

 <b>Universiteit Antwerpen</b>	<b>PROCEDURE PROC/ADOND/001.1</b>	
Name:	<b>Admission holders of a diploma from an institution outside the Flemish Community. Excluding doctoral students Academic year 2011-2012</b>	Name and signature (delegated) person responsible:
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## 1. Admission requirements

### 1.1. Legislative context, international agreements and regulations

In treating admission requests, our university is bound by external and internal regulations.

These regulations can be found in:

- the decree of 30 April 2004 concerning the enhancement of flexibility in higher education and pertaining to urgent measures in higher education, chapter III
- the decree of 4 April 2003 concerning the restructuring of higher education in Flanders (chapter I- parts 3 and 8)
- the decree concerning the education XVII (article V23)
- Treaty n° 165 of the European Council and the UNESCO concerning the recognition of higher education degrees in the European region from 11 April 1997 (Lisbon convention) <sup>1</sup>
- Treaty between the Flemish Community of Belgium and the Kingdom of the Netherlands regarding the accreditation of programmes in Flemish and Dutch higher education of 03/09/2003 (art. 11)
- Decision of the Flemish Community regarding the APS-certificate (agreement signed on 18 December 2006)
- Equivalence diploma of medical doctor (Naric-regulations)
- Law of 15 December 1980 concerning access to the territory, the residence, the settlement and the removal of foreigners.
- The Education and Examination Regulation of the Universiteit Antwerpen of the academic year concerned

When the general diploma requirements are mentioned below, this always concerns diplomas issued by recognised education institutions in Flanders (except when otherwise indicated).

Students with a foreign diploma who have been granted equivalence through the Department of Education (Flemish Community) are considered to be students with a Flemish diploma. Diplomas issued by recognised education institutions in the French and German Community of Belgium are recognised automatically as equivalent with the corresponding diploma issued by recognised education institutions in Flanders.

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<sup>1</sup> The treaty n° 165 of the European Council and the UNESCO cancels the treaty n° 15 of the European Council. Belgium has not yet ratified the treaty n° 165.

## **1.2. Admission to a bachelor's programme**

### **1.2.a. General diploma requirements**

Persons are admitted to a bachelor's programme when they have :

- a) a diploma of secondary education
- b) a diploma of higher education
- c) a diploma of higher education for social promotion (except the certificate of pedagogical ability)
- d) a diploma or certificate (obtained abroad) which is recognised as equivalent with the diplomas in the categories mentioned above and this by law, decree, European directive or another international agreement.

### **1.2.b. Specific admission requirements**

For an enrolment in the programme of medicine an additional requirement is to have passed the entrance exam of the Flemish Community.

Furthermore there are different admission requirements allowing persons who do not comply with the conditions mentioned above to be enrolled in a bachelor's programme. The different admission requirements are based on:

- 1° humanitarian reasons;
- 2° medical, psychological or social reasons;
- 3° the general qualification level, the merits or competences of the candidate.

The corresponding procedure can be found in the enrolment procedure.

A diploma obtained in a country which is not part of the European Union and which is not recognised as equivalent based on d) under the general diploma requirements can be accepted if this document gives access to a bachelor's programme in the country where it was issued and if the diplomas and certificates concerned are authenticated. The foreign bachelor's programme should be comparable with a Flemish bachelor's programme.

## **1.3. Admission to an initial master's programme**

### **1.3.a. General diploma requirements**

The general admission requirement for a master's programme is holding an academic bachelor's diploma. For each master's programme, the institution marks at least one bachelor's programme as general admission requirement. The Universiteit Antwerpen defines the specific admission requirements for its master's programmes. These are approved by the Board of Governors and are included in the Higher Education Register.

### **1.3.b. Specific admission requirements**

The institution's management can exempt persons holding a higher education diploma issued outside the Flemish Community from the above-mentioned general diploma requirements for enrolment in a master's programme, insofar as that diploma is considered equivalent with the necessary degree. If this is not the case, the institution's management can make the admission dependent on a successful completion of a specifically designed preparatory programme.

## **1.4. Admission to an advanced master's programme**

### **1.4.a. General diploma requirements**

The general admission requirement for an advanced master's programme is holding an academic master's diploma. For each advanced master's programme, the institution marks at least one master's programme as general admission requirement. The enrolment can be made dependent on an inquiry into the ability of the student. The Universiteit Antwerpen defines the specific admission requirements for its advanced master's programmes. These are approved by the Board of Governors and are included in the Higher Education Register.

### **1.4.b. Specific admission requirements**

The institution's management can exempt persons holding a higher education diploma issued outside the Flemish Community from the above-mentioned general diploma requirements for enrolment in an advanced master's programme, insofar as that diploma is considered equivalent with the necessary degree. If this is not the case, the institution's management can make the admission dependent on a successful completion of a specifically designed preparatory programme.

## 1.5. Language conditions

### 1.5.a Dutch

1. The language requirements for a first enrolment in a programme or for programme components which have Dutch as language of instruction are laid down in article 7 of the EER and in article 3 of the Code of Conduct regarding the Language of Instruction. For an enrolment in an initial academic programme and in a specific teacher training programme a proof of compliance with the language requirements is necessary.
2. Recognised language tests:  
Every year, before the start of the enrolment period, Linguapolis provides the registrar's office with a list of the recognised organisations and the precise names of the recognised language tests. In absence of this list, the following language tests are always recognised:
  - a. Inter-university Language Test Dutch as a Foreign Language
  - b. the Certificate of Dutch as a Foreign Language - Profile: Academic Language Proficiency (PAT) or Profile: Professional Language Proficiency (PPT);
  - c. Dutch State Exam II.
  - d. Language tests from the Universiteit Antwerpen, KULeuven and the Ugent issued up until July 2010

On first enrolment at the University of Antwerp, the above exam certificates may not be older than five years.

3. Students following a programme, with Dutch as language of instruction according to the HER, which consists entirely of programme components resorting under article 7.3 of the EER can be exempt from the above-mentioned proof concerning fulfilment of the language requirements. The faculty concerned is responsible for providing a motivated written permission for enrolment after the prospective student has demonstrated that he/she possesses adequate linguistic competency
4. For the advanced Master programmes taught in Dutch, the competent body (steering committee, educational commission) may grant a substantiated exemption for the language test. In order to obtain such an exemption, the prospective student must provide a personally written request in Dutch to the competent authority. The competent authority shall inform the applicant within 10 working days of its decision. The prospective student should add a copy of the decision to his/her enrolment file and present him/herself for enrolment at the registrar's office.

### 1.5.b. Other languages

For programmes and programme components instructed in other languages than Dutch, the competent authority (steering group, educational commission) shall decide how the prospective student should demonstrate adequate linguistic competency.

## 1.6. Additional admission requirements

### 1.6.a. Prospective students with a Chinese higher education diploma: APS-certificate required

Since the academic year 2007-2008 all Chinese students have to provide an APS-certificate (Akademische Prüfstelle) before they can be admitted for enrolment. This is based on a decision by the Flemish Community. This certificate is also required to apply for a student-visa en determines to which level and to which study area the Chinese prospective students can be admitted (see <http://www.ond.vlaanderen.be/hogeronderwijs/studeren/foreignstudents/procedure-PRChina.htm>)

Chinese students already residing in Flanders and having acquired a minimum of 30 credits in the previous academic year and Chinese students wishing to enrol based on a non-Chinese diploma are exempt from the APS-certificate.

### 1.6.b. Visa requirement: enrolment as full time, regular student is required

One of the conditions to obtain a student visa is an enrolment in a full time programme as a regular student (= diploma contract for a study programme between 54 and 66 credits).

### 1.6.c. Diploma year students: proof of enrolment in diploma year and presentation of obtained diploma before enrolment are required

Prospective students who have not yet obtained the required diploma at the time of application need to provide in their application file an original official proof (in English, French, German or Dutch) from the education institution concerned confirming the enrolment in a diploma year. Moreover, before actual enrolment a proof of the obtained diploma has to be submitted to the registrar's office. In this situation, a possible letter of acceptance will mention this condition explicitly.

The faculty always reserves the right to formulate in its advice conditions which have to be met before a possible letter of acceptance can be sent (e.g. diploma has to be obtained with a minimum degree of distinction).

In any case a copy of the diploma, if applicable legalised and translated, must be present in the student's enrolment file before the diploma can be obtained at the Universiteit Antwerpen.

## 2. Admission procedure – general principals

The general principal is that the registrar's office does a first check of the legal and institutional admission requirements. This check also applies to the formal elements of the file (are all requested documents present?). If a contents screening is required, this is done by the person in charge in the faculty concerned.

Students who comply with the general diploma requirements (1.2.a , 1.3.a or 1.4.a) and the specific language requirements (1.5.a) and do not require a visa, are directly admitted to the programme without a further file. All other students, including those wishing to enrol in an English programme, submit an admission request.

## 3. Streamlining the procedure

### 3.1. Unique form "Application form for the admission procedure"

- 1) Interested international students are initially referred to the Study-Information Office (Sonia Brunel, [internationalstudents@ua.ac.be](mailto:internationalstudents@ua.ac.be)) for (general) information regarding the programmes offered (in Flanders), diploma and language requirements, education in Flanders, the application procedure.... The Study-Information Office refers, if necessary, to the registrar's office (specific questions regarding application procedure, files in progress), Service for study advice and student counselling (specific questions regarding study advice) or to the faculty (specific questions regarding study programme).
- 2) The faculties' study-progress counsellors can always provide non-binding advice in writing regarding the study programme to prospective students requesting this but they always refer to the registrar's office to start the application procedure. This advice refers in detail to the title of the degree and to the foreign institution on the basis of which the advice is given. The definitive study programme is determined after enrolment of the candidate- student.
- 3) Only the central application form available on the registrar's office web site may be used for application. The faculties do not provide their own application forms.
- 4) If application files are received by the faculties, they will immediately forward these to the registrar's office.

### 3.2. Fixed terms and agreements

- 1) The aim is to give the students a decision within 40 working days (8 weeks) so as to make it possible for the student to enroll before the start of the academic year. This term can only be maintained in case of a timely receipt of a complete file.
- 2) When a minimum number of documents is present on the basis of which the faculty could make a decision with regard to contents, the registrar's office will already ask the faculty for advice concerning acceptance. At the same time the registrar's office will request the missing documents in the file by email (a copy of this email is included in the file for the faculty).
- 3) The faculties formulate an advice regarding the contents within 20 working days.
- 4) After receipt of the faculty's advice and in case of a complete application file, the registrar's office sends an admission or a refusal to the prospective international student as soon as possible. Depending on the situation the registrar's office will choose the appropriate type of shipment.
- 5) The admission consists of a letter of acceptance and an accompanying letter. The certificate proves to the bodies concerned (embassy, registrar's office...) that the admission requirements are met and that it is possible to enrol at the Universiteit Antwerpen upon arrival in Belgium. Only in the case of 1.6.c the certificate will mention an additional condition. The accompanying letter gives information to the prospective student about the enrolment procedure after arrival in Belgium and if applicable, the course components from which the student is exempt based on previously acquired qualifications.

The sooner the faculty can do the contents screening, the sooner the registrar's office can send the admission letter (in case of a complete file).

### 3.3. Deadline for application for admission

- 1) Deadline for prospective students **without** visa requirement:
  - a) Application files need to be received by the registrar's office at the latest on 31 July before the start of the academic year to which the application applies.
  - b) Complete files received after 31 July but before 1 September may be accepted if accompanied by an additional motivation but without the guarantee of timely treatment and a decision before the start of the academic year

- c) In case of applications that do not come under a. or b. the prospective student is informed that the application file will be treated for the next semester or the next academic year (academic year of application+1).
- 2) Deadline for prospective students **with** visa requirement:
  - a) Application files need to be received by the registrar's office at the latest on 30 April before the start of the academic year to which the application applies.
  - d) Complete files received after 30 April but before 1 June are accepted but without the guarantee of timely treatment and a decision before the start of the academic year.
  - e) In case of applications that do not come under a. or b. the prospective student is informed that the application file will be treated for the next academic year (academic year of application + 1).
- 3) Deadline application files for the second semester:
  - f) Admission requests for enrolment in the 2nd semester are only possible for international students with a permanent residence permit or without visa requirement and this with a deadline of 01 November 2011.
  - g) All other prospective students can only submit a request for an enrolment starting in the 1st semester of the next academic year (academic year of application + 1).

### **3.4. One contact person per faculty**

Each faculty appoints one contact person. This person is responsible for forwarding the files to the programme co-ordinator concerned and for forwarding the decisions to the registrar's office. Advice is given for each requested programme; in case of refusal the reason is given. Only the cover page of the decision is sent to the registrar's office and the contact person keeps a copy of the file.

### **3.5. Inquiry into the application**

The inquiry shall be conducted on the basis of the application file consisting of the application form "Application form for the admission procedure" and all required certificates and documents as indicated in the instructions of the application form. The form and the instructions (with examples) can be found on the web site <http://www.ua.ac.be/main.aspx?c=.ENGLISH&n=42029>

The application files are centralised by the registrar's office considering the deadline.

This is the flow:

- 1) Register date of receipt of the file
- 2) Check if the file is complete according to the instructions
- 3) Confirmation of receipt to the student and request of missing documents. In case of a missing language certificate the student is referred to the language tests organised by Linguapolis.
- 4) Check if the diploma gives access to the same level of education in the country of origin as the level for which the application is done (this implies for countries using the ECTS-system that minimum 180 ECTS have to be obtained for admission to a master's programme and minimum 240 ECTS for admission to an advanced master's programme or a doctoral programme). If this is not the case, the registrar's office will send a refusal letter and the file is not forwarded to the faculty's appointed contact person.
- 5) Check if the faculty has previously communicated a valid decision based on the diploma in the application file (see 3.1). If not, forward the file to the faculty's contact person if the file can be evaluated for contents: minimum copies of all necessary diplomas, transcripts and description of programme components. If yes, go to 7.
- 6) Collect the decision.
- 7) Draft an admission or a refusal based on the decision. The admission is only sent (in duplicate and by registered mail) if the file is complete. This implies that ordinary copies need to be replaced by official or legalised copies. Translations need to be legalised if applicable.

Decisions are sent directly, and not through an intermediary, to the applicant. The admission is only valid for two consecutive academic years.

### **3.6. Enrolment upon arrival in Belgium**

The international student can be enrolled during the enrolment period based on the letter of acceptance (and the diploma in the case of 1.6.c.) after arrival in Belgium. The student pass and certificates of study (a.o. for the immigration office) are provided by the registrar's office after payment of the study fees.

Students without a letter of acceptance of the registrar's office cannot enrol.

### **3.7. Reduction of the study programme and/or termination of studies**

Foreigners without visa requirement follow the standard procedure concerning changes of enrolment and reduction of the study programme.

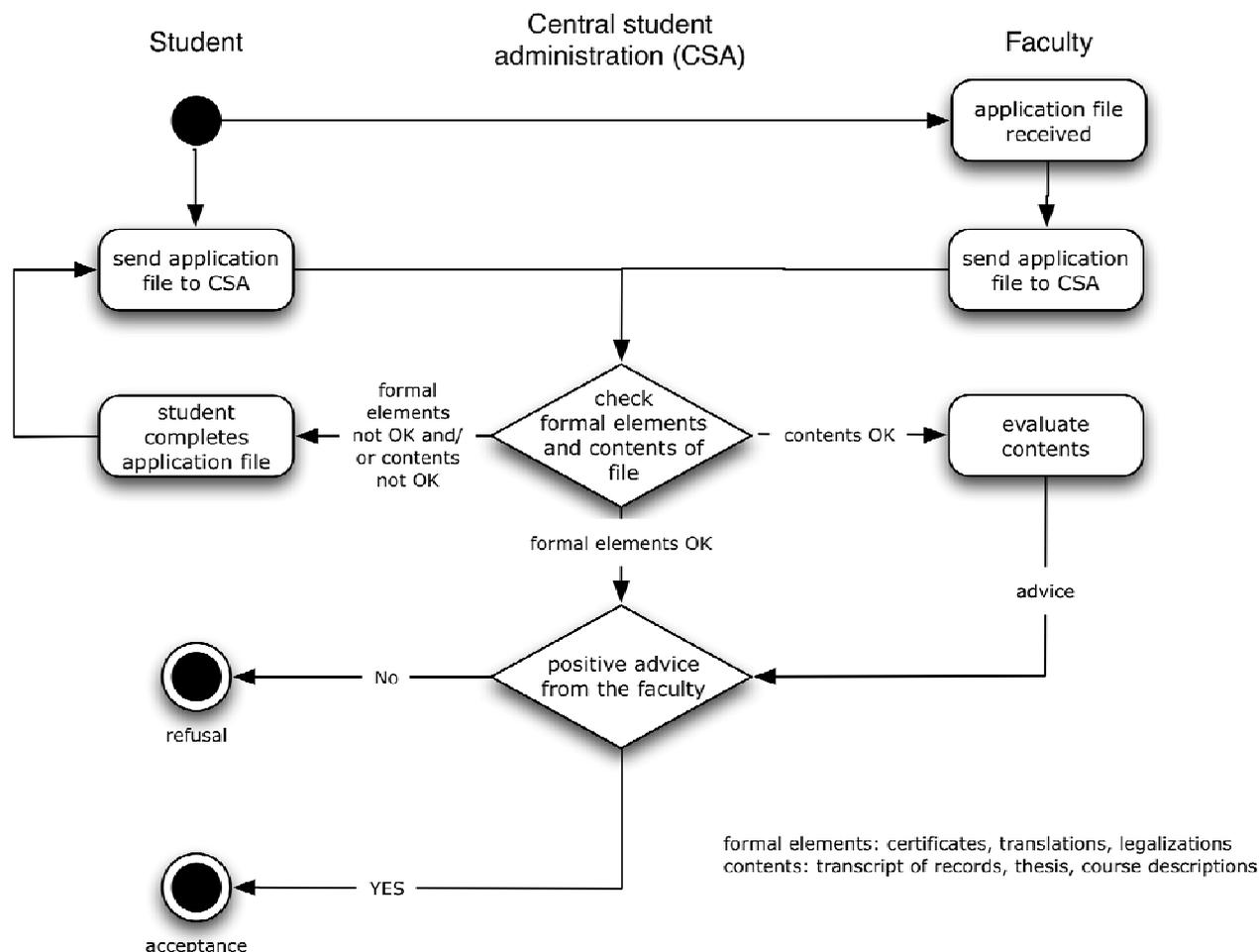
For foreigners with visa requirement, termination of studies is only possible if they can present a proof of termination of residence from the community to the registrar's office. The refund of study fees is based on the effectively taken credits after application of the regulations regarding changes in study programmes. For foreigners with visa requirements it is not possible to reduce to study programme to less than 54 credits in the first year of enrolment because they received their visa on the condition that the institution admitted them to a full time study programme.

### 3.8. Contestation of the decision

A prospective student who feels that a refusal by the faculty to admit him/her is tainted by a violation of his or her rights may, with or without assistance from the faculty ombudsperson, submit a request in writing for a review of that decision by the body appointed by the faculty to take it. This request should be submitted within five calendar days after the day on which the student has been notified of the decision. Articles 24.3, 24.4 and 25 of the EER shall subsequently apply.

## 4. Additional information

### 4.1. Process diagram



**4.2. General equivalent foreign diplomas with a diploma of secondary education by European Convention n° 15 of 11 December 1953**

Cyprus	Apolytirion
Denemark	<ul style="list-style-type: none"> <li>➤ Studentereksamen</li> <li>➤ Højere Forberedelseseksamen</li> <li>➤ Højere Handelseksamen</li> <li>➤ Højere Teknisk Eksamen</li> </ul>
Germany	<ul style="list-style-type: none"> <li>➤ Allgemeine Hochschulreife</li> <li>➤ Abitur</li> </ul>
Finland	<ul style="list-style-type: none"> <li>➤ Studentexamenbetyg</li> <li>➤ Ylioppilastutkintodistus</li> </ul>
France	Baccalauréat
Greece	Apolytirio Lykeiou
United Kingdom	General Certificate of Education Advanced Level
Ireland	Leaving Certificate
Iceland	Studentsprof
Israel	Teudat Bagrut
Italy	<ul style="list-style-type: none"> <li>➤ Diploma dell' Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore</li> <li>➤ Maturita</li> </ul>
Croatia	Svjedodžba o maturi
Latvia	<ul style="list-style-type: none"> <li>➤ Diploms par vidējo profesionālo izglītību</li> <li>➤ Atestāts par vispārējo vidējo izglītību</li> </ul>
Liechtenstein	<ul style="list-style-type: none"> <li>➤ Berufsmaturitätszeugnis</li> <li>➤ Maturazeugnis</li> </ul>
Lithuania	Brandos atestatas
Luxemburg	<ul style="list-style-type: none"> <li>➤ Diplôme de Fin d'Etudes secondaires</li> <li>➤ Diplôme de Fin d'Etudes secondaires techniques</li> </ul>
Macedonia	Svidetelstvo za polo en maturaški ispit
Malta	Matriculation Certificate
The Netherlands	<ul style="list-style-type: none"> <li>➤ VWO</li> <li>➤ HAVO + propedeuse HBO</li> </ul>
New-Zealand	National Certificate of Educational Achievement
Norway	Vitnemål Fra Videregående Skole
Austria	Reifeprüfung
Poland	Świadectwo dojrzałości
Portugal	Diploma de Ensino Secundário
Romania	Diplomă de Bacalaureat
San Marino	Diploma di Maturità
Slovakia	Maturitné Vysvedčenie
Slovenia	Matura (Maturitetno spričevalo)
Spain	Título de Bachiller
Czech Republic	Maturitní vysvědčení
Turky	Lise Diploması
Sweden	Slutbetyg Från Gymnasieskola
Switzerland	Maturitätszeugnis/Certificat de Maturité

+ The diploma "International Baccalaureat" of the European schools and the Shape-school