Universiteit Antwerpen	**PROCEDURE PROC/ADOND/001**	
Name:	**Enrolments 2012-2013**	Name and signature (delegated) person responsible: Eric Mathieu
Partial procedure of:		
Owner:	ADOND	
Name author:	Eric Mathieu	
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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 2012-2013 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 SisA application, 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 and in case of document fraud. 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.1 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	

		• A diploma contract cannot be combined with an exam contract-diploma • A credit contract cannot be combined with an exam contract-credits	

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 registration 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. • standard: from 01 July up to the start of the academic year • limitation of the study programme by the faculty possible: between 1 and 31 October An enrolment* for the second semester is possible during the following periods. • limitation of the study programme by the faculty possible: between 15 November and 15 December • limitation of the study programme by the faculty possible: between 15 January and 28 January The exact dates are stipulated in the academic calendar.	*re-enrolments (see A2.4.B) can continually be submitted electronically during the periods 15 July-31 October and 15 November -28 February with the same limitations as mentioned alongside.
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 (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 electronic form on the university website "http://www.ua.ac.be/inschr2012" coupled with submitting the enrolment file in person during the enrolment period. **Re-enrolment of UA students active in 2011-2012:** re-enrolment via http://www.ua.ac.be/herinschr2012" after secure logon with the UA student account. ** The electronic submission of the re-enrolment form via secure 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")*	The institutions IOB and ITMMA and the EGEI programme shall provide the 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	Diplomacontract, credit contract: the student pass is printed by the registrar's	Document are always sent to the

	student passes	office after receipt of a complete file and, if applicable, after registration of a down payment on the study fees. Study certificates can be obtained through SisA selfservice. Examination contract: a study certificate is printed by the registrar's office upon request and only after registration of a down payment on the study fees.	student's postal address.
6	Assignment of login for Blackboard and email	• First enrolment: logins are generated through SisA 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 SisA. • Re-enrolment: UA students retain their login	Lost accounts of the current academic year can be replaced by the registrar. Lost accounts of the previous academic year can be replaced by the registrar up until 31 October after the academic year in question. As of 1 November the student has to register with the ICT-helpdesk in accordance with the procedure on the website. Accounts are never sent by email.
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 and/or appeal
8	Fraud	Every form of established fraud in relation to the enrolment or with documents issued by the institution can lead to the cancellation of the enrolment (if applicable) and to legal prosecution.	

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, the faculty has to register the required permission in SisA in case of re-enrolment or provide the permission in writing to the student in case of a new enrolment.	See also articles 4.3 and 4.4 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 of the current academic year. 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	Study progress monitoring	Students that have been refused access to a programme in the past based on a measure of study progress monitoring and that wish to re-enroll in that same	

		programme after an interruption have to submit a motivated request to the faculty concerned in order to justify re-enrolment in the same programme with a permission. If the student neglects to do this, A3.8 is applicable.	
6	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.

7	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:
		  ○ the applicant can produce documents proving his/her identity
		  ○ 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.
		<u>Depending on the applicant's qualifications, procedure B.2 may need to be followed.</u>
			Requests for regularisation, submitted after 2001, are only considered if a Belgian diploma of secondary education was obtained.

8	Rejection of enrolment or administrative cancellation of enrolment	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 requirements: *see EER art 4.1, 22 and see A4* 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, 4.4 and 22* A decision to reject the enrolment made by a partner institution in an inter-university programme is recognized at the institution. 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 SisA before the decision was made, will have their enrolment cancelled on the basis of the faculty's decision and this on the date of enrolment. Refunds and/or further amounts due in accordance with the applicable conditions as described in this document (see A4 "Study fees"). If the student returns all the original documents received (student pass, study certificates) to the registrar's office within 10 working days after the announcement of the administrative cancellation of the enrolment, a complete or partial discharge of the amounts due may be applicable after investigation of the file by the registrar.	
9	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.	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

		The earliest date of the change is the date of receipt of the request.	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
10	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. Credit contracts can only be switched to an examination contract – credits and vice versa	see also A4 "Study fees" and A1 "Combination of contracts" 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.
11	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.
12	Termination of enrolment in one or more programmes	Only electronically by the student by using the form "change of enrolment" provided on the website of the student administration: http://www.ua.ac.be/inschrijven Termination of enrolment in one or more programmes is only possible until 28 February. A complete termination is only possible up until 31 May. The earliest date of the change is the date of receipt of the request. By terminating the enrolment in the programme the student forsakes any remaining exam opportunities for the programme components in the terminated study programme.	The form "change of enrolment" sent by email is only accepted if sent through the UA-email address (see also A5 "Communication").
13	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.
14	Registration in case of inter-university exchange of programme components (Flemish universities, Walloon universities, institutions 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" or "inter-university programme". The timelines laid down in this procedure must be respected. Student passes and student accounts are sent directly to the student.	The 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)
15	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 have been recognized by the Board of Governors and must be listed in the overview of the postgraduate programmes on www.ua.ac.be/pavo.	The organizer is responsible for assisting the students during the registration process.

		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. The organizer is responsible for collecting the enrolment fees for the postgraduate programme.	
16	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 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 the enrolment and/or his/her study programme.	
2	Fee owed upon (re-)enrolment	Students pay minimum one of the following amounts (down payment) at the time of (re-)enrolment • Enrolment as full time student: 500 EUR • Enrolment as part time student: 250 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 **<u>content</u> of the contract**	The study fee is calculated based on the credits taken in the study programme of the student (all contracts, active and terminated) and based on the rates determined by the Board of Governors". Re-calculations are done during the academic year and the amount due can be consulted by the student in SisA self-service. Based on the re-calculation, refunds are made or further amounts due are claimed.	*The rates can be consulted on the website www.ua.ac.be/studiegeld
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 for registration in 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 for registration in SisA. • 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	Terms and Manner of	Payments of study fees are due within 10 working days after the student has been	

	payment	informed of the amount due (in person, in writing, electronically).
		Payments can be done
		• 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 down payment/study fees due on time	

7	Measures in case of **incomplete** payment	As soon as the enrolment period for the 2nd semester is closed, students are notified by email that they have to pay the amount due which they can see in their SisA self-service. As of 1 April the Blackboard accounts are de-activated and written reminders are sent. The list of students who have made incomplete payments can be consulted by ADSCSD (social service) and the faculties in SisA. The student may take the exams, but will receive no grades or documents (incl. diploma).	Students graduating in February will receive a request to pay any amounts due as of 1 January.
8	Measures in case of **non-payment**	• **From 1 November 2011**: reminder via email and warning that the Blackboard account may be de-activated. • **From 01 December 2011**: de-activation of Blackboard account for students without any payment and written reminders 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 are done after 1 December. Refunds for terminations done after 31 October are done after the enrolment period for the second semester is closed. 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. It is the student's responsibility to make sure that the amount paid with training vouchers is never higher than the study fees due. There are no refunds on training vouchers received by the university. In case of a termination of enrolment by doctoral students, who only pay a fixed amount upon enrolment and upon defence, an amount of 50 EUR per month started since the enrolment date remains due when the doctoral student terminates the	

		enrolment in an academic year in which a payment was made.	
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 SisA 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 SisA • 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, taking into account article 4.2 of the EER 2011-2012.	*See also A4 "Study fees" regarding recalculation following a change in contract content!*
3	EVC-files	According to the AUHA procedure (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 are important in relation to the refund of learning credit by the institution (and to the determination of credits taken) for a student enrolled in a diploma contract • 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 after 31 October can, depending on the date of enrolment in another programme, receive an additional (partial) refund from the Flemish Government for the taken learning credit for the 1st semester/yearly programme components if the termination has taken place before 31 December 2011.

		*if still possible on the date in question	

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 (Sara Backx - CST) shall consider whether the request is admissible.
3. If the request is declared admissible, DSSB will submit the application for enrolment to the admissions commission:
   - S. Backx, 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 2012-2013

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 28 September at the latest for the 1st semester and by 15 February at the latest for the 2nd semester of the academic year in which they wish to avail of these facilities. Students are advised to submit their application and have an intake-interview with the care co-ordinator before 1 September. 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. Digital submission of the application via www.ua.ac.be/functiebeperking (for students with a functional impairment) or www.ua.ac.be/sportenkunst (for students in top level sports or arts) constitutes the written application to the rector as stated in the EER. New students at the Universiteit Antwerpen receive a flyer with the procedure upon registration during the enrolment period. Other students can obtain the flyer from the DSSB or download it from the website mentioned above.
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/functiebeperking and www.ua.ac.be/sportenkunst.

4. The student makes an appointment with the care co-ordinator for an intake-interview. 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.
   a. **For students with a functional impairment:** 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 discussed. Standard facilities are reasonable adjustments to which the student is entitled on the basis of the functional impairment. 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.
   b. **For students in top level sports or arts:** students doing top level sports also make an appointment with the top sports co-ordinator. For student-artists an appointment with the care co-ordinator is sufficient.
5. Each new request from students with a functional impairment needs to be accompanied by the correct certificates.
   a. **For students with a functional impairment**: these students have to justify their impairment with the correct certificates. The website www.ua.ac.be/functiebeperking 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. Ideally students bring the certificate to the intake interview. 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 (chairman), prof. D. Cuypers, A. Viaene and S. Backx (the central ombuds person Prof. P. Cras can attend the meetings) decides.
   b. **For students in top level sports or arts:** the Sports Committee evaluates the requests regarding top level sports. The files of student-artists are handed over from the DSSB to the Culture Committee of the Universiteit Antwerpen.
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 the chairman of the examination board 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. The care co-ordinator looks at the requested education and/or examination facilities.
   a. **For students with a functional impairment:** Standard and faculty facilities for education are put into practice by the care co-ordinator. Standard and faculty facilities for exams are communicated to the faculty's co-ordinator. Before 1 December 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 1 April and for the second session exams on 15 July. Faculty facilities are continually communicated to the faculty's co-ordinator. The care co-ordinator contacts 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.
   b. **For students in top level sports or arts:** 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 Culture Committee.
8. Facilities can be extended per academic year. 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.
   a. **For students with a functional impairment:** students can resubmit the web form or send an e mail to the care co-ordinator. In principal, standard facilities can remain in place if there is a valid certificate (unless the student cancels). A new meeting as always required for the extension of faculty facilities.
   b. **For students in top level sports or arts:** students can resubmit the web form or send an e mail to the care co-ordinator. These students have to submit a new certificate 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 or in a combination of an exam contract to obtain a degree with a credit 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 according 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 SisA 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"