (ATP)
<i>Administrative and Technical Staff</i>	Administratief en Technisch Personeel (ATP)
<i>admission requirements</i>	toelatingsvoorwaarden, toelatingseisen
<i>adult education</i>	volwasseneneducatie
<i>advance payment</i>	voorschot
<i>Advanced Master programme</i>	master-na-masteropleiding
<i>Advanced Master's programme</i>	master-na-masteropleiding
<i>Advisory Board</i>	adviesraad
<i>affirmative action</i>	positieve discriminatie
<i>Algebra, Geometry and Intelligent Systems Lab</i>	algebra, geometrie en labo intelligente systemen
<i>alumni office</i>	alumniwerking
<i>anaesthesiology</i>	anesthesiologie
<i>Analytical and Topological Structures</i>	analytische en topologische structuren
<i>Anatomy and Embryology</i>	anatomie en embryologie
<i>Anatomy, Embryology and Pathological Anatomy of Domestic Animals</i>	anatomie, embryologie en pathologische anatomie van de huisdieren
<i>andragogy</i>	andragogiek
<i>Animal Ecology</i>	dierenecologie

English	Dutch
<i>animalarium</i>	animalarium
<i>annual report</i>	jaarverslag
<i>Antwerp Centre for Migrant Studies</i>	Antwerps Centrum voor Migrantenstudies
<i>Antwerp Management School</i>	UAMS
<i>Antwerp Maritime Academy</i>	Hogere Zeevaartschool
<i>Antwerp Study Centre</i>	Studiecentrum Antwerpen
<i>Antwerp University Association</i>	Associatie Universiteit en Hogescholen Antwerpen (AUHA)
<i>Antwerp university colleges</i>	Antwerpse hogescholen
<i>application</i>	sollicitatie
<i>application form</i>	inschrijvingsformulier
<i>Applications and Development Office</i>	Dienst Applicaties & Ontwikkeling
<i>Applied Biology</i>	toegepaste biologische wetenschappen
<i>Applied Economic Sciences</i>	toegepaste economische wetenschappen
<i>Applied Engineering (Construction, Chemistry, Electronics-ICT, Electromechanics)</i>	industriële wetenschappen (bouwkunde, chemie, elektronica-ICT, elektromechanica)
<i>Applied Language Studies</i>	toegepaste taalkunde
<i>Applied Linguistics</i>	toegepaste taalkunde
<i>Applied Nuclear Magnetic Resonance</i>	toegepaste N.M.R.
<i>applied research</i>	toegepast onderzoek
<i>Applied Statistics</i>	toegepaste statistiek
<i>apply</i>	solliciteren
<i>appointment</i>	afspraak
<i>Arcademia</i>	arcademia
<i>Architecture</i>	architectuur
<i>Archival Science</i>	archivistiek
<i>Art on Campus</i>	kunst op de campus
<i>Artesis University College</i>	Artesis Hogeschool
<i>Arts (Fine Arts)</i>	Kunsten (Schone Kunsten)
<i>Arts and Philosophy</i>	letteren en wijsbegeerte
<i>aspirant</i>	aspirant
<i>assessment</i>	beoordeling, evaluatie, visitatie (-commissie)
<i>assessment committee</i>	visitatiecommissie
<i>assessment method</i>	evaluatiemethode
<i>assignment</i>	paper (van student)
<i>assistant</i>	assistent (universiteit)
<i>Assistant Academic Personnel</i>	assisterend academisch personeel (AAP)
<i>Assistant Academic Staff</i>	AAP (assisterend academisch personeel)
<i>associate dean</i>	co-decaan
<i>association</i>	associatie, genootschap, vereniging
<i>astrophysics</i>	astrofysica
<i>audit committee</i>	auditcomité
<i>award a degree</i>	graad verlenen

English	Dutch
<b>B</b>	
<i>Bachelor programme</i>	bacheloropleiding
<i>Bachelor's programme</i>	bacheloropleiding
<i>Bachelor's-Master's structure</i>	bachelor-masterstructuur
<i>Bachelor-Master structure</i>	bachelor-masterstructuur
<i>Behaviour and Ecology</i>	ethologie
<i>Behavioural Biology</i>	gedragsbiologie
<i>bike park</i>	fietshaven
<i>bike rental</i>	fietsverhuur
<i>biochemistry</i>	biochemie
<i>Biochemistry and Biotechnology</i>	biochemie en biotechnologie
<i>Bio-engineering Sciences</i>	bio-ingenieurswetenschappen
<i>bio-imaging</i>	bio-imaging
<i>biology</i>	biologie
<i>biomedical physics</i>	biomedische fysica
<i>Biomedical Sciences</i>	biomedische wetenschappen
<i>Bio-organic Mass Spectrometry</i>	bio-organische massaspectrometrie
<i>Biotechnology</i>	biotechnologie
<i>board</i>	bestuur, college[bestuur], raad (bestuur)
<i>Board of Administration</i>	College van Beheer
<i>Board of Directors</i>	bestuurscollege
<i>Board of Examiners</i>	examencommissie
<i>Board of Governors</i>	Raad van Bestuur, instellingsbestuur
<i>Board of Services to the University and the Community</i>	Raad Dienstverlening
<i>bridging programme</i>	schakeljaar, schakelprogramma
<i>budget</i>	begroting
<i>Buildings Department</i>	Dienst Gebouwen
<i>Business Administration</i>	bedrijfskunde
<i>Business Communication</i>	bedrijfscommunicatie
<i>Business Engineer (in Management Information Systems)</i>	handelingenieur (in de beleidsinformatica)
<i>Business Law</i>	ondernemingsrecht
<b>C</b>	
<i>cafeteria</i>	cafeteria
<i>calendar</i>	kalender
<i>Cardiac Surgery</i>	cardiale heelkunde
<i>Cardiology</i>	cardiologie
<i>Cellular Biochemistry</i>	cellulaire biochemie
<i>Central Procurement Services</i>	centrale aankoopdienst
<i>Central Purchasing Office</i>	centrale aankoopdienst
<i>Central Services</i>	centrale diensten
<i>centre</i>	centrum

English	Dutch
<i>Centre for Continued Education</i>	Centrum voor Andragogiek
<i>Centre for European and International Business Education and Research</i>	Centre for European and International Business Education and Research
<i>Centre for Mexican Studies</i>	Centrum Mexicaanse Studies
<i>Centre for Professionalisation in Law</i>	Centrum voor Beroepsvervolmaking rechten
<i>Centre for Social Policy</i>	Centrum voor Sociaal Beleid
<i>Centre for the Foundations of Law</i>	Centrum Grondslagen van het Recht
<i>Centre for the Sociology of Law</i>	Centrum voor Rechtssociologie
<i>Centre for the Study of Giftedness</i>	Centrum voor Begaafdheidsonderzoek
<i>Centre for Women's Studies</i>	Centrum voor Vrouwenstudies
<i>centre of expertise</i>	expertisecentrum
<i>Centre of Expertise for Higher Education</i>	ExpertiseCentrum Hoger Onderwijs
<i>Centre on Inequality, Poverty, Social Exclusion and the City</i>	OASES(Ongelijkheid, Armoede, Sociale uitsluiting en de Stad)
<i>certificate</i>	getuigschrift
<i>chair</i>	voorzitter, leerstoel
<i>Chair of Department</i>	departementsvoorzitter
<i>Chair of the Board of Administration</i>	Algemeen Beheerder
<i>Chair of the Board of Services to the University and the Community</i>	voorzitter Raad Dienstverlening
<i>Chair of the Education Council</i>	voorzitter Onderwijsraad
<i>chairperson</i>	voorzitter
<i>change of address</i>	wijziging van adres
<i>charity</i>	vzw
<i>chemistry</i>	scheikunde
<i>Chemometrics</i>	chemometrie
<i>Christmas holiday</i>	kerstvakantie
<i>Chromatographic Organic Trace Analysis</i>	chromatografische organische sporenanalyse
<i>cleaner</i>	poetsvrouw, -man
<i>cleaning</i>	schoonmaak
<i>cleaning person</i>	poetsvrouw, -man
<i>Clinical Pharmacology and Toxicology</i>	klinische farmacologie en toxicologie
<i>coaching</i>	studiebegeleiding
<i>code of conduct</i>	gedragscode
<i>collaborator</i>	medewerker
<i>commission</i>	commissie
<i>committee</i>	bestuur, comité
<i>Communication</i>	communicatie
<i>Communications Department</i>	Departement Communicatie
<i>Communication Sciences</i>	communicatiewetenschappen
<i>Comparative and European Politics</i>	vergelijkende en Europese politiek
<i>Competence-driven education</i>	competentiegericht onderwijs
<i>complete</i>	invullen
<i>complete a form</i>	formulier invullen

English	Dutch
compulsory course	verplicht vak
Computational Modelling and Programming	Computational Modelling and Programming (COMP)
Computer Arithmetic and Numerical Techniques	Computer Arithmetic and Numerical Techniques (CANT)
Computer Science	informatica
Condensed Matter Theory	theorie van de gecondenseerde materie
conferral of a doctorate	promotie
confirmation of receipt	bevestiging van ontvangst
conservatoire	conservatorium
Conservation and Restoration	conservatie en restauratie
Conservation of Monuments and Sites	monumenten- en landschapszorg
Construction & Renovation	bouw & verbouwingen
consultative committee	overlegcomité
continued education	andragogiek
continuous assessment	permanente evaluatie
Coordination Chemistry	complexchemie
coordinator	coördinator, verantwoordelijke (voor dienst)
council	bestuur
council	raad (bestuur)
Council for Industrial Research and Innovation Policy	Raad voor het Industrieel Onderzoeksfonds en het Innovatiebeleid
Council of academic coordinators	commissie van academisch verantwoordelijken
Council of course coordinators	commissie van coördinatoren
Council of Deans	College van Decanen
country of residence	woonplaats (land)
course	cursus
course	vak (studievak)
course committee	opleidingscommissie
course content	vakinhoud
course convenor	titularis v.e. opleidingsonderdeel
course description	cursusbeschrijving
course materials	cursusmateriaal
course objective	leerdoel
courses on offer	cursusaanbod
course sequence prerequisites	volgtijdelijkheid
course unit coordinator	titularis van een opleidingsonderdeel
cram (for an exam)	blokken (voor een examen)
cramming period	blok (studieperiode)
credit	studiepunt
cryospectroscopy	cryospectroscopie
Culture Commission	Commissie Cultuur
Culture Committee	Commissie Cultuur
curriculum	leerplan
cycle park	fietshaven

English	Dutch
<b>D</b>	
<i>data</i>	gegevens
<i>daytime classes</i>	dagonderwijs
<i>dean</i>	decaan
<i>dean's office</i>	decanaat
<i>degree</i>	graad
<i>degree certificate</i>	diploma
<i>dentistry</i>	tandheelkunde
<i>department</i>	departement, vakgroep
<i>Department of Environment, Technology and Technology Management</i>	Departement Milieu en Technologiemanagement
<i>Department of Abdominal Medicine</i>	vakgroep abdomen
<i>Department of Accounting and Finance</i>	Departement Accounting en Financiering
<i>Department of Applied Biological Sciences</i>	Departement Toegepaste Biologische Wetenschappen
<i>Department of Biology</i>	Departement Biologie
<i>Department of Biomedical Sciences</i>	Departement BMW
<i>Department of Chemistry</i>	Departement Scheikunde
<i>Department of Communication Sciences</i>	Departement Communicatiewetenschappen
<i>Department of Didactics</i>	vakgroep onderwijskunde
<i>Department of Dutch</i>	vakgroep Nederlands
<i>Department of Economics</i>	Departement Algemene Economie
<i>Department of Education Sciences</i>	vakgroep onderwijswetenschappen
<i>Department of Family Medicine</i>	vakgroep huisartsgeneeskunde
<i>Department of Genetics</i>	vakgroep genetica
<i>Department of History</i>	Departement Geschiedenis
<i>Department of Information Sciences</i>	vakgroep informatiewetenschappen
<i>Department of International Business Communication</i>	Departement Internationale Bedrijfscommunicatie
<i>Department of International Economics, International Management and Diplomacy</i>	Departement Internat. Economie, Internat. Manag. en Diplomatie
<i>Department of Linguistics</i>	Departement Taalkunde
<i>Department of Literature</i>	Departement Letterkunde
<i>Department of Management</i>	Departement Management
<i>Department of Management Information Systems</i>	Departement Beleidsinformatica
<i>Department of Marketing</i>	Departement Marketing
<i>Department of Mathematics, Statistics and Actuarial Sciences</i>	Departement Wiskunde en Statistiek
<i>Department of Molecular Genetics</i>	Departement Moleculaire Genetica
<i>Department of Morphology</i>	vakgroep morfologie
<i>Department of Neurosciences</i>	vakgroep neurowetenschappen
<i>Department of Nursing and Midwifery</i>	vakgroep verpleeg- en vroedkunde
<i>Department of Oncology and Haematology</i>	vakgroep oncologie en bloedziekten
<i>Department of Paediatrics</i>	vakgroep kindergeneeskunde
<i>Department of Pharmaceutical Sciences</i>	Departement Farmaceutische Wetenschappen
<i>Department of Philosophy</i>	Departement Wijsbegeerte

English	Dutch
<i>Department of Physics</i>	Departement Fysica
<i>Department of Political Sciences</i>	Departement Politieke Wetenschappen
<i>Department of ROMIREM</i>	vakgroep orfelina
<i>Department of Social Medicine</i>	vakgroep sociale geneeskunde
<i>Department of Sociology</i>	Departement Sociologie
<i>Department of Thoracic Medicine</i>	vakgroep thorax
<i>Department of Transport and Regional Economics</i>	Departement Transport en Ruimtelijke Economie
<i>Department of Veterinary Sciences</i>	Departement Diergeneeskundige Wetenschappen
<i>Departmental Board</i>	departementsraad
<i>deposit</i>	waarborg (van huur)
<i>Dermatology</i>	dermatologie
<i>didactics</i>	didactiek
<i>diploma</i>	diploma
<i>directed research</i>	gericht onderzoek
<i>distance learning</i>	afstandsonderwijs
<i>distinction</i>	onderscheiding
<i>doctor</i>	doctor
<i>doctoral assistant</i>	doctor-assistent
<i>doctoral candidate</i>	promovendus
<i>doctoral grant</i>	doctoraatsbeurs
<i>doctoral grant holder</i>	doctoraatsbursaal
<i>doctoral programme</i>	doctoraatsopleiding
<i>doctoral thesis</i>	doctoraat (thesis)
<i>doctor's certificate</i>	doktersbriefje
<i>duly completed and signed</i>	volledig ingevuld en ondertekend
<i>Dutch-Flemish Accreditation Organisation</i>	Nederlands-Vlaamse Accreditatieorganisatie (NVAO)

E	
<i>Easter holiday</i>	paasvakantie
<i>economic policy</i>	economisch beleid
<i>economics</i>	economie (vakgebied)
<i>economy</i>	economie (algemeen)
<i>Ecophysiology, Biochemistry and Toxicology</i>	Ecofysiologie, biochemie en toxicologie
<i>Ecosystem Management</i>	ecosysteembeheer
<i>ECTS credits</i>	ECTS credits
<i>Editorial Advice</i>	eindredactie publicaties
<i>education agreement</i>	opleidingsovereenkomst
<i>Education Board</i>	onderwijsraad
<i>Education Department</i>	Departement Onderwijs
<i>Education policy group</i>	onderwijsbeleidsgroep
<i>education sciences</i>	onderwijskunde
<i>Education Sciences Department</i>	vakgroep onderwijswetenschappen



English	Dutch
<i>education staff member</i>	onderwijsmedewerker
<i>educational administration</i>	onderwijsadministratie
<i>Educational Commission / Education Committee</i>	onderwijscommissie
<i>Educational Commission for Academic Teacher Training</i>	onderwijscommissie academische lerarenopleiding
<i>Educational Commission for Applied Biology</i>	onderwijscommissie toegepaste biologische wetenschappen
<i>Educational Commission for Biochemistry</i>	onderwijscommissie biochemie
<i>Educational Commission for Biology</i>	onderwijscommissie biologie
<i>Educational Commission for Biomedical Science</i>	onderwijscommissie biom
<i>Educational Commission for Chemistry</i>	onderwijscommissie chemie
<i>Educational Commission for Computer Science</i>	onderwijscommissie informatica
<i>Educational Commission for History</i>	onderwijscommissie geschiedenis
<i>Educational Commission for Information and Library Sciences</i>	onderwijscommissie informatie - en bibliotheekwetenschap
<i>Educational Commission for Instructional and Educational Sciences</i>	onderwijscommissie opleidings - en onderwijswetenschappen
<i>Educational Commission for Linguistics and Literature</i>	onderwijscommissie taal- en letterkunde
<i>Educational Commission for Mathematics</i>	onderwijscommissie wiskunde
<i>Educational Commission for Pharmaceutical Science</i>	onderwijscommissie far
<i>Educational Commission for Philosophy</i>	onderwijscommissie wijsbegeerte
<i>Educational Commission for Physics</i>	onderwijscommissie fysica
<i>Educational Commission for Veterinary Science</i>	onderwijscommissie dgk
<i>Educational support staff</i>	stafmedewerker onderwijs
<i>educational universities</i>	onderwijs-georiënteerde universiteit/en
<i>education-based universities</i>	onderwijs-georiënteerde universiteit/en
<i>EILC grant</i>	EILC beurs
<i>Electron Microscopy</i>	electronenmicroscopie
<i>Electron Microscopy for Materials Science</i>	elektronenmicroscopie voor Materiaalonderzoek
<i>Elementary Particle Physics</i>	elementaire deeltjes fysica
<i>Emerging Computational Techniques</i>	Emerging Computational Techniques (ECT)
<i>emeritus</i>	emeritus
<i>Endocrine Surgery</i>	heelkunde van de endocrinologische organen
<i>Endocrinology</i>	endocrinologie
<i>enrol</i>	inschrijven
<i>enrolled</i>	ingeschreven (als student)
<i>enrolment</i>	inschrijving
<i>enrolment fee</i>	inschrijvingsgeld
<i>enrolment fee</i>	onderwijsgeld
<i>ENT Stomatology</i>	N.K.O.-stomatologie
<i>entrance examination</i>	ingangsexamen
<i>Environmental Analysis</i>	milieuanalyse
<i>Environmental Health Sciences</i>	Milieugezondheidskunde
<i>Environmental Office</i>	milieudienst
<i>Epidemiology</i>	epidemiologie

English	Dutch
<i>equal opportunities</i>	gelijke kansen
<i>equal opportunities policy</i>	gelijkekansenbeleid
<i>essay</i>	paper (van student)
<i>establishment agreement</i>	oprichtingsovereenkomst
<i>ethnic minority students</i>	allochtone studenten
<i>Evolutionary Biology</i>	evolutionaire biologie
<i>exam</i>	examen
<i>examination</i>	examen
<i>examination period</i>	examenperiode
<i>Examinations Board</i>	examencommissie
<i>examiner</i>	examinator
<i>Executive Board</i>	bestuurscollege
<i>executive committee</i>	dagelijks bestuur
<i>exempt</i>	vrijgesteld
<i>exemption</i>	vrijstelling
<i>Experimental Physics of Condensed Matter</i>	experimentele fysica van de gecondenseerde materie
<i>expiry date</i>	vervaldatum
<i>external review (committee)</i>	visitatie (-commissie)
<i>external to the university</i>	extern aan de universiteit

F	
<i>Facility Department</i>	Dienst Gebouwen
<i>Faculty Board</i>	faculteitsraad
<i>Faculty Coordinator</i>	faculteitscoördinator
<i>Faculty Director</i>	faculteitsdirecteur
<i>Faculty enrolment board (TEW)</i>	Commissie Bijzondere Inschrijvingen (TEW)
<i>Faculty of Applied Economic Sciences</i>	Faculteit Toegepaste Economische Wetenschappen (TEW)
<i>Faculty of Applied Economics</i>	Faculteit Toegepaste Economische Wetenschappen (TEW)
<i>Faculty of Applied Engineering</i>	Faculteit Toegepaste Ingenieurswetenschappen
<i>Faculty of Arts</i>	Faculteit Letteren & Wijsbegeerte (FLW)
<i>Faculty of Design Sciences</i>	Faculteit Ontwerpwetenschappen
<i>Faculty of Law</i>	Faculteit Rechten
<i>Faculty of Medicine and Health Sciences</i>	Faculteit Geneeskunde en Gezondheidswetenschappen
<i>Faculty of Pharmaceutical, Biomedical and Veterinary Sciences</i>	Faculteit Farmaceutische, Biomedische en Diergeneeskundige Wetenschappen
<i>Faculty of Political and Social Sciences</i>	Faculteit Politieke en Sociale Wetenschappen (PSW)
<i>Faculty of Science</i>	Faculteit Wetenschappen
<i>Faculty PhD Commission</i>	facultaire doctoraatscommissie
<i>faculty units</i>	facultaire eenheden
<i>faculty</i>	faculteit
<i>fail</i>	onvoldoende (op examen)

English	Dutch
<i>fail mark</i>	onvoldoende (op examen)
<i>family medicine</i>	huisartsgeneeskunde
<i>fellowship</i>	mandaat
<i>field of study</i>	studierichtingen
<i>file</i>	dossier
<i>fill in</i>	invullen
<i>fill in a form</i>	formulier invullen
<i>final degree</i>	uitstroomdiploma
<i>final examination</i>	eindexamen
<i>final mark</i>	eindcijfer (punten)
<i>finance</i>	financiering
<i>Finance Department</i>	Departement Financien, financiële dienst
<i>Financial Operations</i>	Dienst Financiële Operaties
<i>fire insurance</i>	brandverzekering
<i>first cycle</i>	eerste cyclus
<i>first enrolment</i>	eerste inschrijving
<i>first session examination</i>	eerste zit (examens)
<i>first-flow funding</i>	eerste geldstroom
<i>first-time student</i>	generatiestudent
<i>first-year student</i>	eerstejaarsstudent
<i>Flemish Interuniversity Council</i>	VLIR – Vlaamse interuniversitaire raad
<i>Flemish research funding agency</i>	Fonds voor Wetenschappelijk Onderzoek (FWO)
<i>flexibilisation</i>	flexibilisering
<i>FNAC Department</i>	vakgroep FNAC
<i>foreign policy</i>	buitenlands beleid
<i>Foreign Policy, Tourism and Recreation</i>	buitenlands beleid, toerisme en recreatie
<i>forensic medicine</i>	gerechtelijke geneeskunde
<i>form</i>	formulier
<i>Formal Techniques in Software Engineering</i>	Formal Techniques in Software Engineering (FOTS)
<i>foundations of law</i>	grondslagen van het recht
<i>fraud</i>	fraude
<i>freshman</i>	eerstejaarsstudent
<i>full professor</i>	gewoon hoogleraar
<i>Functional Morphology</i>	functionele morfologie
<i>fund</i>	fonds
<i>Fund for Culture Management</i>	Fonds voor Cultuurmanagement
<i>furnished room</i>	gemeubelde kamer
<i>FWO aspirant</i>	FWO-aspirant
<i>FWO postdoctoral researcher</i>	FWO post-doc researcher
<i>FWO postdoctoral researcher</i>	post doc FWO
<i>FWO/IWT postdoctoral fellowship</i>	opvangmandaat FWO/IWT

English	Dutch
<b>G</b>	
<i>Galenic and Industrial Pharmacy and Biopharmacy</i>	galenische en industriële farmacie en biofarmacie
<i>gap year</i>	sabbatjaar
<i>general economics</i>	algemene economie
<i>general internal medicine</i>	algemene inwendige geneeskunde
<i>general practitioner (GP)</i>	huisarts
<i>general student counselling</i>	algemene studentenbegeleiding
<i>genetics</i>	genetica
<i>geriatrics</i>	geriatrie
<i>giftedness research</i>	begaafdheidsonderzoek
<i>good command of English</i>	goede beheersing van het Engels
<i>grading scale</i>	beoordelingschaal
<i>graduate</i>	gediplomeerde
<i>grant</i>	werkingstoelage(subsidie)
<i>grant holder</i>	mandaathouder
<i>Graphics Office</i>	grafische afdeling
<i>great distinction</i>	grote onderscheiding
<i>greatest distinction</i>	grootste onderscheiding
<i>Greenery</i>	groendienst
<i>guest lecturer</i>	gastdocent, gastlector
<i>guest professor</i>	gastprofessor
<i>Gynaecology/Obstetrics</i>	gynecologie-verloskunde
<b>H</b>	
<i>haematologic disease</i>	bloedziekte
<i>Haematology</i>	hematologie
<i>Head of Department</i>	departementshoofd
<i>health care</i>	gezondheidszorg
<i>health economics</i>	gezondheidseconomie
<i>health insurance card</i>	SIS-kaart
<i>health insurance provider</i>	mutualiteit (ziekenfonds)
<i>health service</i>	mutualiteit (ziekenfonds)
<i>High Council</i>	Hoge Raad
<i>high honours</i>	grote onderscheiding
<i>higher education</i>	hoger onderwijs
<i>highest honours</i>	grootste onderscheiding
<i>highly educated</i>	hoogopgeleid
<i>Histology</i>	cel- en weefselleer
<i>honorary doctorate</i>	eredoctoraat
<i>honours</i>	onderscheiding
<i>hospital lecturer</i>	klinieklector
<i>hospital professor</i>	kliniekprofessor
<i>hospital teacher</i>	klinieklesgever

English	Dutch
<i>hospitalisation</i>	hospitalisatie
<i>host country</i>	gastland
<i>Human Anatomy and Embryology</i>	anatomie en embryologie van de mens
<i>Human Biochemistry</i>	biochemie van de mens
<i>Human Physiology and Pathophysiology</i>	menselijke Fysiologie en Pathofysiologie
<i>Human Resources Department</i>	Departement Personeel & Organisatie

I	
<i>ICT Department</i>	Department ICT
<i>ID card</i>	identiteitskaart
<i>IDEA - Consultative Committee</i>	IDEA - overlegcomité
<i>identity card</i>	identiteitskaart
<i>Immunology</i>	immunologie
<i>in compliance with the Bologna principles</i>	in overeenstemming met Bologna
<i>incumbent</i>	functiehouder
<i>Industrial Medicine (occupational medicine)</i>	arbeidsgeneeskunde
<i>Industrial Research Fund</i>	Industrieel Onderzoeksfonds
<i>Infectiology and Hygiene</i>	infectiologie en hygiëne
<i>Information and Library Science</i>	informatie - en bibliotheekwetenschap
<i>Information Sciences Department</i>	vakgroep informatiewetenschappen
<i>Infrastructure Department</i>	Departement Infrastructuur
<i>innovation policy</i>	innovatie [beleid]
<i>inorganic chemistry</i>	anorganische scheikunde
<i>In-service Teacher Training Centre</i>	Centrum Nascholing Onderwijs
<i>in-service training</i>	nascholing
<i>institute</i>	instituut
<i>Institute for Language and Communication (Linguapolis)</i>	Instituut voor Taal en Communicatie (Linguapolis)
<i>Institute of Development Management and Policy</i>	Instituut voor Ontwikkelingsbeheer en -Beleid(iob)
<i>Institute of Education and Information Sciences</i>	Instituut voor Onderwijs- en Informatiewetenschappen
<i>Institute of Environment and Sustainable Development</i>	Instituut voor Milieu en Duurzame Ontwikkeling
<i>Institute of Jewish Studies (IJS)</i>	Instituut voor Joodse Studies(IJS)
<i>Institute of Transport and Maritime Management Antwerp</i>	ITMMA
<i>Institutions of the Association</i>	instituten van de associatie
<i>Instructional and Educational Sciences</i>	opleidings- en onderwijswetenschappen
<i>Insurance Medicine</i>	verzekeringsgeneeskunde
<i>Intensive Care</i>	intensieve zorgen
<i>interdisciplinary</i>	interdisciplinair
<i>interfaculty course</i>	interfacultaire cursus
<i>Interfaculty Unit/-s</i>	interfacultaire eenheid (-heden)
<i>Inter-institutional Centre for GP Training</i>	ICHO

English	Dutch
<i>Interior Architecture</i>	interieurarchitectuur
<i>intermediate degree</i>	doorstroomdiploma
<i>Internal Audit</i>	interne audit
<i>Internal Audit Office</i>	interne auditdienst
<i>internal medicine</i>	interne geneeskunde
<i>International Business Communication</i>	internationale bedrijfscommunicatie
<i>International Relations and Diplomacy</i>	internationale betrekkingen en diplomatie
<i>International relations committee</i>	Commissie Internationale Relaties
<i>International Relations Office</i>	Dienst Internationale Samenwerking
<i>internship</i>	stage
<i>interpreter</i>	tolk
<i>Interpreting</i>	tolken
<i>Interuniversity Poles of Attraction</i>	IUAP
<i>invitation letter</i>	uitnodigingsbrief
<i>IWT doctoral grant for strategic research (SBO)</i>	IWT doctoraatsbeurs voor strategisch basisonderzoek (SBO)
<i>IWT grant holder</i>	IWT mandaathouder

## J

<i>job</i>	functie
<i>job title</i>	functietitel
<i>job vacancy</i>	vacature
<i>journal</i>	tijdschrift (wetenschappelijk)
<i>judicial problems</i>	juridische problemen

## K

<i>Karel de Grote University College</i>	Karel de Grote-Hogeschool
--	---------------------------

## L

<i>Lab on Reengineering</i>	Lab on Reengineering (LORE)
<i>laboratory assistant</i>	laborant
<i>language of instruction</i>	onderwijstaal
<i>language policy</i>	taalbeleid
<i>language proficiency</i>	taalbeheersing
<i>language requirements</i>	taalvereisten
<i>language teacher</i>	taaldocent
<i>Law</i>	rechten
<i>learning environment</i>	leeromgeving
<i>learning outcomes</i>	eindtermen
<i>lector (at a university college)</i>	lector (hogeschool)
<i>lecture</i>	college, hoorcollege
<i>lecture hall</i>	aula
<i>lecturer</i>	docent
<i>lecturer in (English)</i>	docent (Engels)

English	Dutch
<i>Legal Services</i>	juridische dienst
<i>letter of application</i>	sollicitatiebrief
<i>letter of invitation</i>	uitnodigingsbrief
<i>letter of recommendation</i>	aanbevelingsbrief
<i>Library Department</i>	Departement Bibliotheek
<i>Life Sciences</i>	life sciences
<i>Linguapolis</i>	Linguapolis
<i>Linguistics and Literature</i>	taal- en letterkunde
<i>list of marks</i>	cijferlijst, puntenlijst
<i>Logistics Office</i>	logistieke dienst
<i>lump sum</i>	globale toelage

## M

<i>make an appointment</i>	afspraak maken
<i>Management Committee</i>	directiecomité
<i>Management Information Systems</i>	beleidsinformatica
<i>Management Support</i>	Dienst Managementondersteuning
<i>Marine Engineering</i>	scheepswerktuigkunde
<i>mark</i>	cijfer, punt
<i>marks</i>	punten (examenresultaat)
<i>Mass Spectrometry</i>	massaspectrometrie
<i>Master dissertation</i>	masterproef
<i>Master in</i>	master in de
<i>Master programme</i>	masteropleiding
<i>Master's programme</i>	masteropleiding
<i>Master's dissertation (thesis)</i>	masterproef
<i>Mathematical Physics</i>	wiskundige natuurkunde
<i>Mechanics Workshop</i>	mechanische werkplaats
<i>Medical Biochemistry and Radiopharmacy</i>	medische biochemie en radiofarmacie
<i>Medical Demography</i>	medische demografie
<i>medical doctor</i>	dokter
<i>Medical Electronics and Audiology</i>	medische elektronica en hoorwetenschappen
<i>Medical Genetics</i>	medische genetica
<i>Medical Imaging</i>	medische beeldvorming
<i>Medical Microbiology</i>	medische microbiologie
<i>Medical Psychology</i>	medische psychologie
<i>Medical Service</i>	medische dienst
<i>Medical Sociology</i>	medische sociologie
<i>Medicinal Chemistry</i>	medicinale chemie
<i>medicine</i>	geneeskunde
<i>meeting room</i>	vergaderzaal
<i>Member of the Board of Administration</i>	Beheerder (van universiteit)
<i>membership fee</i>	lidgeld
<i>merge</i>	fuseren (van instellingen)

English	Dutch
<i>merger</i>	fusie (van instellingen)
<i>Metabolic Disorders</i>	metabole aandoeningen
<i>Microanalysis and Trace Analysis</i>	micro- en sporenanalyse
<i>Microbiology and Hygiene</i>	microbiologie en hygiëne
<i>Microbiology and Immunology</i>	microbiologie en immunologie
<i>Microscopic X-Ray Analysis</i>	microscopische X-straal analyse
<i>Microtomography</i>	microtomografie
<i>migrant studies</i>	migrantenstudies
<i>Ministry of Education</i>	ministerie van onderwijs
<i>minority ethnic students</i>	allochtone studenten
<i>mission statement</i>	opdrachtverklaring
<i>module</i>	opleidingsonderdeel
<i>Molecular Biophysics, Physiology and Pharmacology</i>	moleculaire biofysica, fysiologie en farmacologie
<i>Molecular Genetics</i>	moleculaire genetica
<i>morphology</i>	morfologie
<i>Multilingual Professional Communication</i>	meertalige professionele communicatie

N	
<i>Nautical Sciences</i>	nautische wetenschappen
<i>Neonatology</i>	neonatologie
<i>Nephrology</i>	nefrologie
<i>neurobiology</i>	neurobiologie
<i>Neurochemistry</i>	neurochemie
<i>Neurology</i>	neurologie
<i>Neuropharmacology</i>	neurofarmacologie
<i>neurosciences</i>	neurowetenschappen
<i>Neurosurgery</i>	neurochirurgie
<i>Noncommutative Algebra and Geometry</i>	niet-commutatieve algebra en geometrie
<i>non-linear waves</i>	niet-lineaire golven
<i>non-statutory academic personnel</i>	Bijzonder Academisch Personeel (BAP), niet-statutair academisch personeel
<i>non-statutory academic staff</i>	Bijzonder Academisch Personeel (BAP)
<i>non-tenured</i>	niet-vaste aanstelling
<i>non-tenured Assistant Academic Staff members</i>	AAP (assisterend academisch personeel)
<i>Nuclear Medicine</i>	nucleaire geneeskunde
<i>Nucleoside Research and Mass Spectrometry</i>	nucleoside onderzoek en massaspectrometrie
<i>Numerical Analysis</i>	numerische analyse
<i>Nursing and Obstetrics</i>	verpleeg- en vroedkunde

O	
<i>ombudsperson</i>	ombuds
<i>oncology</i>	oncologie
<i>Open University Flanders</i>	Open Universiteit
<i>opening hours</i>	openingsuren



English	Dutch
<i>ophthalmology</i>	oftalmologie
<i>optional course</i>	keuzevak
<i>oral examination</i>	mondeling examen
<i>Organic Synthesis</i>	organische synthese
<i>organisational units</i>	organisatorische eenheden
<i>orientation days</i>	orientatiedag/en
<i>orthopaedics</i>	orthopedie

P	
<i>Paediatric Psychiatry</i>	kinderpsychiatrie
<i>Paediatrics</i>	kindergeneeskunde
<i>Pain Management Centre</i>	pijncentrum
<i>palliative care</i>	palliatieve zorgen
<i>paper</i>	paper
<i>parasitology</i>	parasitologie
<i>partial exams</i>	partiële examens
<i>partnership agreement</i>	samenwerkingsovereenkomst
<i>part-time full professor</i>	buitengewoon hoogleraar
<i>part-time study programmes</i>	deeltijdonderwijs
<i>pass</i>	voldoende (op examen), slagen
<i>pass mark</i>	voldoende (op examen), cesuur
<i>pastoral care</i>	Pastorale Dienst
<i>Pathologic Anatomy</i>	anatomo-pathologie
<i>payslip</i>	loonbrief
<i>pedagogical staff member</i>	pedagogisch medewerker
<i>performing arts</i>	podiumkunsten
<i>personal details</i>	persoonsgegevens
<i>personnel</i>	personeel
<i>Pharmaceutical, Biomedical and Veterinary Sciences</i>	Farmaceutische, Biomedische en Diergeneeskundige Wetenschappen
<i>Pharmacognosy and Phytochemistry</i>	Farmacognosie en Fytochemie
<i>Pharmacology</i>	Farmacologie
<i>PhD</i>	doctoraat (thesis)
<i>PhD candidate</i>	doctorandus
<i>PhD Commission</i>	doctoraatscommissie
<i>PhD programme</i>	doctoraatsopleiding
<i>PhD student</i>	doctorandus, doctoraatsstudent
<i>PhD viva</i>	verdediging (van doctoraat)
<i>Physics of Elementary Particles</i>	elementaire deeltjes fysica
<i>physiology of domestic animals</i>	fysiologie van de huisdieren
<i>physiopharmacology</i>	fysiofarmacologie
<i>Pieter Gillis Centre for Pluralistic Reflection</i>	pluralistisch reflectiecentrum Pieter Gillis
<i>placement test</i>	instaptest
<i>Plant and Vegetation Ecology</i>	planten- en vegetatie-ecologie

English	Dutch
<i>Plant Biochemistry and Physiology</i>	plantenbiochemie en -fysiologie
<i>Plant Morphology</i>	plantenmorphologie
<i>Plant Physiology</i>	plantenfysiologie
<i>Plantijn University College</i>	Plantijn Hogeschool
<i>plasma chemistry</i>	plasmachemie
<i>Pneumology</i>	pneumologie
<i>Polar Ecology, Limnology and Palaeobiology</i>	polaire ecologie, limnologie en paleobiologie
<i>policy</i>	beleid
<i>policy research</i>	beleidsvoorbereidend onderzoek
<i>Political and Social Sciences</i>	politieke en sociale wetenschappen
<i>Polytechnic, College of Higher Education</i>	hogeschool
<i>porter</i>	concierge, pedel
<i>porter's lodge</i>	conciergewoning
<i>position</i>	functie
<i>positive discrimination</i>	positieve discriminatie
<i>post code</i>	postcode
<i>post doc</i>	post doc
<i>postal code</i>	postcode
<i>postdoc research assistant</i>	doctor-assistent
<i>post-doctoral researcher</i>	post-doc navorsers
<i>post-doctoral researcher with a subsidy</i>	post-doc navorsers met subsidie
<i>Poverty, Social Exclusion and the City</i>	Armoede, Sociale Uitsluiting en Stad
<i>practical training</i>	stage, practicum
<i>pre-doc</i>	pre-doc
<i>pre-emeritus</i>	pre-emeritus
<i>Pre-Master programme, Pre-Master's programme</i>	schakeljaar, schakelprogramma
<i>presale</i>	voorverkoop
<i>Prevention and Protection at Work</i>	preventie en bescherming op het werk (PBW)
<i>primary education</i>	lager onderwijs
<i>prior education</i>	vooropleiding
<i>prior knowledge</i>	voorkennis
<i>product development</i>	productontwikkeling
<i>professionalisation</i>	beroepsvervolmaking
<i>professor</i>	hoogleraar, professor
<i>professor by special appointment</i>	buitengewoon hoogleraar
<i>Professor of (English)</i>	professor (bv. Engels)
<i>programme</i>	opleiding
<i>programme committee</i>	opleidingscommissie
<i>programme component</i>	opleidingsonderdeel
<i>proof of enrolment</i>	bewijs van inschrijving
<i>prospective student</i>	aanstaande student
<i>prospectus</i>	studiegids
<i>Protein Chemistry</i>	eiwitchemie
<i>proteomics</i>	proteomics

English	Dutch
<i>Protestant Evangelical Student Group</i>	protestants evangelische studentengroep
<i>Psychiatry</i>	psychiatrie
<i>Public Relations and Reception</i>	publiekswerking en onthaal
<i>public transport</i>	openbaar vervoer
<i>purchasing office</i>	aankoopdienst

## Q

<i>quality assessment</i>	kwaliteitsbeoordeling
<i>quality assurance</i>	kwaliteitsbewaking / kwaliteitszorg
<i>quality requirements</i>	kwaliteitsvereisten

## R

<i>radiotherapy</i>	radiotherapie
<i>real estate</i>	onroerend goed
<i>reception</i>	receptie
<i>Rector</i>	rector
<i>Rector's Office</i>	Departement Stafdiensten Rector
<i>re-examination</i>	herexamen, tweede zit
<i>Reflective Centre</i>	reflectiecentrum
<i>refresher course</i>	opfrissingscursus / overbruggingsonderwijs
<i>register in person</i>	persoonlijk inschrijven
<i>register online</i>	online inschrijven
<i>Registrar's Office</i>	Dienst Studentenadministratie
<i>registration</i>	registratie
<i>registration fee</i>	inschrijvingsgeld, onderwijsgeld
<i>Rehabilitation Medicine</i>	fysische geneeskunde
<i>Rehabilitation Sciences and Physiotherapy</i>	revalidatiewetenschappen en kinesithérapie
<i>reimbursement</i>	terugbetaling
<i>removal services</i>	verhuisdienst
<i>remunerated</i>	bezoldigd
<i>Repairs and Maintenance</i>	Herstellingen en onderhoud
<i>Reprography Office</i>	reprografie & cursusdienst
<i>research</i>	onderzoek
<i>research administration</i>	onderzoeksadministratie
<i>Research Administration Office (ADOC)</i>	Administratief Departement Onderzoek (ADOC)
<i>research and teaching assistants)</i>	AAP (assisterend academisch personeel)
<i>Research Board</i>	onderzoeksraad
<i>Research Coordination and Administration Department</i>	Departement Onderzoek
<i>Research Foundation Flanders</i>	Fonds voor Wetenschappelijk Onderzoek (FWO)
<i>research leader</i>	onderzoeksleider
<i>research method</i>	onderzoeksmethode
<i>research professor</i>	ZAPBOF
<i>research project</i>	onderzoeksproject

English	Dutch
<i>research question</i>	onderzoeksvraag
<i>research staff member</i>	onderzoeksmedewerker
<i>research unit</i>	onderzoeksgroep
<i>research-based universities</i>	onderzoeksgedreven universiteiten
<i>researcher</i>	navorser
<i>residence permit</i>	verblijfsvergunning
<i>resit</i>	herexamen, tweede zit
<i>restaurant</i>	restaurant
<i>rheumatology</i>	reumatologie
<i>ROMIREM Department</i>	vakgroep orfelina
<i>Royal Academy of Fine Arts</i>	Koninklijke Academie voor Schone Kunsten (KASK)
<i>Royal Antwerp Conservatoire</i>	Koninklijk Conservatorium Antwerpen
<i>Ruusbroec Society</i>	Ruusbroecgenootschap

S	
<i>sabbatical (year)</i>	sabbatjaar
<i>Safety Sciences</i>	veiligheidswetenschappen
<i>salary administration</i>	salarisbeheer
<i>schedule</i>	lesrooster
<i>scholar</i>	academicus
<i>scholarship</i>	studiebeurs
<i>scholarship student</i>	bursaal
<i>school</i>	school
<i>School of Arts</i>	School of Arts
<i>science communication</i>	wetenschapscommunicatie
<i>Sciences</i>	wetenschappen
<i>scientific staff member</i>	wetenschappelijk medewerker
<i>second cycle</i>	tweede cyclus
<i>second supervisor</i>	copromotor
<i>Secondary Education</i>	middelbaar onderwijs
<i>secondary school-leavers</i>	abituriënten (studenten in het laatste jaar van het secundair onderwijs)
<i>second-year student</i>	tweedejaarsstudent
<i>secretarial assistant</i>	administratief medewerker
<i>secretary's office</i>	secretariaat
<i>self-assessment</i>	zelf-beoordeling
<i>self-instruction</i>	zelfstudie
<i>self-study</i>	zelfstudie
<i>seminar</i>	werkcollege, discussiecollege
<i>seminar</i>	seminarie
<i>senior lecturer</i>	hoofddocent
<i>senior researcher (postdoc)</i>	doctor-assistent
<i>services</i>	dienstverlening

English	Dutch
<i>Services under the management of the Board of Administration</i>	diensten afhankelijk van college van beheer
<i>Services under the management of the Board of Governors</i>	diensten onder beheer van de raad van bestuur
<i>Services under the management of the Rector</i>	diensten onder het beheer van de rector
<i>Social and Economic Sciences</i>	sociaaleconomische wetenschappen
<i>social exclusion</i>	sociale uitsluiting
<i>Social Medicine</i>	sociale geneeskunde
<i>social policy</i>	sociaal beleid
<i>Social Work</i>	sociaal werk
<i>society</i>	genootschap
<i>Sociology of Law</i>	rechtssociologie
<i>sophomore</i>	tweedejaarsstudent
<i>specialisation</i>	specialisatie
<i>specialty registrar</i>	assistent (ziekenhuis)
<i>Spectroscopy in Biophysics and Catalysis</i>	spectroscopie in biofysica en catalyse
<i>speech therapy</i>	logopedie
<i>spokesperson</i>	woordvoerder
<i>Sport</i>	sport
<i>Sports Council</i>	sportraad
<i>sports facilities</i>	sportfaciliteiten
<i>sports insurance</i>	sportverzekering
<i>staff</i>	personeel
<i>staff member</i>	medewerker, stafmedewerker
<i>Staff Services</i>	stafdienst(en)
<i>standardised contract</i>	standaardcontract
<i>standard study programme</i>	modeltraject
<i>standing regulations</i>	huishoudelijk reglement
<i>statistics</i>	statistiek
<i>statutory</i>	vastbenoemd
<i>statutory academic personnel</i>	statutair academisch personeel
<i>statutory academic staff</i>	vastbenoemd academisch personeel
<i>stomatology</i>	stomatologie
<i>Structural Chemistry</i>	structuurchemie
<i>student accommodation database</i>	kotweb
<i>Student Accommodation Office</i>	huisvestingsdienst [voor studenten]
<i>Student Administration Office</i>	Dienst Studentenadministratie
<i>student affairs</i>	studentenzaken
<i>student card</i>	studentenkaart
<i>student club</i>	studentenvereniging
<i>student counselling</i>	studentenbegeleiding
<i>Student counselling with regard to course content</i>	vakinhoudelijke studentenbegeleiding
<i>student counsellor</i>	trajectbegeleider
<i>student doctor</i>	studentenarts

English	Dutch
<i>Student Funding Services</i>	Dienst Studiefinanciering
<i>student grant</i>	studiebeurs
<i>student hall of residence</i>	studentenhome
<i>Student Information &amp; Reception Office</i>	Dienst Studenteninformatie & -Onthaal
<i>Student Jobs Office</i>	jobdienst
<i>student number</i>	studentennummer
<i>Student Placement Office</i>	plaatsingsdienst
<i>student room</i>	kot (studentenkamer)
<i>Student Services Department</i>	Departement Studentgerichte Diensten
<i>Student support services</i>	Dienst voor studietoelagen, advies en planning
<i>student visa</i>	studentenvisum
<i>student with a part-time job</i>	werkstudent
<i>student workload</i>	studiebelasting
<i>student-centered education</i>	studentgecentreerd onderwijs
<i>students from ethnic minorities</i>	allochtone studenten
<i>studio</i>	studio
<i>study advisor</i>	studieadviseur
<i>study centre</i>	studiecentrum
<i>study counsellor</i>	studiebegeleider
<i>study load</i>	studielast
<i>study material</i>	studiemateriaal
<i>study programme</i>	studieprogramma
<i>subsidised post-doctoral researcher</i>	post-doc navorsers met subsidie
<i>subsidy</i>	werkingstoelage (subsidie)
<i>success rate</i>	slaagpercentage
<i>supervisor</i>	promotor (van masterproef of doctoraat)
<i>support</i>	ondersteuning (in onderwijs)
<i>surgery</i>	heelkunde
<i>Surveillance and Security</i>	bewaking en beveiliging
<i>sustainable development</i>	duurzame ontwikkeling
<i>sworn translation</i>	beëdigde vertaling
<i>swot</i>	blokken (voor een examen)

T	
<i>take an examination</i>	examen afleggen
<i>target group communication</i>	doelgroepencommunicatie
<i>teacher</i>	leraar
<i>teacher</i>	lesgever
<i>teacher training programme</i>	lerarenopleiding
<i>teaching assistant</i>	praktijkassistent
<i>teaching lecturer</i>	praktijklector
<i>teaching material</i>	leermiddelen

English	Dutch
<i>teaching method</i>	didactische werkvorm, onderwijsvorm
<i>teaching staff</i>	onderwijzend personeel
<i>technology</i>	technologie
<i>tenant</i>	huurder
<i>tenure</i>	vaste aanstelling/benoeming
<i>tenure track</i>	academisch loopbaantraject leidend tot vaste benoeming
<i>tenure track research professor</i>	TTBOF
<i>tenured</i>	vastbenoemd
<i>Tenured Academic Personnel</i>	ZAP – zelfstandig academisch personeel
<i>tenured academic staff</i>	zelfstandig academisch personeel (ZAP), vastbeneemd academisch personeel
<i>Theoretical Neurobiology</i>	theoretische neurobiologie
<i>Theoretical Physics of Solids</i>	theoretische fysica van de vaste stoffen
<i>Theoretical Study of Matter</i>	theoretische studie der Materie
<i>Theory of Molecular Materials</i>	theorie van moleculaire materialen
<i>thesis defence</i>	verdediging (van doctoraat)
<i>Thoracic and Vascular Surgery</i>	thorax en vaatheelkunde
<i>timetable</i>	lesrooster
<i>timetable</i>	rooster (lesrooster)
<i>top and excellence level</i>	top & Excellentieniveau
<i>toxicology</i>	toxicologie
<i>Trace Elements and Minerals in Biomedical Areas</i>	sporelementen en mineralen in de biomedische wetenschappen
<i>trainee</i>	stagiair
<i>translation</i>	vertaling
<i>Translation</i>	vertalen
<i>Transplant Surgery</i>	transplantatieheelkunde
<i>Transport of Goods &amp; Persons</i>	transport van goederen & personen
<i>tuition fee</i>	inschrijvingsgeld, onderwijsgeld
<i>tutorial</i>	werkcollege
<i>tutoring</i>	studiebegeleiding

## U

<i>under development</i>	in oprichting
<i>undirected research</i>	niet -gericht onderzoek
<i>unit</i>	eenheid, cel (van organisatie)
<i>unit coordinator</i>	celcoördinator
<i>University and Community Department</i>	Departement Universiteit en Samenleving
<i>University Business Centre Antwerp</i>	Universitair Bedrijvencentrum Antwerpen
<i>university college</i>	hogeschool
<i>university degree</i>	academische graad
<i>university library</i>	universiteitsbibliotheek

English	Dutch
<i>University of Antwerp</i>	Universiteit Antwerpen
<i>University of Antwerp Catering Services</i>	Dienst UA-catering
<i>University of Antwerp Institutions</i>	instituten van de ua
<i>University of Antwerp prospectus</i>	UA catalogus
<i>University of Antwerp-fund for educational development</i>	UFOO
<i>University Research Fund</i>	Bijzonder Onderzoeksfonds (BOF)
<i>university restaurant</i>	universiteitsrestaurant
<i>university restaurants - cafeterias</i>	universiteitsrestaurants - cafeteria's
<i>University Scientific Institute for Drug-Related Problems (USID)</i>	Universitair Wetenschappelijk Instituut voor Drugsproblemen (UWID)
<i>unremunerated</i>	onbezoldigd
<i>Urban Design and Spatial Planning</i>	stedenbouw en ruimtelijke planning
<i>urology</i>	urologie

V	
<i>vaccinology</i>	vaccinologie
<i>Veterinary Medicine</i>	diergeneeskunde
<i>VIB-8 Department of Molecular Genetics</i>	VIB-8
<i>vice-chancellor</i>	rector
<i>Vice-Rector</i>	vice-rector
<i>visa requirements</i>	visumvereisten
<i>Vision Lab</i>	visie Lab
<i>visitation commission</i>	visitatiecommissie
<i>visiting lecturer</i>	gastdocent, gastlector
<i>visiting professor</i>	gastprofessor
<i>viva</i>	verdediging (van doctoraat)
<i>voluntary assistant</i>	vrijwillig medewerker
<i>voluntary collaborator</i>	vrijwillig medewerker

W	
<i>walking distance</i>	loopafstand
<i>waste collection</i>	afvalophaling
<i>water, electricity and heating costs</i>	kosten voor elektriciteit, gas en water (EGW)
<i>welfare</i>	welzijn
<i>Welfare State</i>	verzorgingsstaat
<i>women's studies</i>	vrouwenstudies
<i>working student</i>	werkstudent
<i>workshop</i>	werkplaats
<i>youth health care</i>	jeugdgezondheidszorg



## 5. Useful websites and books

- Emmerson, Paul (2004). *Email English*. Oxford: Macmillan.
- <http://learnenglish.britishcouncil.org/en/>
- [www.englishpage.com/](http://www.englishpage.com/)
- [www.oxfordadvancedlearnersdictionary.com/](http://www.oxfordadvancedlearnersdictionary.com/)
- Swan, Michael (2005). *Practical English Usage* [3rd ed.]. Oxford: Oxford University Press.

## 6. References

- Allen, John (2003). *The BBC News Styleguide*. Retrieved from [www.bbctraining.com/pdfs/newsstyleguide.pdf](http://www.bbctraining.com/pdfs/newsstyleguide.pdf)
- British Council. *Learn English*. Retrieved from <http://learnenglish.britishcouncil.org/en/>
- *Collins Cobuild English Dictionary*. London: HarperCollins Publishers Ltd (1995).
- Emmerson, Paul (2004). *Email English*. Oxford: Macmillan.
- English Page. *Free online English lessons & ESL/EFL resources*. Retrieved from <http://www.englishpage.com/>
- *Europa – Interinstitutional Style Guide (2012). Annex A5. List of countries, territories and currencies*. Retrieved from <http://publications.europa.eu/code/en/en-5000500.htm>
- European Commission Directorate-General for Translation (2012) *Country Compendium. A Companion to the English Style Guide*. Retrieved from [http://ec.europa.eu/translation/english/guidelines/documents/styleguide\\_english\\_dgt\\_en.pdf](http://ec.europa.eu/translation/english/guidelines/documents/styleguide_english_dgt_en.pdf)
- European Commission Directorate-General for Translation (2011) *English Style Guide: A handbook for authors and translators in the European Commission* [7th ed.]. Retrieved from [http://ec.europa.eu/translation/english/guidelines/documents/styleguide\\_english\\_dgt\\_en.pdf](http://ec.europa.eu/translation/english/guidelines/documents/styleguide_english_dgt_en.pdf)
- *Longman Dictionary of Contemporary English for Advanced Learners* [5th ed.]. Essex: Pearson Education Limited (2009).
- Swan, Michael (2005). *Practical English Usage* [3rd ed.]. Oxford: Oxford University Press.

## 7. Index

Key term	Context	Section
,	punctuation	3.4.
.	in lists	1.11.
.	punctuation	3.4.
:	punctuation	3.4.
:	spaces	1.9.
;	in lists	1.11.
;	punctuation	3.4.
;	spaces	1.9.
°	spaces	1.9.
%	spaces	1.9.
-	spaces	1.9.
' and “	spaces	1.9.
&	spaces	1.9.
/	spaces	1.9.
()	spaces	1.9.
€		1.4.1.
12-hour system		1.6.1.
24-hour system		1.6.1.

A		
academic fields		1.1.1.
a number of	subject-verb agreement	3.3.1.
a.m. and p.m.		1.6.1.
abbreviations	in letters	2.2.1.
abbreviations	spelling	1.8.
acronyms	spelling	1.8.
actual	false friends	3.1.2.
adapt	confusing words	3.1.3.
addresses	in letters	2.2.2.
addresses	translation?	1.2.
adopt	confusing words	3.1.3.
affect	confusing words	3.1.3.
afkorting(en)	in letters	2.2.1.
afkorting(en)	spelling	1.8.
agenda	false friends	3.1.2.
allochtonous	false friends	3.1.2.
American English versus British English	words	3.1.1.
American English versus British English	ce/se (e.g. practice/practise)	3.2.1.

Key term	Context	Section
American English versus British English	single or double l (e.g. travelling)	3.2.2.
American English versus British English	spelling	3.2.7.
amount	confusing words	3.1.3.
ampersand (&)	spaces	1.9.
any of	subject-verb agreement	3.3.1.
apostrophes (')	plural (e.g. cars)	3.2.3.
apostrophes (')	genitive (e.g. John's car)	3.2.4.
apostrophes (')	punctuation	3.4.
arise	confusing words	3.1.3.
articles (a – an)	in abbreviations	1.8.

## B

Bachelor	degrees	1.1.4.
backside	false friends	3.1.2.
beside	confusing words	3.1.3.
besides	confusing words	3.1.3.
betreft		2.2.1.
billion	false friends	3.1.2.
billions	multiples (e.g. six billion)	1.4.2.
bodies	university	1.1.3.
brackets ( )	spaces	1.9.
breuken (e.g. 2/3)	figures or letters	1.4.2.
brieven	letters	2.2.
British English versus American English	words	3.1.1.
British English versus American English	ce/se (e.g. practice/practise)	3.2.1.
British English versus American English	single or double l (e.g. travelling)	3.2.2.
British English versus American English	spelling	3.2.7.

## C

campus		1.1.5.
capital letters	addresses	1.2.
capital letters	for currencies	1.4.1.
capital letters	for research fields	1.1.1. 1.7.
capital letters	for titles and functions	1.1.2. 1.7.
capital letters	general usage	1.7.
capital letters	spelling	1.7.
ce/se (e.g. practice/practise)		3.2.1.
choose	confusing spelling	3.2.5.
chose	confusing spelling	3.2.5.
collective nouns (e.g. the police)	subject-verb agreement	3.3.1.

Key term	Context	Section
colon (:)	spaces	1.9.
colons (:)	punctuation	3.4.
comma	in decimals	1.4.1.
commas (,)	punctuation	3.4.
compound nouns		3.2.6.
confusing spelling		3.2.5.
confusing words		3.1.3.
contractions	in emails	2.1.3.
conventions	for emails	2.1.2.
conventions	for letters	2.2.2.
coordinated compound nouns (e.g. acid- and heat-resistant)		3.2.6.
country	translation?	1.2.
country code		1.4.4.
currency	symbol	1.4.1.

D		
dash (-)	word division	1.10.
dash (-)	coordinated compound nouns (e.g. acid- and heat-resistant)	3.2.6.
dash (-)	ranges	1.4.3.
dash (-)	spaces	1.9.
dates	writing the date	1.5.1.
dates	ordinal numbers (e.g. 4th)	1.5.2.
dates	in letters	2.2.2.
dear	writing emails	2.1.2.
dear	writing letters	2.2.2.
decimals		1.4.1.
degree sign (°)	spaces	1.9.
degrees	university	1.1.4.
difficult spelling		3.2.8.
dots	in abbreviations	1.8.
dots (.)	in thousands	1.4.1.
dots (.)	between hours and minutes	1.6.2.
dots (.)	in titles	1.1.2.
doubling the final consonant (e.g. referring)		3.2.2.
dubbelpunt (:)	punctuation	3.4.
Dutch-English false friends	word list	3.1.2.

Key term	Context	Section
<b>E</b>		
economic	confusing words	3.1.3.
economical	confusing words	3.1.3.
economics	confusing words	3.1.3.
economy	confusing words	3.1.3.
effect	confusing words	3.1.3.
either of	subject-verb agreement	3.3.1.
email phrases		2.1.1.
email samples		2.1.4.
emails		2.1.
emoticons	in emails	2.1.3.
English-Dutch false friends	word list	3.1.2.
especially	confusing words	3.1.3.
euros		1.4.1.
eventual	false friends	3.1.2.
<b>F</b>		
F	fax numbers	1.4.4. 1.8.
false friends	English-Dutch	3.1.2.
fax	fax numbers	1.4.4. 1.8.
fax numbers		1.4.4. 1.8.
feestdagen	national holidays	1.5.3.
fields	university	1.1.1.
figures	for numbers	1.4.2.
final consonant	double? (e.g. referring)	3.2.2.
fixed prepositions		3.1.4.
foreign phrases		1.12.
fractions (e.g. 2/3)	figures or letters	1.4.2.
from – to	ranges	1.4.3.
ful (e.g. useful)		3.2.8.
full stops	in abbreviations	1.8.
full stops (.)	in thousands	1.4.1.
full stops (.)	between hours and minutes	1.6.2.
full stops (.)	in titles and functions	1.1.2.
full stops (.)	in lists	1.11.
full stops (.)	punctuation	3.4.
functions	university	1.1.2.
fusion	false friends	3.1.2.

Key term	Context	Section
<b>G</b>		
gender		1.13.
genitive (e.g. John's car)		3.2.4.
geographical names	translation?	1.3.
gerund (e.g. walking)		3.3.2.
<b>H</b>		
he/she	gender neutral	1.13.
high school	false friends	3.1.2.
historic	confusing words	3.1.3.
historical	confusing words	3.1.3.
holidays		1.5.3.
hoofdletters	for currencies	1.4.1.
hoofdletters	for titles	1.1.2.
hoofdletters	capital letters	1.7.
however	false friends	3.1.2.
hundreds	multiples (e.g. six hundred)	1.4.2.
hyphen (-)	compound nouns	3.2.6.
hyphen (-)	spaces	1.9.
hyphenated expressions with numbers (e.g. three-day course)		1.4.2.
<b>I</b>		
i.o. (in opdracht)		2.2.1.
infinitive (e.g. to walk)		3.3.2.
ing-form (e.g. walking)		3.3.2.
interpunctie		3.4.
irregular plurals		3.2.3.
ise/ize (e.g. analyse)	spelling	3.2.7.
it is	subject-verb agreement	3.3.1.
italics	in foreign phrases	1.12.
ize/ise (e.g. analyse)	spelling	3.2.7.
<b>J</b>		
journal	false friends	3.1.2.
<b>K</b>		
koppelteken (-)	word division	1.10.
koppelteken (-)	compound nouns	3.2.6.
koppelteken (-)	coordinated compound nouns (e.g. acid- and heat-resistant)	3.2.6.

Key term	Context	Section
<b>L</b>		
l/ll	doubling the final consonant (e.g. referring)	3.2.2.
languages	capital letters	1.7.
layout	of letters	2.2.2.
learn	false friends	3.1.2.
letter layout		2.2.2.
letter phrases		2.2.1.
letter samples		2.2.4.
letters	for numbers	1.4.2.
letters	writing letters	2.2.
liggend streepje (-)	word division	1.10.
liggend streepje (-)	coordinated compound nouns (e.g. acid- and heat-resistant)	3.2.6.
lists		1.11.
loose	confusing spelling	3.2.5.
lose	confusing spelling	3.2.5.

<b>M</b>		
M	mobile phone numbers	1.4.4. 1.8.
majority	subject-verb agreement	3.3.1.
Master	degrees	1.1.4.
meaning	false friends	3.1.2.
meervoud		3.2.3.
millions	multiples (e.g. six million)	1.4.2.
mob	mobile phone numbers	1.4.4. 1.8.
months	capital letters	1.7.
Mr, Ms, etc.	titles	1.1.2.
Ms	conventions	2.1.2.

<b>N</b>		
national holidays		1.5.3.
nationalities	capital letters	1.7.
neither of	subject-verb agreement	3.3.1.
neutral	gender	1.13.
none of	subject-verb agreement	3.3.1.
nouns/verbs	ce/se (e.g. practice/practise)	<b>3.2.1.</b>
number	subject-verb agreement	3.3.1.
number	confusing words	3.1.3.
number of (a)	subject-verb agreement	3.3.1.

Key term	Context	Section
numbers	writing numbers	1.4.1.
numbers	figures or letters	1.4.2.
numbers	fractions (e.g. 2/3)	1.4.2.
numbers	ordinal (e.g. 4th)	1.4.2.
numbers	hyphenated expressions with numbers (e.g. three-day course)	1.4.2.
numbers	millions (e.g. six million)	1.4.2.
numbers	billions (e.g. six billion)	1.4.2.
numbers	thousands (e.g. six thousand)	1.4.2.
numbers	hundreds (e.g. six hundred)	1.4.2.
numbers	telephone and fax numbers	1.4.4. 1.8.

O		
o'clock	telling the time	1.6.3.
of	confusing spelling	3.2.5.
off	confusing spelling	3.2.5.
one in (e.g. ten)	subject-verb agreement	3.3.1.
one word	compound nouns	3.2.6.
opportunity	confusing words	3.1.3.
ordinal numbers (e.g. 4th)	figures or letters	1.4.2.
ordinal numbers (e.g. 4th)	for dates	1.5.2.
out of office	phrases	2.1.1.
out of office sample		2.1.4.

P		
p.m. and a.m.		1.6.1.
p/a		2.2.1.
percentage sign (%)	spaces	1.9.
per cent	subject-verb agreement	3.3.1.
period	range	1.4.3.
periods (.)	in thousands	1.4.1.
periods (.)	between hours and minutes	1.6.2.
periods (.)	in titles and functions	1.1.2.
periods (.)	in lists	1.11.
periods (.)	punctuation	3.4.
personal	confusing words	3.1.3.
personnel	confusing words	3.1.3.
PhD	titles	1.1.2.
phrases	for emails	2.1.1.
phrases	for letters	2.2.1.
plaatsnamen	translation?	1.3.
places	translation?	1.3.



Key term	Context	Section
plural	for currencies	1.4.1.
plural	subject-verb agreement	3.3.1.
plural	spelling	3.2.3.
points	in abbreviations	1.8.
points (.)	in thousands	1.4.1.
points (.)	between hours and minutes	1.6.2.
points (.)	in titles and functions	1.1.2.
possibility	confusing words	3.1.3.
prepositions	fixed prepositions	3.1.4.
price	confusing words	3.1.3.
prices		1.4.1.
principal	confusing words	3.1.3.
principle	confusing words	3.1.3.
prize	confusing words	3.1.3.
problematic spelling		3.2.8.
Prof	titles	1.1.2.
program	spelling	3.2.7.
programme	spelling	3.2.7.
programme	degrees	1.1.4.
promoter	false friends	3.1.2.
proper names	capital letters	1.7.
public holidays	capital letters	1.7.
public holidays		1.5.3.
punctuation		3.4.
puntkomma (;)	in lists	1.11.
puntkomma (;)	punctuation	3.4.

## Q

quotation marks (‘ and ’)	spaces	1.9.
quotations	capital letters	1.7.
quotations	punctuation	3.4.2.

## R

raise	confusing words	3.1.3.
ranges		1.4.3.
rangtelwoorden (e.g. 4th)	figures or letters	1.4.2.
rangtelwoorden (e.g. 4th)	for dates	1.5.2.
rank (e.g. 4th)	figures or letters	1.4.2.
rank (e.g. 4th)	for dates	1.5.2.
references		6.
research fields	university	1.1.1.
rise	confusing words	3.1.3.

Key term	Context	Section
<b>S</b>		
s	plural (e.g. cars)	3.2.3.
s	genitive (e.g. John's car)	3.2.4.
samestellingen	compound nouns	3.2.6.
samentrekkingen	coordinated compound nouns (e.g. acid- and heat-resistant)	3.2.6.
sample emails		2.1.4.
sample letters		2.2.4.
sample out of office		2.1.4.
scholar	false friends	3.1.2.
scientific symbols	spaces	1.9.
semi-colon (;)	spaces	1.9.
semi-colons (;)	in lists	1.11.
semi-colons (;)	punctuation	3.4.
separate words	compound nouns	3.2.6.
she/he	gender neutral	1.13.
singular	subject-verb agreement	3.3.1.
slash (/)	spaces	1.9.
smileys	in emails	2.1.3.
spaces		1.9.
specially	confusing words	3.1.3.
spelling	general	3.3.
spelling	difficult words	3.2.8.
splitsen		1.10.
splitting words		1.10.
style tips	for emails	2.1.3.
style tips	for letters	2.2.3.
subject	subject-verb agreement	3.3.1.
subject-verb agreement		3.3.1.
sympathetic	false friends	3.1.2.
<b>T</b>		
T	telephone numbers	1.4.4. 1.8.
t.a.v.		2.2.1.
tel	telephone numbers	1.4.4. 1.8.
telephone numbers		1.4.4. 1.8.
terminology list		4.
th	ordinal numbers (e.g. 4th)	1.5.2.
than	confusing spelling	3.2.5.

Key term	Context	Section
their	confusing spelling	3.2.5.
then	confusing spelling	3.2.5.
therefore	false friends	3.1.2.
therefore	confusing spelling	3.2.5.
they're	confusing spelling	3.2.5.
thousands		1.4.1.
thousands	multiples (e.g. six thousand)	1.4.2.
time	general	1.6.
time	telling the time	1.6.3.
titles	university	1.1.2.
titles	capital letters	1.7.
to	confusing spelling	3.2.5.
to-infinitive (e.g. to walk)		3.3.2.
too	confusing spelling	3.2.5.
town		1.1.5.
two words	compound nouns	3.2.6.

## U

units of measurement	spaces	1.9.
university	name	1.1.5.
university bodies		1.1.3.
university degrees		1.1.4.
university functions		1.1.2.
university research fields		1.1.1.
university terminology		4.
university titles		1.1.2.
useful websites and books		5.

## V

verb	subject-verb agreement	3.3.1.
verbs	followed by ing-form or to-infinitive	3.3.2.
verbs/nouns	ce/se (e.g. practice/practise)	3.2.1.
vocabulary		3.1.
voorzetsels	fixed prepositions	3.1.4.

## W

websites and books		5.
weekdays	capital letters	1.7.
weglatingsstreepje (-)	coordinated compound nouns (e.g. acid- and heat-resistant)	3.2.6.
who's	confusing spelling	3.2.5.
whose	confusing spelling	3.2.5.

woordenschat		3.1.
word division		1.10.
writing emails		2.1.
writing letters		2.2.

Y		
your	confusing spelling	3.2.5.
you're	confusing spelling	3.2.5.
yours faithfully	writing emails	2.1.2.
yours faithfully	writing letters	2.2.2.
yours sincerely	writing emails	2.1.2.
yours sincerely	writing letters	2.2.2.