

First steps towards your individual study path

CREATE YOUR ISP

Didn't pass all your retake exams? Did you already obtain ECTS elsewhere and you are asking for exemptions? This means **you have an individual study path!** When creating your ISP you need to consider multiple aspects. Here you find all topics listed you need to take into account. We also created a digital tool to help: https://vub.fra1.qualtrics.com/jfe/form/SV_9S3y7AnrNYLd7FQ

STEPS TO CREATE A GOOD ISP



Can you continue your studies into the same programme?

- What is stated on your [transcript of records](#)?
- If you have binding conditions you need to reconsider your study methods, study load and prioritise your studies.
- How many ECTS do you have left?
- **(re)enrolling: after the retake exams you need to re-enrol into the programme and register you courses**
 - re-enrolling deadline: 30th september
 - Course registration deadline for 1st semester and year courses: 15 October
 - Course registration deadline for 2nd semester: 28 February



Study progress regulation and ECTS-credits

Didn't pass for all courses last academic year? On your transcript of records you find your official grades and proclamation codes. It's important to check your grades and proclamation code that has been given to you by the Examination Board.

Do you have the proclamation code **'Re-enrolment not allowed'**? Then your re-enrolment in the same programme at the VUB is refused. You have the code **'Binding conditions'**? Then you need to reach certain study progress regulations, if you don't meet these after one academic year you will be refused to continue your program.



Exemptions

- Are you switching universities? You already obtained ECTS in similar courses? Please look up the [Exemption procedure of your faculty](#).
- It's key you submit your file as soon as possible, by the end of September you might need to wait multiple weeks.
- Follow the courses even if you are not yet enrolled to the courses by attending the lectures and checking the canvas course.

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- ✓ **Amount of courses and credits per academic year: 27 - 72 ECTS**
- You need to be enrolled for a minimum of 27 ECTS per academic year to keep your child benefit and scholarships.
 - You can take up a maximum of 72 credits per academic year.
 - 60 ECTS is the standard amount for a full time student.
 - If you require a student VISA you need to be registered for a minimum of 54ECTS by 15th October.
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- ✓ **Choosing which courses to enroll in**
- You always have to register courses of lower years first. ex: all your first BA courses and add BA2or3 courses that fit your schedule.
 - You need to check that courses don't overlap in the time table.
 - You need to check if you pass the pre and corequisites to be able to register the course. Check them by clicking on your Study path counselor per faculty.
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Enrolment requirements

To be eligible to take a course, you usually have to meet certain enrolment requirements.

Prerequisite: You need to have passed course 'A' to be able to register course 'B'.

Corequisite: You need to be registered for course 'A' to be able to register course 'B'.

Additional enrolment requirements: For BA1 courses you must already have passed 30.



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- ✓ **Combined enrollment**
- A combined enrolment is an enrolment for two programmes of the same study. You might be registered for your last BA courses and already start your master. (programs: BA, MA, preparatory)
 - You when you can graduate by completing a maximum of 30 credits in your basic programme (bachelor, preparatory or bridging programme) you are able to combine with your master.
 - More info here.
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- ✓ **Even balance throughout your study path: look up the course information on time schedules**
- It is important that you create a good balance between the first and second semesters. Put together your study path so that the two semesters are roughly proportionate.
 - Look at the official course information: Are my courses not all papers, lectures have practical exercises?
 - Avoid overlap of courses in your time schedules.
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- ✓ **Exception request**
- You can submit an exception request using the online form. This can be found here.
 - Your study path counsellor will present your request to the Dean.
 - If you want to:
 - Overrule the requirements for a course (Pre- and corequisites)
 - Combine study programmes with more than 30ECTS in your basic program
 - Exceed the maximum amount of 72 ECTS-credits
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INDIVIDUAL STUDYPATH

Semester 1		Semester 2	
BA 1, 2 or 3; MA 1 or 2; PREP	Titel Course ECTS-credits	BA 1, 2 or 3; MA 1 or 2; PREP	Titel Course ECTS-credits
Year Courses (semester 1 & semester 2)			
BA 1, 2 or 3; MA 1 or 2; PREP	Titel Course	ECTS-credits	
		Total ECTS	

STUDY PROGRESS

Internal control

Study progress monitoring at the VUB:

Every student is expected to **pass at least 60% of the registered credits** every academic year (60% of 60 credits = 36 credits). If your study progress is insufficient, **binding conditions** are imposed upon your re-enrollment in the same programme. This means you have:

- to pass at least 75% of the registered credits (75% of 60 credits = 45 credits)
AND
- to register and pass the courses for which you have already registered twice.

Did you meet your binding conditions? You can continue the programme without any binding condition.

Did you not meet your binding conditions?
Your re-enrolment for the same study programme at the VUB will be refused.

A student that **obtains 0 credits** in one academic year will be refused to re-enroll in the same programme.

! Attention: These rules apply to each programme individually. A bachelor's, master's and preparatory programme are considered as separate programmes !

External control

The learning account

The learning account is a system used by the Flemish Government to monitor students' study progress and to stimulate students to make well-informed study choices.

Every student receives **140 credits at the start of their higher education**. Each academic year the number of credits that you registered for is deducted from your learning account. For example: A first year bachelor student who registers for all the first year courses will use 60 credits.

The credits from the courses that you pass (passing grade = 10/20) **are earned back**. The credits from courses you do not pass, are **lost**. Bonus: The first 60 credits you pass are doubled. It doesn't matter if you gain them in the first year or during several years.

As long as the **balance** of your learning account is **sufficient**, you can **continue studying**. If not, the university may decide to refuse your enrolment.

! Attention: This system only applies to bachelor programmes!



Study Guidance wants to help you to increase your study success!



SELF-REFLECTION QUESTIONS:

- How did you experience the past academic year?
- What do you think is positive/negative about your study programme?
- How was the balance between your studies and your free time?
- How did you plan and organize your studying (lectures, seminars, exams, ...)? For example: where, when and how did you study or prepare for your exams?
- Which courses went well? How come these courses went well?
- Which courses did not go well? How come these courses did not go so well?
- What are your qualities/pitfalls when studying?
- ...



MAIN ACTION POINTS:

- What do you want to achieve during the coming academic year?
- What do you want to manage differently?
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Need support or advice? Contact Study Guidance!



Study path counsellors

Guidance with individual study path, information about study progress regulation, learning account, force majeure and exception procedures

Study advisors

Help with study methods and planning, writing the thesis, subject-specific guidance, exams skills and planning

Student psychologists

Support with stress, fear of failure, procrastination, study choice and other study-related psychological issues