

# APPLYING FOR EXEMPTIONS IN OASIS

## MANUAL FOR STUDENTS

Directie ICT  
Afdeling Onderwijstoepassingen

E helpdesk.oasis@ugent.be  
T 09 264 92 92

[www.ugent.be](http://www.ugent.be)

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## 1 INTRODUCTION

You can apply for exemptions for courses in a programme of Ghent University. You can apply for an exemption based on courses that you followed at Ghent University, or at a different institution. You can apply when you are already enrolled, or before you enrol.

Please [note](#) that you have to make a new application for each programme for which you want to apply for an exemption.

## 2 OVERVIEW OF AN EXEMPTION APPLICATION

The application consists of several steps:

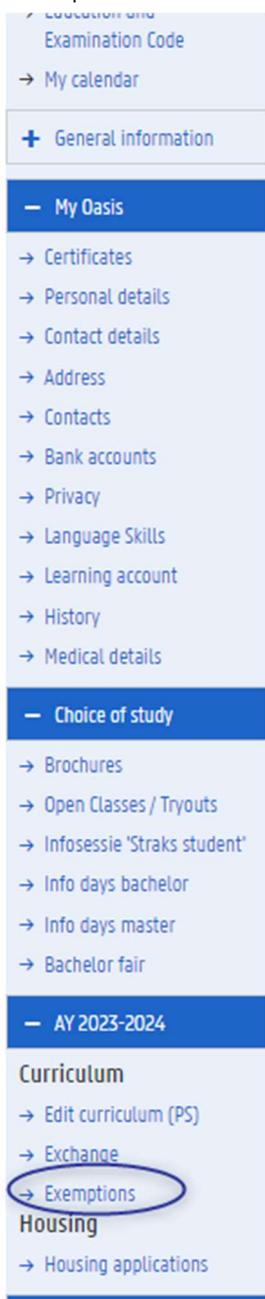
1. Start a new exemption application.
2. Check your educational background.
3. Choose the programme in which you are applying for an exemption.
4. [Fill in the details of your exemption](#) application:
  - Choose the course for which you want an exemption.
  - Choose the acquired courses on the basis of which you are applying for an exemption.
5. Add documents to your exemption application.
6. Add remarks to your exemption application.
7. Submit your application.

### 3 START A NEW EXEMPTION APPLICATION

1. Log in on the [Oasis-website](https://oasis.ugent.be) (oasis.ugent.be) with the username and password of your Ghent University account.

The screenshot shows the OASIS student portal. At the top left is the Ghent University logo. The main header is blue with the word 'OASIS' in white. On the right of the header, it says 'Student Test A' and 'In het Nederlands'. Below the header, the word 'STUDENT' is underlined. A left-hand navigation menu is visible, with sections: 'Links' (Home page, Study guide, Ufora, Education and Examination Code, My calendar), 'General information' (Enrolments, Examination results, Special status, Job student, UCT enrolment, Social Service), 'My Oasis' (Certificates, Personal details, Contact details, Address, Contacts, Bank accounts, Privacy, Language Skills, Learning account, History, Medical details), and 'Choice of study' (Brochures, Open Classes / Tryouts, Infosessie 'Straks student', Info days bachelor). The main content area is titled 'Home page' and contains a welcome message, a menu instruction, and several sections: 'General information' (Enrolments, UCT enrolment, Examination results), 'My Oasis' (personal info, certificates), 'Choice of study' (brochures, registration), 'Menus available per academic year' (Curriculum, Exchange, My courses, Tuition fee, Course feedback, Housing applications), 'Re-enrolment', and 'Transcript of Records'.

2. Scroll down in the menu on the left hand side. Go to the menu of the academic year in which you want to apply for an exemption. Choose the menu 'Curriculum' – 'Exemptions'.



The page 'Application for exemptions' appears.

GHENT UNIVERSITY

OASIS

STUDENT

Application for exemptions

Wil je een aanvraag indienen voor vrijstelling(en) op basis van eerder verworven kwalificaties in een andere opleiding? Klik op de knop 'Aanvraag toevoegen'

New application

Programme	Status
There are no applications for the chosen academic year	

This page shows an overview of all the exemption applications you have made in the selected academic year. You can also see the status of each application. If you have not yet made any applications this academic year, the overview is empty.

To start a new exemption application:

1. Click the button [New application](#).

Application for exemptions

Wil je een aanvraag indienen voor vrijstelling(en) op basis van eerder verworven kwalificaties in een andere opleiding? Klik op de knop 'Aanvraag toevoegen'

New application

Programme	Status
There are no applications for the chosen academic year	

2. Go to chapter 4 [Check your educational background](#) on page 7.

## 4 CHECK YOUR EDUCATIONAL BACKGROUND

The first step in applying for an exemption is looking up and completing the information of your educational background. These are the programmes and courses you followed at institutions other than Ghent University. Programmes that you followed at Ghent University before 2009 may also be listed in your educational background.

**STUDENT**

**Application for exemptions**

To apply for exemptions, we need to know your educational background.

If you entered your Belgian Social Security Number during your registration or if you registered via Authentication Vlaanderen (E-id, Itsme, ...), we can automatically retrieve the programme(s) you have followed so far within Flemish Education.

If we do not yet know your Belgian Social Security Number or if you have followed courses in Wallonia or abroad, you can enter this manually on the next page.

[previous](#) [next](#) [?](#)

1. Click the button [Next](#).

An overview of your educational background appears. If possible, this information is retrieved from the Flemish government's database of higher education (DHO) by means of your social security number. If there is information missing, however, you can add it yourself.

**Application for exemptions**

[Exemptions](#) > [Educational background](#)

**Overview educational background**

We have retrieved information concerning the programmes you have followed at Flemish institutions (secondary education, higher education, ...). You can find an overview below.

Did you follow a programme outside of Flanders or are you following one?  
Did you follow a programme in secondary education in Flanders before 2001-2002?  
Did you follow a programme at a Flemish institution of Higher Education before 1999-2000?  
Complete this information by clicking on 'add educational background'.

[Add educational background](#)

Type	Academic year	Country of Institution	Name of Institution	Programme	Attachment
<a href="#">Secondary School (High School)</a>	2020	Belgium	Sint-Andreaslyceum	Grieks-wiskunde ASO	<input type="checkbox"/>

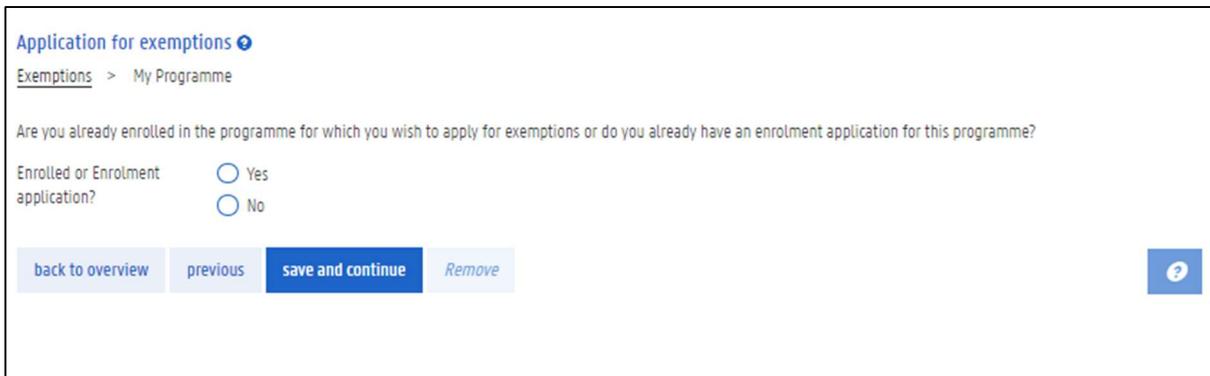
[back to overview](#) [previous](#) [next](#) [?](#)

**Please note:** if you followed a programme at Ghent University in recent years (after 2009), this programme is not listed in your educational background. You can find it in the menu '[Enrolments](#)', in the overview of your past contracts.

2. If your educational history is complete, click the button [Next](#).

## 5 CHOOSE THE PROGRAMME IN WHICH YOU ARE APPLYING FOR AN EXEMPTION

In the next step, you have to indicate whether you are already enrolled in or have an enrolment application for the programme in which you are applying for exemptions..



**Application for exemptions** ⓘ

Exemptions > My Programme

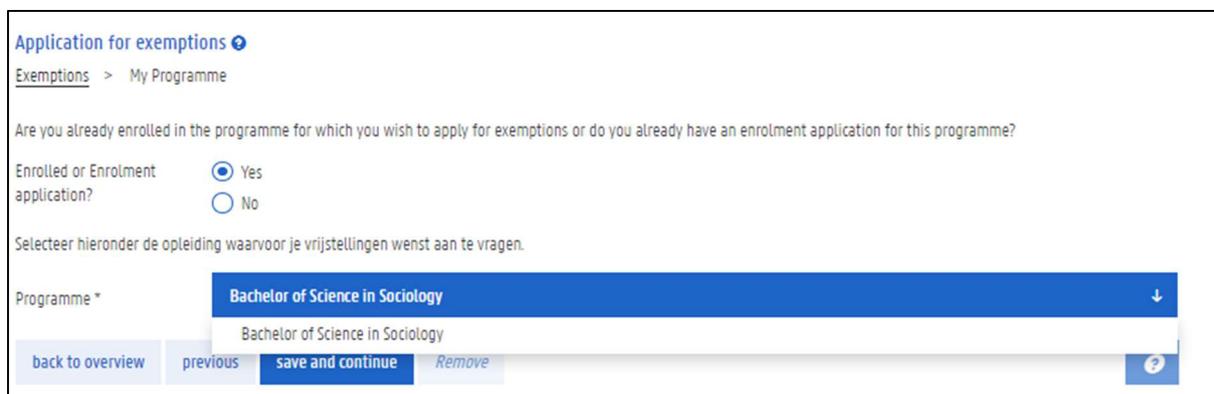
Are you already enrolled in the programme for which you wish to apply for exemptions or do you already have an enrolment application for this programme?

Enrolled or Enrolment application?  Yes  No

[back to overview](#) [previous](#) **save and continue** [Remove](#) ⓘ

**Please note:** if you want to apply for exemptions in more than one programme, you have to make an application for each programme.

1. Choose **Yes** if you are already enrolled or have an enrolment application. Choose **No** if you have neither.
2. Next, choose the programme in which you are applying for exemptions.
  - If you are already enrolled or if you have an enrolment application, you can choose the programme from a drop down list.



**Application for exemptions** ⓘ

Exemptions > My Programme

Are you already enrolled in the programme for which you wish to apply for exemptions or do you already have an enrolment application for this programme?

Enrolled or Enrolment application?  Yes  No

Selecteer hieronder de opleiding waarvoor je vrijstellingen wenst aan te vragen.

Programme \* **Bachelor of Science in Sociology** ↓

[back to overview](#) [previous](#) **save and continue** [Remove](#) ⓘ

- If you are not yet enrolled in or do not yet have an enrolment application for the programme in which you are applying for exemptions, fill in this programme in the fields on the page.

**Application for exemptions** ⓘ

[Exemptions](#) > [My Programme](#)

Are you already enrolled in the programme for which you wish to apply for exemptions or do you already have an enrolment application for this programme?

Enrolled or Enrolment application?  Yes  No

Selecteer hieronder de opleiding waarvoor je vrijstellingen wenst aan te vragen.

Programme type \* **Bachelor's Programme** ↓

Language **Dutch** ↓

Location **Ghent** ↓

Faculty **Faculty of Economics and Business Administration** ↓

Programme \* **Bachelor of Science in Business Administration** ↓

[back to overview](#) [previous](#) [save and continue](#) [Remove](#) ⓘ

3. Choose or fill in the right programme, and then click [save and continue](#).

**Application for exemptions** ⓘ

[Exemptions](#) > [My Programme](#)

Are you already enrolled in the programme for which you wish to apply for exemptions or do you already have an enrolment application for this programme?

Enrolled or Enrolment application?  Yes  No

Selecteer hieronder de opleiding waarvoor je vrijstellingen wenst aan te vragen.

Programme \* **Bachelor of Science in Sociology** ↓

[back to overview](#) [previous](#) [save and continue](#) [Remove](#) ⓘ

## 6 FILL IN THE DETAILS OF YOUR EXEMPTION APPLICATION

In the next step, you choose the course(s) for which you are applying for exemption. In addition, you list the acquired courses on the basis of which you are applying for this exemption.

**Please note:** you have to fill in this information for each course for which you are applying for exemption. You can add more than one course in an exemption application, but you have to fill in all the details for each course.

Application for exemptions ⓘ  
Exemptions > Courses in the application for an exemption

Voeg één of meerdere opleidingsonderdelen toe waarvoor je een vrijstelling wil aanvragen via de knop 'Opleidingsonderdeel toevoegen'

Add course

Cursuscode	Naam	Studiepunten	Status
Er zijn geen opleidingsonderdelen.			

back to overview previous next ⓘ

1. Click the button [Add course](#).
2. On the next page, you first choose the course at Ghent University for which you want an exemption (a). Then, you add the acquired courses on the basis of which you are applying for this exemption (b).

Application for exemptions ⓘ  
Exemptions > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course a

Course code	Name	ECTS credits	Acties
There are no UGent courses.			

Add one or more courses to use as the base of the exemption via the 'Add courses' button

Add acquired course b

Programme	Course code	Course name	ECTS credits	Academic year	URL
There are no courses for which you earned credit you can use as the base of the exemption.					

back to overview previous next delete history ⓘ

3. When you have completed both part a and b, you can add another course to your exemption application.

### 6.1 Choose the course for which you want an exemption

1. Click the button [Select course](#).

A page with three tabs appears. Each tab allows you to find a course from Ghent University in a different way:

- Select the course from the [programme](#) in which you are applying for an exemption.
- Find the course by browsing through [programmes](#).
- Find the course by [searching](#) the course catalogue by course name.

## 6.1.1 Select a course from your programme

The first tab, 'Programme', shows all the courses of the programme in which you are applying for an exemption.

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
There are no UGent courses.			

Programme Find course by programme Find course free search

Bachelor of Science in Sociology KBSOCI

Programme version 18

Name	Code	Ref	MTI	Semester	Language	Location	Crdt	Instructor	Actions
- 1 General Courses	A								
- 11 General Courses	A								
1 <a href="#">Introduction to Political Sciences</a>	K000095	1	1	1	nl	Ghent	6	Carl Devos	+
2 <a href="#">Communication Science</a>	K000027	1	1	1	nl	Ghent	6	Kris De Pue	+
3 <a href="#">Sociology</a>	K000459	1	1	1	nl	Ghent	6	Bart Van de Putte	+
4 <a href="#">Research Methods in the Social Sciences</a>	K000325	1	2	1	nl	Ghent	6	Henk Roose	+
5 <a href="#">Statistics</a>	K000441	1	1	1	nl	Ghent	6	Kris De Pue	+
6 <a href="#">Social and Political Systems</a>	K001065	1	1	1	nl	Ghent	5	Sami Zemni	+
- 12 General Courses Bachelor of Sociology	A								
1 <a href="#">Contemporary Social Problems</a>	K000279	1	J	1	nl	Ghent	6	Piet Bracke	+
2 <a href="#">Introduction to World Politics</a>	K001064	1	2	1	nl	Ghent	5	Thijs Van de Graaf	+
3 <a href="#">Social Psychology</a>	K001067	1	2	1	nl	Ghent	5	Arne Roets	+
4 <a href="#">General Introduction to Law</a>	K001066	1	2	1	nl	Ghent	5	Pieter Cannoot	+
5 <a href="#">Biology, the Brain and Behaviour</a>	A002326	1	2	1	nl	Ghent	4	Robrecht Raedt	+
6 <a href="#">Sociological Research</a>	K001359	2	J	1	nl	Ghent	11	Arno Maetens	+
7 <a href="#">Sociology of Modernity</a>	K000595	2	1	1	nl	Ghent	5	Raf Vanderstraeten	+
8 <a href="#">Sociological Perspectives</a>	K001361	2	2	1	nl	Ghent	6	Mieke Van Houtte	+
9 <a href="#">Organisations Theory</a>	K001360	2	2	1	nl	Ghent	5	Jeroen Huisman	+

1. Click on the [name](#) of a course to download the course specifications.
2. Click the **+** button in the column [Actions](#) on the right to add this course to your exemption application. This is the course for which you want an exemption.

Programme Find course by programme Find course free search

Bachelor of Science in Sociology KBSOCI

Programme version 18

Name	Code	Ref	MTI	Semester	Language	Location	Crdt	Instructor	Actions
- 1 General Courses	A								
- 11 General Courses	A								
1 <a href="#">Introduction to Political Sciences</a>	K000095	1	1	1	nl	Ghent	6	Carl Devos	+
2 <a href="#">Communication Science</a>	K000027	1	1	1	nl	Ghent	6	Kris De Pue	+
3 <a href="#">Sociology</a>	K000459	1	1	1	nl	Ghent	6	Bart Van de Putte	+

3. The course is added to your application:

Application for exemptions [Exemptions](#) > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
K000095	Introduction to Political Sciences	6	<a href="#">Verwijderen</a>

Add one or more courses to use as the base of the exemption via the 'Add courses' button

Add acquired course

Programme	Course code	Coursename	ECTS credits	Academic year	URL
There are no courses for which you earned credit you can use as the base of the exemption.					

[back to overview](#) [previous](#) [next](#) [delete](#) [history](#) [?](#)

4. To remove this course from your application, click the button [Delete](#) in the column [Actions](#) on the right.

## 6.1.2 Find the course by browsing through programmes

If the course for which you want an exemption is not available in your programme, you can browse through other programmes of the university to find this course.

1. Go to the second tab [Find course by programme](#).

Application for exemptions [Exemptions](#) > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
There are no UGent courses.			

Programme [Find course by programme](#) Find course free search

Choose a programme

[back to overview](#) [previous](#) [next](#) [delete](#) [history](#) [?](#)

2. Fill in (part of) the name of a programme.

A list of corresponding programmes appears.

**Application for exemptions**

Exemptions > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
There are no UGent courses.			

Programme **Find course by programme** Find course free search

social

- Bachelor of Science in Educational Sciences: Social Work and Social Welfare Studies HBPEDASA
- Master of Science in Social Work and Social Welfare Studies HMSOCW
- Linking Course Master of Science in Social Work and Social Welfare Studies HZSOCS
- Preparatory Course Master of Science in Social Work and Social Welfare Studies HZSOCW
- Doctor of Social Work and Social Welfare Studies HDSOWE
- Master of Science in Teaching in Health Sciences (abridged programme): Social Health Sciences HOGZDZSG
- Master of Science in Teaching in Social Sciences (abridged programme): Political Science HOMAAKPO
- Master of Science in Teaching in Social Sciences (abridged programme): Sociology HOMAAKSO
- Master of Science in Teaching in Social Sciences (abridged programme): Communication Science HOMAAKCO
- Master of Science in Teaching in Social Sciences (abridged programme): Laws HOMAABRE
- Master of Science in Teaching in Social Sciences (abridged programme): Criminological Sciences HOMAABCR
- Master of Science in Teaching in Social Sciences (abridged programme) HOMAAZ

- Choose the right programme from the list.
- Just like in the first tab, you now see the contents of the selected programme. You can look up the course specifications of each course in this programme by clicking on the name. Click the **+** button in the column **Actions** on the right to add this course to your exemption application. This is the course for which you want an exemption.

Select course

Course code	Name	ECTS credits	Acties
There are no UGent courses.			

Programme **Find course by programme** Find course free search

Bachelor of Science in Educational Sciences: Social Work and Social Welfare Studies HBPEDASA

**Programme version 13**

Name	Code	Ref	MTI	Semester	Language	Location	Crdt	Instructor	Actions
- 1 General Courses A									
1	<a href="#">Instructional Sciences</a>	H002210	1	1	nl	Ghent	6	Melissa Tuytens	+
2	<a href="#">Orthopedagogics and Disability Studies</a>	H002075	1	1	nl	Ghent	6	Sarah De Pauw	+
3	<a href="#">Social Welfare Studies</a>	H002076	1	1	nl	Ghent	6	Rudi Roose	+
4	<a href="#">Sociology</a>	H001647	1	2	nl	Ghent	5	Mart Willekens	+
5	<a href="#">Psychology</a>	H000350	1	1	nl	Ghent	5	Marc Brysbaert	+
6	<a href="#">Anthropology</a>	H002380	1	2	nl	Ghent	5	Kris Rutten	+
7	<a href="#">Statistics I</a>	H002067	1	1	nl	Ghent	7	Marlies Noerens	+

5. The course is added to your application:

Application for exemptions

Exemptions > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
H001647	Sociology	5	Verwijderen

6. To remove this course from your application, click the button [Delete](#) in the column [Actions](#) on the right.

### 6.13 Search the course catalogue

If the course for which you want an exemption is not available in your programme, you can search the course catalogue using a number of search criteria: course name, semester, language, location and faculty

1. Go to the third tab [Find course free search](#).

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
There are no UGent courses.			

Programme Find course by programme **Find course free search**

Search Semester Language Location Faculty

Nothing selected Nothing selected Nothing selected Nothing selected

Course	Code	Semester	Language	Location	Crdt	Programme type	Actions
No courses found							

back to overview previous **save and continue** delete history

2. Fill in at least part of the name of a course. You can select extra filters to refine your search.

Programme Find course by programme **Find course free search**

Search Semester Language Location Faculty

math 2nd sem. (7) Dutch (7) Ghent (7) Faculty of Engineering and Architecture (7)

3. Click the [Search icon](#) or [Enter](#) to start looking for courses. A list of corresponding courses appears.

Programme Find course by programme Find course free search

Search Semester Language Location Faculty

math 2nd sem. (7) Dutch (7) Ghent (7) Faculty of Engineering and Architecture (7)

Course	Code	Semester	Language	Location	Crdt	Programme type	Actions
<a href="#">Mathematics II</a>	E701034	2nd sem.	nl	Ghent	6	Ba, SCHA	+
<a href="#">Mathematical Analysis II</a>	E001222	2nd sem.	nl	Ghent	4	Ba	+
<a href="#">discrete wiskunde II</a>	E001470	2nd sem.	nl	Ghent	6	HORI, Ba	+
<a href="#">Inleiding tot de numerieke wis</a>	E002910	2nd sem.	nl	Ghent	3	HORI, VBP, Ba	+
<a href="#">Mathematical Tools in Engineering: Linear Algebra</a>	E001810	2nd sem.	nl	Ghent	3	Ba, HORI, VBP	+
<a href="#">Mathematical Analysis (Switch Track)</a>	E001700	2nd sem.	nl	Ghent	5	HORI	+
<a href="#">Statistics and Mathematical Data-analysis</a>	E702090	2nd sem.	nl	Ghent	6	Ba, SCHA	+

back to overview previous save and continue delete history

- Click on the [name](#) of a course to download the course specifications.
- Click the **+** button in the column **Actions** on the right to add this course to your exemption application. This is the course for which you want an exemption.

Programme Find course by programme Find course free search

Search Semester Language Location Faculty

math 2nd sem. (7) Dutch (7) Ghent (7) Faculty of Engineering and Architecture (7)

Course	Code	Semester	Language	Location	Crdt	Programme type	Actions
<a href="#">Mathematics II</a>	E701034	2nd sem.	nl	Ghent	6	Ba, SCHA	+
<a href="#">Mathematical Analysis II</a>	E001222	2nd sem.	nl	Ghent	4	Ba	+
<a href="#">discrete wiskunde II</a>	E001470	2nd sem.	nl	Ghent	6	HORI, Ba	+
<a href="#">Inleiding tot de numerieke wis</a>	E002910	2nd sem.	nl	Ghent	3	HORI, VBP, Ba	+
<a href="#">Mathematical Tools in Engineering: Linear Algebra</a>	E001810	2nd sem.	nl	Ghent	3	Ba, HORI, VBP	+
<a href="#">Mathematical Analysis (Switch Track)</a>	E001700	2nd sem.	nl	Ghent	5	HORI	+
<a href="#">Statistics and Mathematical Data-analysis</a>	E702090	2nd sem.	nl	Ghent	6	Ba, SCHA	+

back to overview previous save and continue delete history

- The course is added to your application:

Application for exemptions

Exemptions > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
E001470	Discrete Mathematics II	6	Verwijderen

- To remove this course from your application, click the button **Delete** in the column **Actions** on the right.

## 6.2 Choose the acquired courses on the basis of which you are applying for an exemption

After you have chosen the courses for which you are applying for an exemption, you also have to indicate on the basis of which acquired courses you are applying for this exemption.

1. Click the button [Add acquired course](#).

Application for exemptions

Exemptions > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
E001470	Discrete Mathematics II	6	<a href="#">Verwijderen</a>

Add one or more courses to use as the base of the exemption via the 'Add courses' button

**Add acquired course**

Programme	Course code	Coursename	ECTS credits	Academic year	URL
There are no courses for which you earned credit you can use as the base of the exemption.					

back to overview previous **next** delete history

2. Choose the programme in which you acquired the course on the basis of which you are applying for an exemption. This can be a programme that you followed at Ghent University, or at a different institution. In the latter case, this programme is mentioned in your educational background.

STUDENT

Application for exemptions

Exemptions > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \*

back to overview previous

- Bachelor of Science in Sociology
- Bachelor in de industriële wetenschappen

### 6.2.1 An acquired course from Ghent University

If you are applying for an exemption based on a programme in which you were enrolled at Ghent University, choose this programme and a list will appear of the courses that you acquired or that you are still following at Ghent University.

## Application for exemptions

Exemptions > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \* **Bachelor of Science in Sociology** ↓

Course \* ↓

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A002326 - Biology, the Brain and Behaviour
K000027 - Communication Science
K000095 - Introduction to Political Sciences
K000193 - Demography
K000279 - Contemporary Social Problems
K000325 - Research Methods in the Social Sciences
K000441 - Statistics
K000459 - Sociology
K000595 - Sociology of Modernity
K000871 - Economics
K000931 - Introduction to Qualitative Research
K001064 - Introduction to World Politics
K001065 - Social and Political Systems
K001066 - General Introduction to Law
K001067 - Social Psychology
K001359 - Sociological Research
K001360 - Organisations Theory
K001361 - Sociological Perspectives
K001362 - Quantitative Analysis

1. Select the acquired course that is the basis for your exemption application.

Application for exemptions

Exemptions > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \* **Bachelor of Science in Sociology** ↓

Course \* **K000441 - Statistics** ↓

[back to overview](#) [previous](#) [save and continue](#) [Remove](#) [?](#)

2. Click the button [save and continue](#).  
The acquired course is added to your exemption application.

**Application for exemptions** ⓘ

[Exemptions](#) > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

[Select course](#)

Course code	Name	ECTS credits	Acties
E001470	Discrete Mathematics II	6	<a href="#">Verwijderen</a>

Add one or more courses to use as the base of the exemption via the 'Add courses' button

[Add acquired course](#)

Programme	Course code	Coursename	ECTS credits	Academic year	URL
Bachelor of Science in Sociology	K000441	Statistics	6	2021-2022	

[back to overview](#) [previous](#) [next](#) [delete](#) [history](#) ⓘ

- You can add another acquired course to your exemption application. Click the button [Add acquired course](#) again and repeat the previous steps.
- When you have added all the necessary acquired courses to your exemption application for this course, click the button [next](#).

### 6.2.2 An acquired course from a different institution

If you did not follow the acquired course at Ghent University, you have to fill in the details of the acquired course yourself after choosing the programme. Fields indicated with a \* are required fields. In one of the next steps, you will also have to add documents to your application.

**Application for exemptions** ⓘ

[Exemptions](#) > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \* [Bachelor in de industriële wetenschappen](#) ↓

Academic year \* [2020-2021](#) ↓

Course code

Coursename \*

ECTS credits

URL \*

[back to overview](#) [previous](#) [save and continue](#) [Remove](#) ⓘ

- Fill in at least the required fields of the acquired course.

**Application for exemptions**

[Exemptions](#) > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \* **Bachelor in de industriële wetenschappen** ↓

Academic year \* **2020-2021** ↓

Course code

Coursename \*

ECTS credits

URL \*

[back to overview](#) [previous](#) [save and continue](#) [Remove](#)

2. Click the button [save and continue](#).

The acquired course is added to your exemption application.

**Application for exemptions**

[Exemptions](#) > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

[Select course](#)

Course code	Name	ECTS credits	Acties
E001470	Discrete Mathematics II	6	<a href="#">Verwijderen</a>

Add one or more courses to use as the base of the exemption via the 'Add courses' button

[Add acquired course](#)

Programme	Course code	Coursename	ECTS credits	Academic year	URL
Bachelor in de industriële wetenschappen	PP0001	Basic Mathematics	6	2020-2021	www.test.be

[back to overview](#) [previous](#) [next](#) [delete](#) [history](#)

3. You can add another acquired course to your exemption application. Click the button [Add acquired course](#) again and repeat the previous steps.

4. When you have added all the necessary acquired courses to your exemption application for this course, click the button [next](#).

### 6.2.3 Removing an acquired course

You can remove an acquired course from your exemption application.

1. Click on the acquired course.

Application for exemptions ⓘ

Exemptions > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

Select course

Course code	Name	ECTS credits	Acties
E001470	Discrete Mathematics II	6	<a href="#">Verwijderen</a>

Add one or more courses to use as the base of the exemption via the 'Add courses' button

Add acquired course

Programme	Course code	Coursename	ECTS credits	Academic year	URL
Bachelor in de industriële wetenschappen	PP0001	Basic Mathematics	6	2020-2021	www.test.be

back to overview previous **next** delete history ⓘ

The details of the acquired course are displayed.

Application for exemptions ⓘ

Exemptions > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \* **Bachelor in de industriële wetenschappen** ↓

Academic year \* **2020-2021** ↓

Course code

Coursename \*

ECTS credits

URL \*

back to overview previous **save and continue** Remove ⓘ

2. Click the button [Remove](#).
3. Click [Yes](#) to confirm that you want to remove the acquired course.

**Application for exemptions**

[Exemptions](#) > Courses in the application for an exemption

Please fill in the data of the course you want to use as the base of the exemption.

Programme \* **Bachelor in de industriële wetenschappen** ↓

Academic year \* **2020-2021** ↓

Course code

Coursename \*

ECTS credits

URL \*

Are you sure you want to remove this acquired course?

**Yes** No

The acquired course is removed.

**Application for exemptions**

[Exemptions](#) > Courses in the application for an exemption

Select the course for which you want to apply an exemption via the 'Select UGhent course' button.

[Select course](#)

Course code	Name	ECTS credits	Acties
E001470	Discrete Mathematics II	6	<a href="#">Verwijderen</a>

Add one or more courses to use as the base of the exemption via the 'Add courses' button

[Add acquired course](#)

Programme	Course code	Coursename	ECTS credits	Academic year	URL
There are no courses for which you earned credit you can use as the base of the exemption.					

[back to overview](#) [previous](#) **[next](#)** [delete](#) [history](#)

### 6.3 Add extra courses to your application

You can apply for an exemption for more than one course in your programme. After you have filled in all the information regarding one course for which you are applying for an exemption, you can add another course to your application. You can make one application for several courses. Repeat the steps 'Choose the course for which you want an exemption' and 'Choose the acquired courses on the basis of which you are applying for an exemption.'

After you have added a course, you will always see an overview of all the courses in your exemption application.

## Application for exemptions

Exemptions > Courses in the application for an exemption

Voeg één of meerdere opleidingsonderdelen toe waarvoor je een vrijstelling wil aanvragen via de knop 'Opleidingsonderdeel toevoegen'

Add course

Cursuscode	Naam	Studiepunten	Status
E001470	Discrete Mathematics II	6	Draft
K000459	Sociology	6	Draft

back to overview

previous

next



Click on one of the courses in the list for more details: for which course are you applying for an exemption, based on which acquired courses?

## 7 ADD DOCUMENTS TO YOUR EXEMPTION APPLICATION

If you are applying for an exemption based on courses that you followed at a different institution than Ghent University, you will also have to add one or more documents to your application.

**Application for exemptions** ⓘ

Exemptions > Attachments

Add all necessary documents to your application via the 'Add attachment' button:

- transcript of records
- diploma, credit certificate and/or other certificates of qualification
- course sheets of the courses on base of which you apply for an exemption
- other

**Please note:** You are applying for an exemption based on a course that you have previously acquired at Ghent University. As a result, we automatically have your transcript of records or credit certificate. If the programme for which you are applying for the exemption wishes to obtain additional documents from you, you can attach them here via document type 'other'.

For an application based on courses acquired at other institutions, at least 1 attachment is required to proceed with your application

[Add attachment](#)

Document type	Name	Date added	Remarks
There are no attachments.			

[back to overview](#) [previous](#) [next](#) ⓘ

1. Click the button [Add attachment](#).

A pop-up window appears in which you can fill in more information and upload a file.

**Attachment** ⓘ

Exemptions > Attachments

**Attachment**

Select the document that you want to add to your application.

Document type \* **Transcript of records** ↓

Add attachment  No file chosen

Remarks to the added attachment

[back to overview](#) [previous](#) [save and continue](#) [Remove](#) ⓘ

2. Choose the [document type](#) that you are adding, for example: transcript of records, diploma.
3. Click the button [Choose file](#) to upload the document. You can only upload a pdf or an image.
4. If you want, you can add a remark about the attachment that you are uploading.

**Application for exemptions** ⓘ

[Exemptions](#) > [Attachments](#)

**Attachment**

Select the document that you want to add to your application.

Document type \* **Credit certificate** ↓

Add attachment  F000939.pdf

Remarks to the added attachment  
Credit certificate of this course

[back to overview](#) [previous](#) [save and continue](#) [Remove](#) ⓘ

- Click the button [save and continue](#).
- You can add extra attachments to your application. When you have added all the necessary attachments, click the button [next](#).

**Application for exemptions** ⓘ

[Exemptions](#) > [Attachments](#)

Add all necessary documents to your application via the 'Add attachment' button:

- transcript of records
- diploma, credit certificate and/or other certificates of qualification
- course sheets of the courses on base of which you apply for an exemption
- other

**Please note:** You are applying for an exemption based on a course that you have previously acquired at Ghent University. As a result, we automatically have your transcript of records or credit certificate. If the programme for which you are applying for the exemption wishes to obtain additional documents from you, you can attach them here via document type 'other'.

For an application based on courses acquired at other institutions, at least 1 attachment is required to proceed with your application

[Add attachment](#)

Document type	Name	Date added	Remarks
Credit certificate	F000939.pdf	21-03-2023	Credit certificate of this course

[back to overview](#) [previous](#) [next](#) ⓘ

## 8 ADD REMARKS TO YOUR EXEMPTION APPLICATION

When you have added all the courses and acquired courses to your exemption application, and when you have uploaded the necessary attachments, click the button [next](#).

In the next step, you can add a motivation or comment to your application.

Application for exemptions ⓘ

Exemptions > Remarks

Remarks

You can further motivate your application or add comments below.

back to overview previous **save and continue** ⓘ

1. Fill in a comment or motivation.

Application for exemptions ⓘ

Exemptions > Remarks

Remarks

You can further motivate your application or add comments below.

Extra motivation and comment.

back to overview previous **save and continue** ⓘ

2. Click the button [save and continue](#).

## 9 SUBMIT YOUR APPLICATION

The last step is an overview of your exemption application. all you have to do now, is submit your application.

1. Check the box that states you have checked your data and that you confirm that your application is correct and complete.
2. Click the button [submit application](#) at the bottom of the page.

### Application for exemptions

Exemptions > Summary

Please check the information before submitting your application.  
Make sure that your application is complete so that it can be processed smoothly.  
Take this procedure seriously and attach all relevant supporting documents immediately. After you have submitted the application, you can no longer add supporting documents and your application is final.

You applied for exemption for:

**Program:**  
Bachelor of Science in Sociology

**Course(s):**  
E001470 - Discrete Mathematics II (6 SP)  
**Based on:**  
P00001 - Basic Mathematics (6 SP)

K000459 - Sociology (6 SP)  
**Based on:**  
K001359 - Sociological Research (11 SP)

**Attachments:**  
Credit certificate  
F000939.pdf

**Remarks:**  
Extra motivation and comment.

Yes, I have checked my data and confirm that they are correct and complete.

[back to overview](#) [previous](#) [submit application](#) [?](#)

You are redirected to the page [Application for exemptions](#), with an overview of all your applications (in this example, there is only one application).

### Application for exemptions

Wil je een aanvraag indienen voor vrijstelling(en) op basis van eerder verworven kwalificaties in een andere opleiding? Klik op de knop 'Aanvraag toevoegen'

[New application](#)

Programme	Status
Bachelor of Science in Sociology	proposal (2)

[?](#)

The status of the application is shown in the column 'Status' on the right:

- When you submit an application, the status changes to 'proposal'. The faculty will now review your application.
- If you have not yet submitted your application, the status is 'draft'. You still have to submit this application.

In between brackets is the number of courses for which you are applying for exemption.

To see all details of the application, click on the application in the overview.