

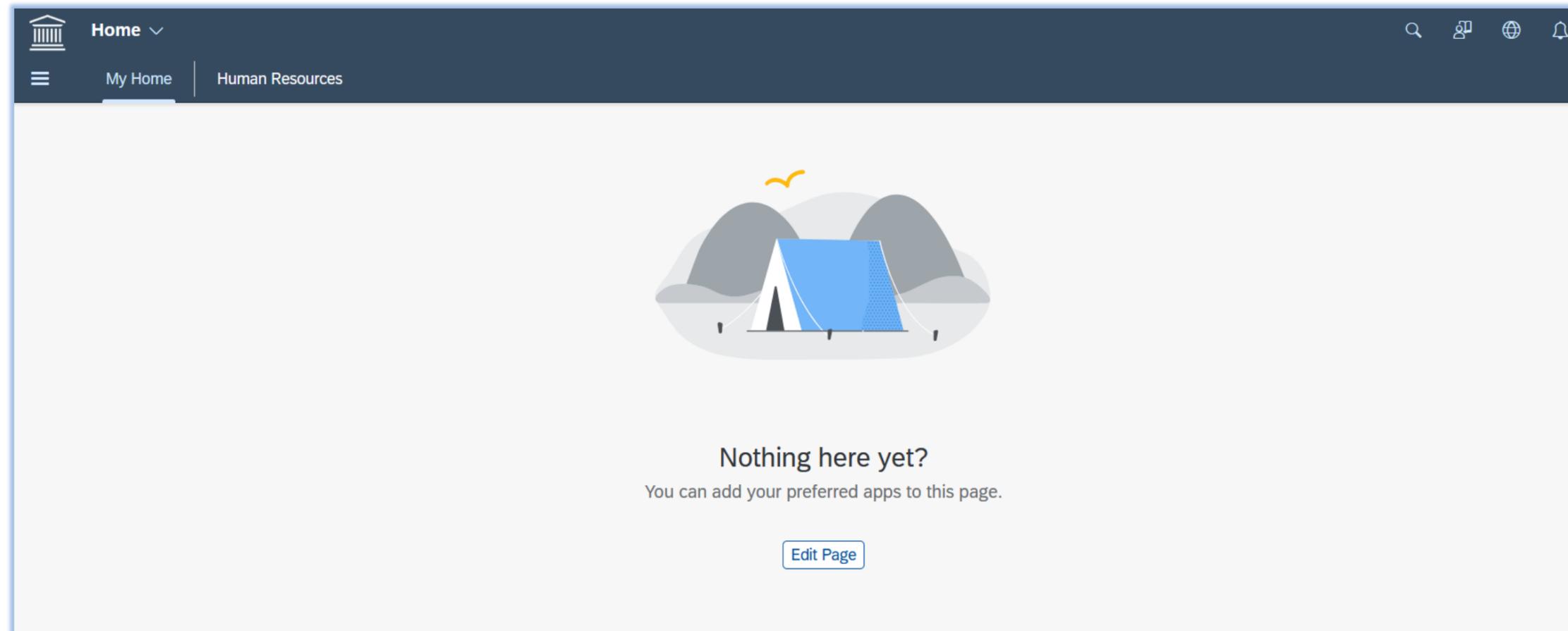
WELCOME @ GHENT UNIVERSITY

Manage language certificates and diplomas

ACCESS TO SAP MYAPPS

On a desktop, tablet or smartphone

- Navigate to sapmijnapps.ugent.be, preferably use Google Chrome
- Frequent use? Save the site as a favourite or as a start tile in your browser
- Change your preferred language to English



WHAT IS A DIPLOMA?

An official document that shows you have completed a recognized program and gained the required knowledge and skills, usually after passing exams

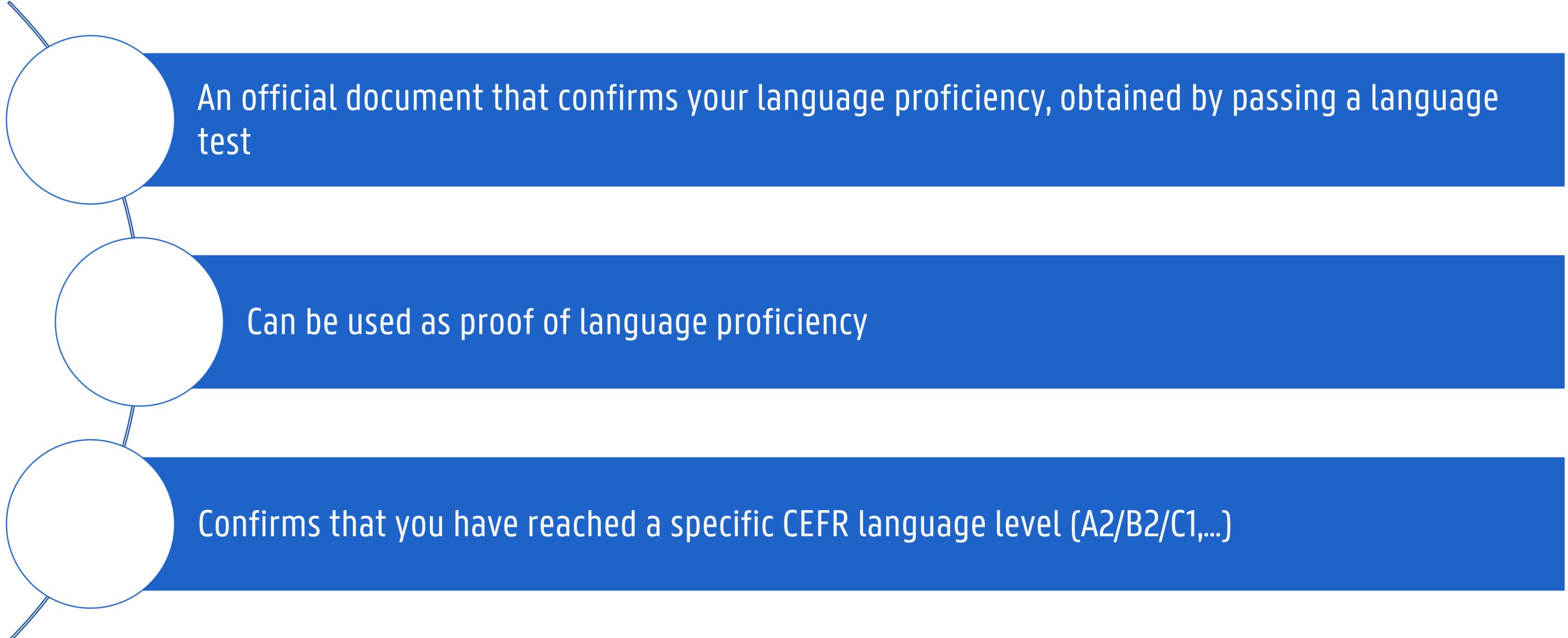
WHY UPLOAD DIPLOMAS?



WHY UPLOAD DIPLOMA SUPPLEMENT?

- Completed a language program (e.g., Romance or Germanic languages)?
=> Also include diploma supplement
- Diploma supplement shows which specific language courses you have taken (e.g., French or English)
=> The level for these languages is recognized (= C1 French or C1 English)

WHAT IS A LANGUAGE CERTIFICATE?



An official document that confirms your language proficiency, obtained by passing a language test

Can be used as proof of language proficiency

Confirms that you have reached a specific CEFR language level (A2/B2/C1,...)

CEFR LANGUAGE LEVEL



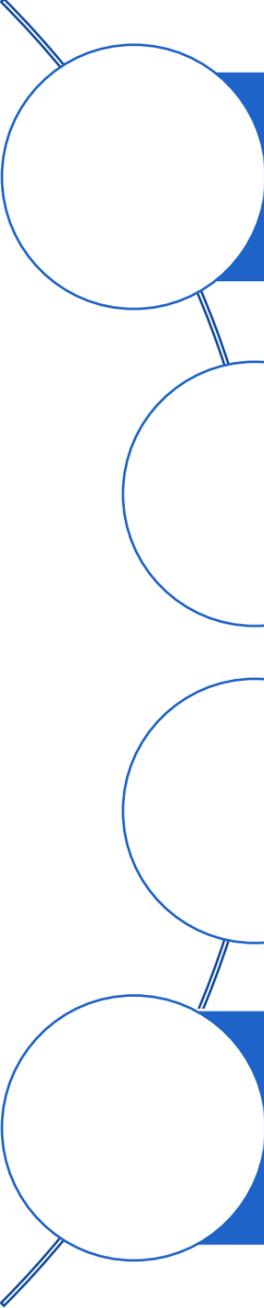
CEFR = Common European Framework of Reference for Languages

Standardized framework for education and assessing language proficiency in Europe

Describes language proficiency in six levels:
from A1 (beginner) to C2 (proficient user)

Indicates what you can do in a foreign language: reading/writing/listening/speaking
in private life, at work, in education,...

WHY UPLOAD LANGUAGE CERTIFICATES?



Language certificates in Dutch or English = proof that you can work in that language

Focus on Dutch and English language certificates (most used languages at Ghent University)

Optional, only required for certain positions (e.g., professors and lecturers)
Employee will be contacted to upload certificate before starting as a lecturer

To encourage non-Dutch-speaking employees to learn Dutch and report progress
Note: Professors are required to prove Dutch proficiency (B2 level) within 5 years!

WHERE CAN YOU MANAGE LANGUAGE CERTIFICATES AND DIPLOMAS?

The screenshot displays a web portal interface for a university. At the top, there is a dark blue navigation bar with a 'Home' dropdown menu and a hamburger menu icon. Below this, the 'Human Resources' section is active, indicated by a blue arrow pointing to it from the top. The main content area is divided into two sections: 'Personal Data' and 'Availability Management'. The 'Personal Data' section contains six white tiles: 'My e-Personnel Record Display' (with a person icon), 'My Personal data Manage' (with a person and graduation cap icon), 'My Work Data Manage' (with a person and briefcase icon), 'My Commute data Manage' (with a calendar icon), 'Language certificates and diploma's Manage' (with a graduation cap icon, highlighted by a blue arrow from above), and 'Benefit In Kind Display' (with a laptop icon). The 'Availability Management' section contains six white tiles: 'My Inbox Approve' (with a checkmark and '0'), 'Absence Request' (with a clock icon and '5,5 Day(s) Remaining'), 'Calendar Display' (with a calendar icon), 'Illness Register' (with a stethoscope icon), 'Telework Register' (with a building and arrow icon), and 'Telework Charter Manage' (with a building and arrow icon).

STEP 1: UPLOAD DIPLOMAS

 Manage language certificates and diploma's Q 🗨 🌐

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[Add language certificate](#) [Add diploma](#)



Academic bachelor

Valid from 24.06.2014

Diploma

Institute: Hogeschool Gent

Country:

Name diploma: Bach. i/d orthopedagogie

Language diploma:

STEP 1: UPLOAD DIPLOMAS

My data - Add diploma

[Diploma](#) [Notes](#) [Attachments](#)

Education

Type: *

Institute/place: *

Country: *

Diploma title: *

Language: *

Validity period

Obtained on: * 

Notes



STEP 1: UPLOAD DIPLOMAS

My data - Add diploma

Diploma Notes Attachments

Attachments



No files found.
Drop files to upload, or use the "Upload" button.

Upload

Diploma

- Diploma
- Degree supplement
- Translation diploma

STEP 2: VERIFICATION BY HR

Identity

Educational
institution

Program name

Language of
instruction

Translation

Diploma supplement

Authenticity
(e.g., official stamp)

Reference contact

STEP 2: VERIFICATION BY HR

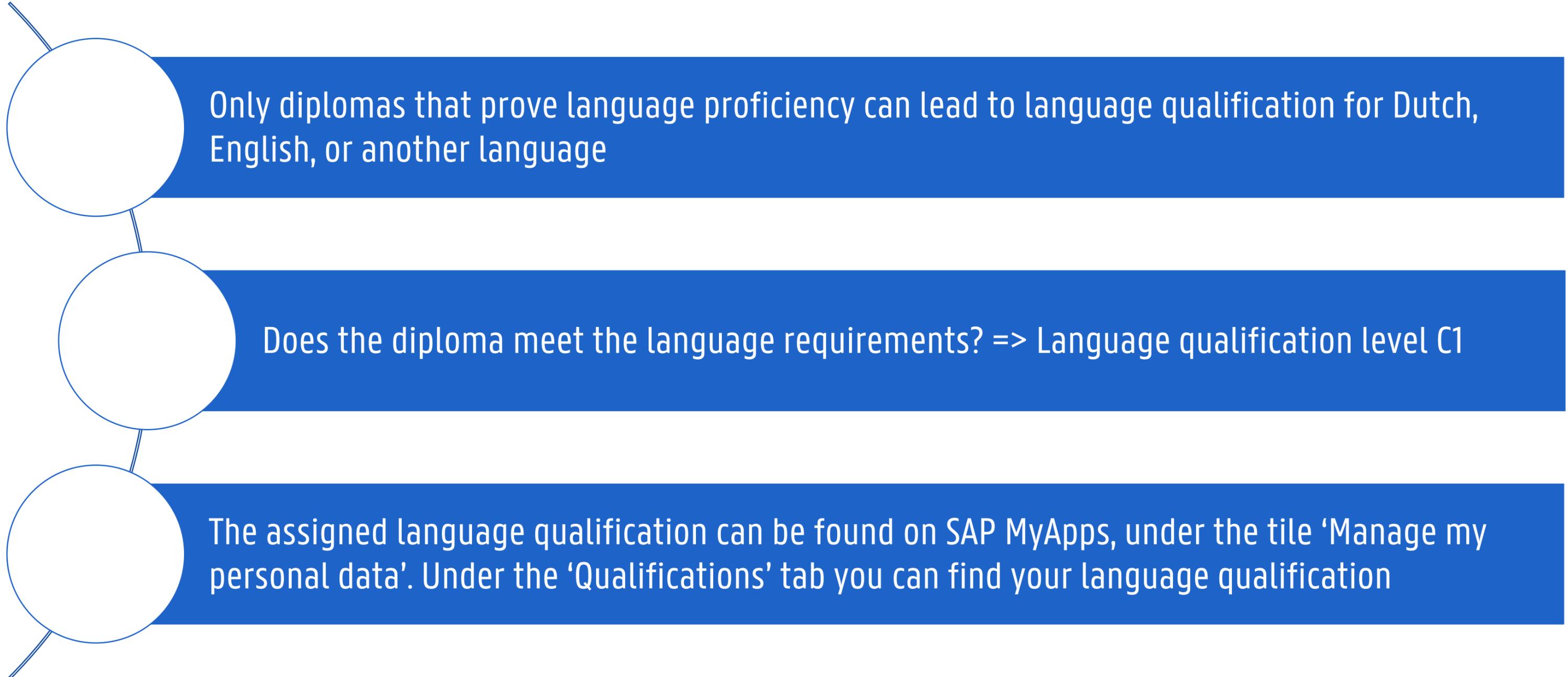
Submitted diploma correct?

The diploma will be registered in your personal file

Submitted diploma not correct?

- Missing information, translation, diploma supplement, not legible
- The diploma will not be registered in your personal file
- Via 'Notes' in SAP MijnApps and by email, you will receive more information

STEP 3: ASSIGNMENT OF LANGUAGE QUALIFICATION BY HR



Only diplomas that prove language proficiency can lead to language qualification for Dutch, English, or another language

Does the diploma meet the language requirements? => Language qualification level C1

The assigned language qualification can be found on SAP MyApps, under the tile 'Manage my personal data'. Under the 'Qualifications' tab you can find your language qualification

STEP 3: ASSIGNMENT OF LANGUAGE QUALIFICATION BY HR

Qualifications Personal data Addresses Bank Details Family Member/Dependents Communication

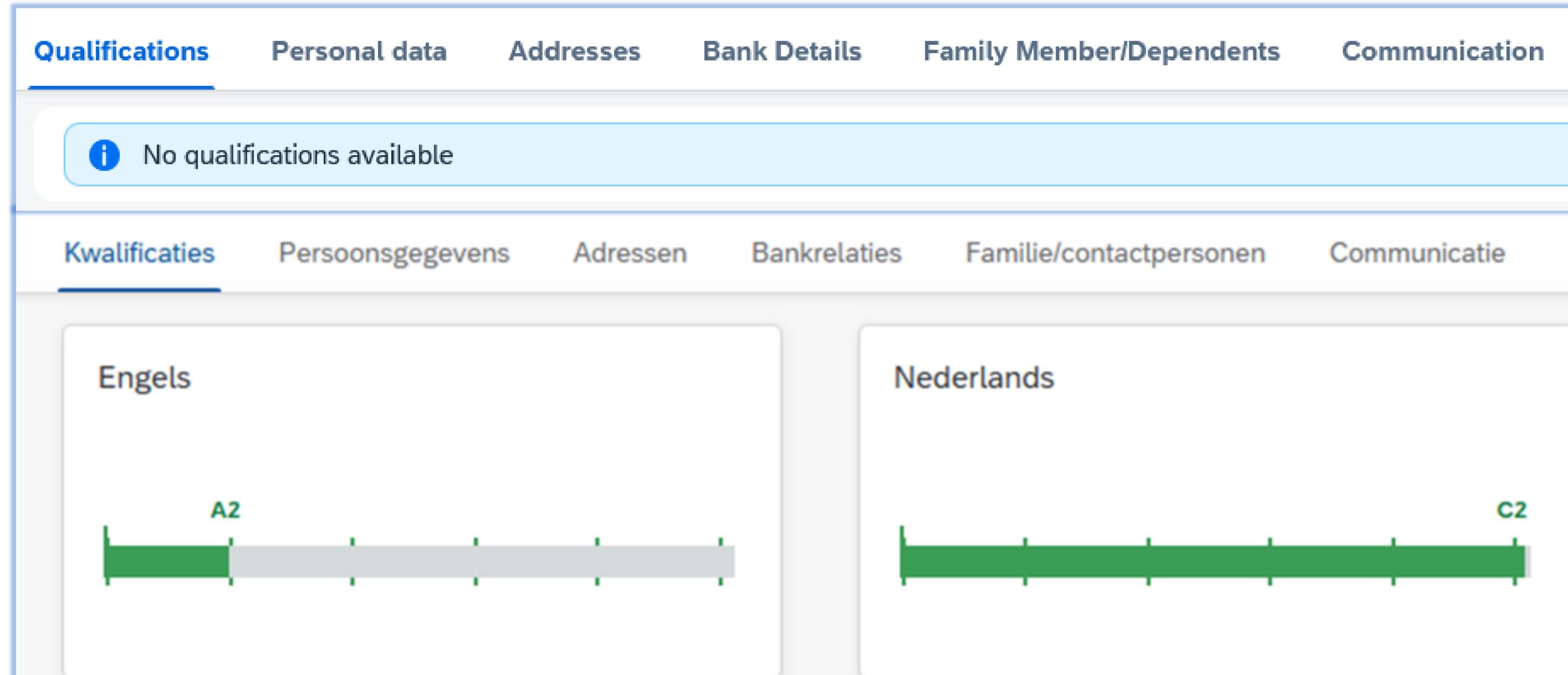
Kwalificaties Persoonsgegevens Adressen Bankrelaties Familie/contactpersonen Communicatie

Engels

A2

Nederlands

C2



STEP 1: UPLOAD LANGUAGE CERTIFICATES

Manage language certificates and diploma's ▾

Search 🔍 | Notifications 🔔 | Global 🌐

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Add language certificate | Add diploma

↑

Academic bachelor

Valid from 24.06.2014

Diploma

Institute: Hogeschool Gent

Country: Belgium

Name diploma: Bach. i/d orthopedagogie

Language diploma:

STEP 1: UPLOAD LANGUAGE CERTIFICATES

My data - Add language certificate

[Language](#) [Notes](#) [Attachments](#)

Education

Language: * ▾

Type of test: ▾

Institute/place: *

Country: * ▾

Validity period

Obtained on: * 

Notes



STEP 1: UPLOAD LANGUAGE CERTIFICATES

My data - Add language certificate

Language Notes Attachments

Attachments

Language certificate ▾ Upload



No files found.
Drop files to upload, or use the "Upload" button.

Upload

Send Cancel

STEP 2: VERIFICATION BY HR

Identity

Educational
institution

Program name

Language of
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Authenticity
(e.g., official stamp)

Reference contact

STEP 2: VERIFICATION BY HR

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Language test taken at recognized institute

- Recognized institutes
- Proof of passing is required for speaking, writing, listening or reading (CEFR level)
- Required score stated on the certificate

Language test taken at non-recognized institute

- Proof of passing is required for speaking, writing, listening or reading as well as more information about the language institute/training
- HR decides whether the language certificate should be submitted to the government commissioner
- Acceptance after approval by the government commissioner

MORE INFORMATION?

- Language knowledge
- Technical questions? hr@ugent.be
- Other questions? taalattesten@ugent.be

 Universiteit Gent

 @ugent

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 Ghent University