Please read the guidelines below before submitting your application!

**DEADLINE TO HAND IN YOUR REQUEST**

You may only hand in one request for exemptions per programme each academic year.

You are requesting for one or multiple exemptions:

→ 1st semester courses  Monday October 15th 2018
→ 1st and 2nd semester courses  Monday October 15th 2018
→ 2nd semester courses  Friday February 15th 2019

**COMPOSITION OF YOUR REQUEST**

Your request is done by filling out the “Exemption Request 2018-2019” form. The faculty secretariat only reviews complete requests, in printed form, that were handed in before the given deadline.

This document can only be completed in Adobe Acrobat. If you do not have access to this program, you can complete your document manually, or on one of the PCs in our computer room situated in building B (check [http://www.vub.ac.be/HW/HW-computerrooms.html](http://www.vub.ac.be/HW/HW-computerrooms.html)).

A complete exemption request consists of three chapters that are clearly separated by, for example, a new title page or tab:

**Chapter I:** Exemption request

**Chapter II:** Diploma & diploma supplement | Official transcript of records

**Chapter III:** Official course descriptions

**Chapter I: “Exemption request”**

→ Your personal details
→ The programme you are enrolled for (or will be enrolled for) at the ES faculty
→ All courses for which you would like to request an exemption per programme
→ The external courses stating the previous institution | academic year | result | ECTS
→ Note! You fill in each field: manually or via the drop-down lists.

In the example underneath, the student requests an exemption for her course “Human Resources Management” in the master programme (MA) on the basis of the course “Topics in Human Resources Management”
Chapter II: “Diploma & Diploma supplement | Official transcript of records”

If you obtained your degree in a previous programme:
Copy of the official diploma(s) and supplement(s)

If you did not obtain your degree in a previous programme:
Copy of the official transcript of records with a stamp of the institution or signed by an authorized person.

On these documents, you indicate with a marker the external courses with the results and ECTS of your previous programme on the basis of which you are requesting exemptions. Next to the result you mention the number of the VUB course for which you apply for an exemption (for ex. VUB OO | 01 etc.)

Chapter III: Official course descriptions

The official content descriptions of the external courses that were used in the academic year when you obtained the credit certificate. The documents are provided with logo or stamp of the institution. A print screen of the web page are accepted as well. You also put the number of the VUB course unit (for ex; VUB course unit | 01) on the corresponding ECTS document. The official content descriptions are only accepted in English, French or German.

HANDING IN YOUR REQUEST

You hand in your complete request for exemptions at the ES Faculty secretariat. Together with one of our employees an initial check of your request shall be performed, after which you will receive a receipt.

Requests for exemptions by email will not be accepted.

AGREEMENTS
• Only one application per programme each academic year is allowed. Carefully examine which exemptions you would like to request. A request for exemption of a second semester course will not be reviewed if you already handed in a request for exemption of first semester courses;
• Carefully read through the description of your VUB programme and sort out which courses of your prior studies are equivalent to VUB courses;
• Your request for exemptions needs to be complete. After handing in you will not be allowed to add any additional documents. Incomplete files will not be treated (= inadmissible)
• The difference in ECTS credits between the course for which the exemption is requested and course of your previous education may be 1 ECTS credit max
• Do not request exemptions of courses for which you obtained a VUB credit certificate. These results will automatically be transferred (check your Self-Service)
• The faculty secretariat will send the decision made to the email address you indicated,
• Granted exemptions will be registered in you Self-Service by the faculty administration. Please check before start of the exam period. In case of doubt, contact the faculty secretariat.
• Register yourself for all courses of your programme at the start of the academic year within the given deadlines. This also means courses for which you requested an exemption too.

**IMPORTANT**

• Keep attending all classes until you are notified by the faculty secretariat of the decision taken;
• The earlier you request your exemptions, the sooner you will get a final decision. Requesting exemptions just before the deadline will result in longer waiting times.