Universiteit Antwerpen	**PROCEDURE** **PROC/ADOND/001**	
Name:	**Enrolments 2011-2012**	Name and signature (delegated) person responsible: Eric Mathieu
Partial procedure of:		
Owner:	ADOND	
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1. Purpose

- To make clear arrangements with (prospective) students regarding enrolment
- To fix the competencies and responsibilities of the departments, faculties and institutions involved
- This text is an appendix to the 2011-2012 Education and Examination Regulation (EER) of the University of Antwerp

2. Field of application

- Department of Education, particularly the Education Administration Office (ADOND - OWADMIN)
- Department of Social, Cultural and Student Services (ADSCS), in particular the Service for Study Advice and Student Counselling (DSSB) and the Social and cultural Service.
- Communication Department (ADCOM) in particular the study information service
- ICT Department (ADICT)
- Finance Department (ADFIN)
- International Relations Office (DIS)
- Faculties and Institutions (FACULT)

3. Responsibilities and competencies

- ADOND-OWADMIN is responsible for all enrolments of bachelor, master and PhD-students (including bridging and preparatory programmes and teacher training), for compiling and keeping the enrolment files and for posting information about the various enrolment procedures on the web. OWADMIN also takes care of the registration of postgraduate students (responsible: organizer concerned), exchange students (responsible: International Relations Office) and students under interuniversity agreement (responsible: faculty concerned).
- ADICT is responsible for the proper functioning of the StudAdmin and SisA applications, and for providing technical support for these systems.
- ADSCSD is responsible for the functioning of the social and cultural service and the student counselling service
- ADCOM is responsible for the functioning of the study information service
- ADFIN is responsible for financial transactions
- The faculties are responsible for the procedures before and after enrolment as described in this document. The faculties are also responsible for the content of the contract (i.e. the study programme)

- The institutions of IOB and ITMMA and the programme EGEI are responsible for the compilation of the enrolment files of prospective students enrolling via the institution/organizer in question.

4. Enrolment procedure

A. Enrolment procedure

A1. AGREEMENT and CONTRACTS

	What	How	Remarks
1	Enrolment agreement	The enrolment agreement governs the prospective student's access to the university on the basis of a number of admission requirements as specified in the Higher Education Register and it outlines the model study path(s) for the programme(s) chosen according to the study guide on the website of the Universiteit Antwerpen. On the one hand, the fact that the agreement has been signed and/or the fee has been paid does not entail an approval of the programme components and/or the study programme by the faculty or faculties in question. On the other, approval of a study programme by a faculty does not exempt the student from the admission requirements. Within the framework of the enrolment agreement, one or more contracts can be agreed. The enrolment agreement may be declared null and void based on breaches of or decisions in accordance with the Education and Examination Regulation (EER) of the Universiteit Antwerpen. By signing the agreement the according fees are owed.	
2	Diploma contract	Purpose: to successfully complete a degree, a bridging and/or a preparatory programme by participating in the educational activities and the necessary exams Content: study programme in accordance with Article 4.3 of the EER.	
3	Credit contract	Purpose: to participate in the educational activities and the necessary exams with a view to obtaining credits Content: one or more programme components as approved by the faculty Remark: students who did not succeed in the entrance exam for medical doctor/dentist cannot be admitted to credit contract which contains programme components that belong exclusively to the programme of medicine.	See A3 "Credit and exam contracts" for the moment of approval See B.2 if admission requirements are not met
4	Examinations contract with a view to obtaining a diploma (exam contract – diploma)	Purpose: merely to take exams, without participating in the educational activities, with a view to obtaining a diploma. Content: study programme in accordance with article 4.3 of the EER as approved by the faculty	See A3 "Credit and exam contracts" for the moment of approval
5	Examinations contract with a view to obtaining credits (exam contract – credits)	Purpose: merely to take exams, without participating in the educational activities, with a view to obtaining individual credits. Content: individual programme components as approved by the faculty	See A3 "Credit and exam contracts" for the moment of approval See B.2 if admission requirements are not met
6	Combination of contracts	In case of contracts for the same programme, only a combination of contracts with a different finality (diploma or credit) is possible	Examples: A diploma contract "bachelor of law"

			cannot be combined with an exam contract-diploma “bachelor of law” A credit contract “programme components law” cannot be combined with an exam contract-credits “programme components law”

A2. ENROLMENT – STANDARD

	What	How	Remarks
1	Who may enrol directly?	Prospective students who meet the admission requirements and who wish to enrol for a programme under a diploma contract may register directly at the University of Antwerp during the enrolment period in accordance with the procedures outlined under A2. All other prospective students should first follow the procedure that applies to them as outlined under A3. Subsequently, they should follow the standard procedure under A2 in order to register.	Please note that the dates for the composition of the study programme are laid down in the relevant articles of the EER and are detached from enrolment as described here.
2	Enrolment periods	An enrolment* for the academic year is possible during the following periods. • **from 01 July 2011 up to and including 03 August 2011** • **from 18 August 2011 up to and including 23 September 2011** Exceptionally, an enrolment for the academic year may be processed in the period from 01 October 2011 up to and including 31 October 2011. In case of an enrolment during this period a limitation on the study programme** may be applicable. An enrolment* for the second semester is possible during the following periods. • **from 15 November 2011 up to and including 15 December 2011** • **from 15 January 2012 up to and including 10 February 2012** Exceptionally, an enrolment for the 2nd semester may be processed in the period from 15 February 2012 up to and including 15 March 2012. In case of an enrolment during this period a limitation on the study programme** may be applicable.	*re-enrolments (see A2.4.B) can continually be submitted electronically during the periods 15 July-31 October 2011 and 15 November 2011-15 March with the same limitations as mentioned alongside. **The faculty is responsible for the study programme of all enrolled students and can limit the study programme based on the EER.
3	Enrolment (file)	Enrolment happens on the basis of a complete file consisting of a signed agreement and the required appendices, received during the scheduled enrolment periods. These appendices consist of copies of: • the prospective student’s (electronic) ID • the diploma that legally grants access to the programme chosen and which is mentioned in the Higher Education Register • if applicable, necessary certificates (e.g. language, entrance exam medicine), faculty permissions (e.g. in case of study progress decisions) and additional diplomas	The appendices referred to may differ from those required for application files (e.g. foreigners or doctoral students)
4	Manner of enrolment	**New prospective students (first enrolment at the University of Antwerp or re-enrolment after an interruption, all contracts):** pre-enrolment by means of	The institutions IOB and ITMMA and the EGEI programme shall provide the

		the electronic form on the university website (http://www.ua.ac.be/inschr2011) coupled with submitting the enrolment file in person during the enrolment period. **Re-enrolment of UA students active in 2010-2011:** enrolment by means of the electronic form on the university website (http://www.ua.ac.be/herinschr2011), coupled **with electronic and secure submission**** of the enrolment form during the enrolment period. ** The electronic submission of the re-enrolment form via login with the UA account is considered the same as the receipt of a signed paper form and entails the same rights and obligations for the student and the institution. (see also A5 "Communication")*	registrar's office with the electronic pre-enrolment form and the complete enrolment files of their students and/or inform the registrar office about the students that may re-enroll. See A.3 "Credit and examination contract" for the prior permission
5	Study certificates and student passes	The documents are printed after receipt of a complete file and, if applicable, after registration by the registrar of a downpayment on the study fees. Study certificates and student passes are sent directly to the student by mail (postal address).	Students enrolled with an exam contract do not receive a student pass
6	Assignment of login for Blackboard and email	• First enrolment: logins are generated out of Studadmin on the basis of the assigned student number in the pre-enrolment form and are assigned to the students after acceptance of their enrolment file. The account is activated after introduction of data into StudAdmin/SisA. • Re-enrolment: UA students retain their login	Forgotten or lost accounts can be replaced by the registrar up until 31 October 2011. The new account has to be collected in person by the student or is sent to the postal address of the student. As of 1 November 2011 the student has to register with the ICT-helpdesk in accordance with the procedure on the website.
7	Appeals procedure	In case of a complaint regarding the enrolment, the Head of Student Administration or the Head of the Education Departmen (or their replacement) is the point of address. The central ombuds person can act as mediator if necessary. If the (prospective) student does not agree with the decision, he/she has to put in an appeal to the Board of Disputes regarding Study progress decisions.	The rector nor the vice-rector play a role as point of address or appeal

A3. EXCEPTIONAL ENROLMENT PROCEDURES and CHANGES

	What	How	Remarks
1	Prospective students without a secondary education diploma	Persons without a secondary school diploma who wish to take a **Bachelor's programme** can request a deviation from the admission requirements by following the procedure outlined under B.3a	
2	Combining sequential programmes	In order to be able to combine sequential programmes or study years (programmes that are being phased out), permission from the faculty or faculties concerned may be required.	See also articles 4.3 and 4.5 of the EER
3	Credit and Examination contract	Written permission by the faculty is always required prior to enrolment! For admission requirements in case of a credit contract and an exam-contract-programme components: see B1.	Also in combination with a diploma contract
4	Doctoral students	Application procedure as outlined in the doctoral regulation of the University of Antwerp (http://www.ua.ac.be/docop). (Prospective) doctoral students may (re-)enrol up until 31 May 2012. Re-enrolling doctoral students whose previous enrolment as a doctoral student dates back further than three years must go through the application procedure again. They should enrol as "doctoral student – initial year" and pay the	

		appropriate fee.	
5	Holders of a diploma issued by an institution outside the Flemish Community (excl. doctoral students)	For diplomas issued by an institution outside the Flemish Community an investigation on equivalence at the registrar's office is always required. See procedure PROC/ADOND/001.1	The document PROC/ANDOND/001.1 also contains the language requirements the student should meet.
6	Political asylum applicants	May enrol if their application as political asylum seeker has been declared admissible. Application as political asylum seeker <u>not</u> declared admissible: • Enrolment for a <u>Bachelor's programme</u> is possible if: o the applicant can produce documents proving his/her identity o the applicant can produce documentary proof that the political asylum application procedure is under way (no further than 1st appeals procedure). This proof should not be older than one year. Depending on the applicant's qualifications, procedure B.2 may need to be followed.	Requests for regularisation, submitted after 2001, are only considered if a Belgian diploma of secondary education was obtained.
7	Rejection of enrolment or administrative cancellation of enrolment	Following a decision by the faculty on the basis of the combination of programmes and/or non-compliance with study progress measures: *see EER art 4.3, 4.5 and 22* On the basis of non-payment of study fees (previous and/or current academic year), of insufficient or no learning credit at the time of enrolment (possibly determined after enrolment) and of non-compliance with the admission requirement: *see EER art 4.1, 22 and see A4*	The faculty has to notify the student administration's office in time regarding the persons whose enrolment should be refused. The students, who may have submitted an enrolment form which was then entered in Studadmin/SisA before the decision was made, will have their enrolment cancelled on the basis of the faculty's decision. Refunds and/or further amounts due in accordance with the applicable conditions.
8	Additional enrolment and programme switch	Additional enrolments and programme switches after the initial enrolment agreement has been finalised, are submitted by using the appropriate form on the website of the student administration. They are subject to the relevant stipulations in this procedure. A change in major (or working student programme) after the start of the academic year always requires consultation between the student and the faculty after which the faculty will contact the registrar. The post/email date of the request will be the date upon which the change will become effective in case of approval and processing of the request.	A programme switch means the termination of the enrolment in the previous programme followed by an enrolment in the new programme. The electronic submission of the form "change request" via the UA- student portal/UA account is considered the same as the receipt of a signed paper form and entails the same rights and obligations for the student and the institution. (see also A5 "Communication") see also A4 Study fees
9	Contract type switch	A contract type switch can only be made before the start of the academic year. Diploma contracts can only be switched to an examination contract- diploma and vice versa.	see also A4 "Study fees" and A1 "Combination of contracts"

		Credit contracts can only be switched to an examination contract – credits and vice versa	In case of other changes than described here, it concerns a termination of enrolment followed by a new enrolment as far as this is allowed for the contract in question.
10	Replacement of student pass	The student pass can be replaced free of charge once per academic year in case of theft, loss or change of enrolment, only upon request of the student. The free new student pass can be collected in person or can be sent to the student's postal address. From the third pass onwards the replacement cost is EUR 10,00. In this case, the student should present him or herself at the registrar's office to collect a new pass.	Student passes only mention the programme and not the major.
11	Termination of enrolment in one or more programmes	Only in writing and by the student by using the appropriate form on the website of the student administration. Termination of enrolment in one or more programmes is only possible until 15 March 2012 The post/email date of the request will be the date upon which the change will become effective in case of approval and processing of the request.	The form "change of enrolment" sent by email is only accepted if sent through the UA-email address (see also A5 "Communication").
12	Registration in the framework of art 8 (EER 2010-2011)	Students wishing to acquire a diploma based on proofs of ability or on previously acquired qualifications (in accordance with article 8 of the EER 2011-2012) need to register through the registrar. For this registration the same procedures apply as for an enrolment but the student is registered for 0 credits.	The registration is necessary to be able to issue the diploma.
13	Registration in case of inter-university exchange of programme components (also within the association)	Permissions in accordance with the relevant inter-university agreements. A proof of enrolment from the sending institution is always required. If it does **not** concern a inter-university programme, written permission from the receiving faculty is also required. The student is enrolled under "inter-university agreement". The timelines laid down in this procedure must be respected. Student passes and student accounts are sent directly to the student.	The persmission has to be present in the enrolment file upon enrolment. The complete procedure can be found on the enrolment website (http://www.ua.ac.be/inschrijven)
14	Registration of post-graduate students	Postgraduate students can register through the registrar in order to obtain a student pass and a UA-account. For this, the post graduate programme must be registered in the Higher Education Register. Postgraduate students need to fill out the electronic pre-enrolment or re-enrolment form en follow the respective procedure. The organizer of the postgraduate programme should provide a proof of enrolment in the postgraduate programme for the students concerned before the registration is processed. For the registration the timing laid down in this procedure should be respected. Student passes and student accounts are sent directly to the student. Study certificates are not applicable. The organizer is responsible for collecting the enrolment fees for the postgraduate programme.	The organizer is responsible for assisting the students during the registration process.
15	Registration of exchange students	Based on lists of participants from the International Relations Office. The student is registered as "exchange student". The timelines laid down in this procedure must be respected. Student passes and student accounts are sent directly to the student.	The International Relations Office is responsible for guiding the students through the registration procedure.

A4. STUDY FEES

	What	How	Remarks
1	Due when?	Payment of the study fees is one of the conditions of the contract which the student has agreed with the university and it is due within 10 working days from the moment when the student administration accepts the enrolment file. A payment does not give a right to (re-) enrolment nor does it undo a rejection or cancellation of enrolment	Terminating an enrolment does not exempt the student from paying any fees due on the basis of his/her study programme and after application of the valid refund rules.
2	Fee owed upon (re-)enrolment	Students pay minimum one of the following amounts (down payment) at the time of (re-)enrolment • Enrolment for minimum 27 credits: 400 EUR • Enrolment for less than 27 credits: 200 EUR • Enrolment with grant request: 80 EUR All received payments (see A4.6) are accumulated until the moment of recalculation as stipulated in A4.3 (exception: see A4.9 in case of terminations)	
3	(Re)calculation of study fee based on the **content of the contract**	The definitive study fee, as determined by the Board of Governors, is calculated based on the credits in the definitive study programme of the student (all contracts, active and terminated) after the closing of the enrolment period for the second semester. Based on the re-calculation, refunds are made or further amounts due are claimed. The claim will mention the possibility that the Blackboard account may be de-activated in case of no or incomplete payment.	
4	Reduced study fee	Application via ADSCS (social and cultural service). • Decision is announced by ADSCSD to the study fees cell at the registrar's office where it is subsequently introduced into StudAdmin or SisA	
5	Staggered payment (diploma contracts only)	Application via ADSCS (social and cultural service). • Copy of the payment schedule contract is provided by ADSCS (social and cultural service) to the study fees cell at the registrar's office where it is subsequently introduced into StudAdmin, under "notes". • In case of non-compliance with the agreed schedule, the registrar's office shall, after establishment of the infringement, demand full payment of the fee due	Last payment in the payment plan at the latest on **30 April** of the same academic year.

6	Manner of payment	• By transfer into the UA students account
		• BY electronic payment or credit card at the registrar's office
		• By means of BEA/electronic training vouchers (application via employer)
		• By means of training vouchers for employees:
		  • to be handed in at the registrar's office - study fees cell (ADFIN takes care of cashing)
		  • delayed delivery of the training vouchers does not discharge the student from paying the downpayment/study fees due on time	

7	Reminders and measures in case of **incomplete** payment	The list of students who have made incomplete payments is handed to ADSCSD (social service) and the faculties from 15 April 2012. The Blackboard accounts will be de-activated. The student may take the exams, but will receive no grades or documents (incl. diploma).	
8	Reminders and measures in case of	• **1 November 2011**: reminder via email with reference to ADSCSD (social services) and warning that the Blackboard account may be de-activated.	

	non-payment	• **01 December 2011**: de-activation of Blackboard account • **15 March 2012**: reminder via post with o reference to ADSCSD (social service) o notification no enrolment in a following academic year o de-activation of Blackboard account (if still applicable) The student may take the exams, but will receive no grades or documents (incl. diploma).	
9	Refunds	Study fees are always calculated based on the study programmes of the student (see "(Re-) calculation of study fee based on the content of the contract"). The difference between the amount due and the amounts paid (see A4.2) determines the amount to refund. Refunds of terminations done until 31 October 2011 are done after 1 December 2011. Refunds for terminations done after 31 October 2011 are done after the recalculation of Spring 2012. The registrar's office shall hand the list of refunds to ADFIN, which shall in turn pay the refunds into the bank account stated by the students in the enrolment agreement. An examinations or credit contract cannot be terminated and can therefore never be refunded. It is the student's responsibility to make sure that the amount paid with training vouchers is never higher the the study fees due. There are no refunds on training vouchers received by the university.	doctoral students who are enrolled for an initial year and who have applied unsuccessfully for an IWT grant shall be refunded for any study fees paid (save for a fixed amount*) if they de-enrol before 31 January 2012, on presentation of the rejection message from the IWT and submission of their student pass. ** the current administrative fee ('registration on the roll')*
10	Re-enrolment and outstanding amounts due in a previous academic year	A re-enrolment in a new academic year is accepted but not processed if there are outstanding amounts due with regard to study fees in previous academic years. The enrolment will be processed only after the outstanding amount has been paid.	
11	Collection of study fees	ADFIN takes care of day-to-day recording of amounts paid into the sub-bank accounts for study fees. ADFIN collects and prepares the banking file. Registration of payments in the StudAdmin program is taken care of by ADOND: • Payments with a 'structured message' are processed automatically. • Payments without a 'structured message' are checked by ADOND before registration in StudAdmin • A list of amounts received in the UA account for study fees, following application files from foreign students and for diploma duplicates is reported to ADFIN on a monthly basis • Any amounts that have been paid incorrectly into the study fees account are reported by ADOND to ADFIN, which subsequently follows up on these payments	IOB, ITMMA, the programme MNM EGEI and the postgraduate programmes are responsible for collecting their own study fees.

A5. VARIOUS

	What	How	Remarks
1	Communication with the student	All electronic communication between the university and the student goes through the UA-email address. Students are required to regularly check their UA-mailbox.	
2	Change of contract **content**	According to the faculty's procedure, respecting the EER 2011-2012.	*See also A4 "Study fees" regarding recalculation following a change in contract content!*
3	EVC-files	According to the AUHA procedure (http://www.auha.be) and the service for study advice and student counselling (www.ua.ac.be/evc): • Registration only through EVC-co-ordinator Anita Viaene/Greet Boels (DSSB)	
4	Verification of issued diplomas	Degree verifications upon a written request by a third party and with permission of the diploma-holder go through the diploma administration (cfr diploma procedure PROC/ADOND/002)	
5	Request for special facilities	See procedure under B.3	
6	Learning credit dates	The following dates in the EER and the enrolment procedure are important in relation to the refund of learning credit by the institution for a student enrolled in a diploma contract • Up until 31 October 2011: full refund of the learning credit connected to the study programme upon termination of enrolment of the study programme or programme components. From 1 November 2011 all credits of the 1st semester programme components and yearly programme components are considered taken. • From 1 November 2011 up until 15 March 2012: refund of the learning credits connected to the programme components of the 2nd semester upon termination of enrolment of the study programme or the programme components concerned. From 15 March 2012 all the credits of all programme components of the study programme are considered taken.	Generation students re-orienting (i.e. changing programmes by termination of enrolment followed by a new enrolment) after 31 October can, depending on the date of enrolment, receive an additional (partial) refund from the Flemish Government for the taken learning credit for the 1st semester/yearly programme components if the termination has taken place before 31 December 2011.

B. Clarification of the enrolment procedure

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

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

- Exemption from admission requirements (= secondary education diploma) for programme components from a Bachelor's programme may be granted by the admissions commission in accordance with the procedure outlined under B.3a.
- Exemption from admission requirements (= Ba or MA degree according to the HER) for programme components from a Master or an advanced Master programme may be granted by the faculty after a request in writing from the prospective student. The faculty shall provide the applicant with a motivated explicit approval. The prospective student should follow the appropriate enrolment procedure.

B.2 Prospective students lacking a secondary education degree

Regulation approved by the Board of Management on 27 April 2004:

1. Prospective students lacking a secondary education degree who wish to take one or more programme components should submit a motivated application in writing to ADSCSD before 1 September 2011, adding as much documentary proof as possible.
2. DSSB (Danny Boeykens - CST) shall consider whether the request is admissible.
3. If the request is declared admissible, Danny Boeykens will submit the application for enrolment to the admissions commission:
   - D. Boeykens, DSSB;
   - B. Lowen, Sciences;
   - F. Van Meir, Medicine and Pharmaceutical, Biomedical and Veterinary Sciences;
   - M. Walrave, Humanities
4. The admissions commission shall take a motivated decision regarding the admission of the prospective student and inform him/her in writing. A copy shall be provided to the registrar's office. The prospective student may lodge an appeal against the decision with the rector or his representative, with or without mediation on the part of the central ombudsperson.
5. If the decision is favourable, the prospective student should present him/herself at the registrar's office for enrolment. The enrolment file should contain a copy of the favourable decision.

B.3 Application for special facilities – execution of the articles 5.2.1 and 13.7.1 of the Education and Examination Regulation 2011-2012

1. Students wishing to apply to the rector for special education and/or examination facilities based on personal circumstances such as special needs due to **functional impairments and top-level sports or arts** should submit their request to the Service for Study Advice and Student Counselling (DSSB) by 30 September at the latest for the 1st semester and by 17 February at the latest for the 2nd semester of the academic year in which they wish to avail of these facilities. Students who failed to submit their application on time cannot avail of the special facilities during the semester in question. The can submit an application for the following semester.
2. Submission of the form 'Request special facilities' constitutes the written application to the rector as stated in the EER. New students at the Universiteit Antwerpen receive the form upon registration during the enrolment period. Other students can obtain the form with the application form from the DSSB or download it from the website: www.ua.ac.be/bijzonderefaciliteiten.
3. Each year, the DSSB determines which student counsellors will act as care co-ordinators. The names will be published on the website: www.ua.ac.be/bijzonderefaciliteiten.
4. The student makes an appointment with the care co-ordinator for an intake-interview. The care co-ordinator discusses the student's problems with him/her and determines which facilities the student wants to request. Firstly the requested standard facilities are discusses. Standard facilities are reasonable adjustments granted by the faculty. Based on his functional impairment the student has a right to avail of these. Secondly it is checked if the student requires additional faculty facilities. Faculty facilities do have an influence on the contents of the study programme. These facilities can only be granted after successful negotiation with the faculty. Finally, with every intake-interview the student can mention on the form "Privacy arrangements" whether or not he/she gives permission to the care co-ordinator/student counsellor to communicate the necessary information to lecturers or ombuds persons with regard to the problems, taking into account professional secrecy and privacy. This permission is required to make education and examination facilities possible.
   In the first week of the academic year, students who have submitted a form but have not arranged and intake interview will be contacted once by the DSSB. If the student does not react the request will be considered non-existent.
5. Each new request from students with a functional impairment needs to be accompanied by the correct certificates. The website www.ua.ac.be/bijzonderefaciliteiten mentions which certificates are accepted per category. These are: chronic disease, physical functional impairment, psychological functional impairment, autism spectre disorder, concentration disorder and learning disabilities (dyslexia, dyscalculia….). Ideally students submit the certificate together with their application form.
   The DSSB evaluates the requests from students with functional impairments. In cases of doubt or disagreement, the advising committee consisting of prof. P. Van Royen, prof. J. Lebeer, prof. D. Cuypers, A. Viaene and D. Boeykens (the central ombuds person Prof. P. Cras can attend the meetings) decides.
   The Sports Committee evaluates the requests regarding top level sports. The Culture Committee evaluates the requests regarding top level performance and visual arts. The DSSB advises on any other possible personal circumstances.

6. Students whose file is complete (certificates, recognition, intake interview) receive a letter from the rector by post, confirming that the faculty can give special facilities to the student. The dean, the chairman of the education board, the chairman of the examination board, the ombudsperson and the care co-ordinator concerned each receive a copy of this letter. Negative decisions are motivated and communicated to the student by registered mail.
7. Only DSSB is authorized to make arrangements and mediate with the faculty about the type of requested education and/or examination facilities. This is under no circumstances done by the Sports Committee or the the Culture Committee.
   The care co-ordinator looks at the requested education and/or examination facilities. Standard and faculty facilities for education are put into practice pby the care co-ordinator. Standard and faculty facilities are communicated to the faculty's co-ordinator.
   Before 1 November the requested facilities for the examinations of the 1st semester are communicated. For the exams of the second semester, this is done at the latest on 15 March and for the second session exams on 15 July. With regard to faculty facilities for examinations, the student makes an appointment with the faculty's co-ordinator for special facilities to discuss which solutions can be found. Faculty facilities can be refused by the lecturer taking into account feasibility, acceptability and defendability. A refusal has to be motivated thoroughly. The care co-ordinator invites the students by mail for an evaluation interview after the exams of the 1st and the 2nd semester.
8. Facilities can be extended per academic year. The student has to apply for an extension via the "Application form special facilities" or by mail to the care co-ordinator. A meeting may be required. In September DSSB sends a letter to the students who received special facilities the previous academic year, asking whether they wish to extend the special facilities. This letter is sent only once. If he/she has not reacted before 30 September, it is concluded that he/she does not want to extend the request. For students with a functional impairment the certificates of the first request remain valid for the following academic years. Other students have to submit a new certificate (see point 5) every year.

B.4 Special facilities for working students - execution of the articles 5.2.4 and 13.7.4 of the Education and Examination Regulation 2011-2012

1. Students are registered centrally as a working student upon enrolment if they comply with the 3 criteria stated in the decree on the financing art 2 °22 (a+b+c):
   a) he/she has a proof of employment for at least 80 hours per month or he/she has a proof of being a job seeker getting benefits and the programme fits in a path to work proposed by the regional job centre;
   b) he/she does not yet have a 2nd cycle degree or a master degree;
   c) he/she is enrolled in a study programme with specific teaching and learning forms and with specific modalities of guidance and service which is registered as such in the Higher Education Register. The separate registration in the Higher Education Register does not mean that it concerns a new programme, as stated in article 60septies of the Structure Decree.
2. Students mentioned above but also students enrolled in a diploma contract who comply at least with criterion a), can register with Centrum WeST for registration as a working student. Centrum WeST provides the list of working students accoring to (1) to the registrar's office for central registration and reporting to the Databank Hoger Onderwijs.
3. The written proof from 1.a) has to be available upon (re-)enrolment to enable the registration and has to be renewed every year.
4. What facilities can the working student get?
   a) They are known in the faculty as a student combining work and study
   b) They can make use of the special services offered by Centrum WeST.
   c) With active teaching methods, they can request a suitable group arrangement.
   d) When making the exam rosters special requests will be taken into account within the possibilities of the faculty.

B.5. Composition of the enrolment file

The content may vary depending on the type of student (newly enrolled first-year student or not) and the programme involved

- Enrolment agreement
- Copy* (or printout) of (electronic) ID or passport
- Copy* of the (if applicable legalised, translated) diploma (or equivalent) granting access to the programme chosen
- Copy* of the certificate of the entrance exam for medical students
- Copy* of a language test certificate
- If applicable, a certificate of special scientific programme

- Permissions/refusals from the faculty
- Form “request change of enrolment”
- Passport photographs should be provided or shall be made at enrolment

In view of the abolition of certified copies from public authorities, **original documents may now be photocopied on the spot. The photocopies may be marked with a stamp stating that it is a “Copy of the original document”. The university may also certify photocopies of own diplomas or study certificates, issued within an educational framework for the purpose of enrolment or study progress of students (article 89c of the Structure Decree). Any such certification should be done by the diplomas administration.*

B.7. Documents that need not be added to an enrolment file

- Duplicates of diplomas and supplements (diplomas administration)
- Scholarship certificates (included directly in StudAdmin via listings)
- Individual exam results and deliberation reports (faculty)
- Credits awarded and temporary certificates (faculty)
- Study programmes (faculty)
- Medical certificates (faculty)

5. Forms

Website http://www.ua.ac.be/inschrijven – under “Documents”