

## **How to apply for an exemption at the Faculty of Sciences and Bioengineering Sciences**

You can apply for an exemption for a course on the basis of Previously Acquired Qualifications (PAQs) if you obtained a credit certificate for a course with identical or similar content (either at Vrije Universiteit Brussel or elsewhere). The exemption can be either a full or a partial exemption for the course.

Note that only one application per student per programme per academic year is allowed. An application for an exemption for a second semester course will not be considered if you already applied for an exemption for a first semester course. Make sure to list all exemption requests in one application.

To apply for an exemption for a particular course, you need to submit documentation to prove that you have mastered the competences of that course.

### ***Compiling the application***

Application form with:

- Personal details;
- Programme for which you are enrolled at the Faculty of Sciences and Bioengineering Sciences;
- An overview of all courses for which you request an exemption;
- Per course for which you request an exemption, you need to provide information about the external course(s) stating the title, institution, academic year, result, and amount of ECTS credits obtained.

and the following proof (these documents should be either in Dutch or English):

- A copy of a credit certificate, diploma supplement, or official transcript of records;
- An official description of the external course with information about the competences obtained.

### ***Submitting the application***

The compiled application (form + proof) is submitted online.

Only a complete and correctly compiled application that is submitted before the deadline will be considered. No documents can be added after submission.

### ***Deadlines for submitting the application***

Respect the following deadlines.

- 1<sup>st</sup> semester, 2<sup>nd</sup> semester, and/or year courses: **15<sup>th</sup> of October**
- 2<sup>nd</sup> semester courses only: **15<sup>th</sup> of February**

### ***Decision***

Only complete and correctly compiled applications, accompanied by the necessary supporting documents, and submitted on time, will be processed.

The application will be evaluated by the respective course titular(s), who will make a joint decision with the educational board. The decision will be sent by e-mail, preferably to your VUB email address. The granted exemptions will be registered in your SelfService by the faculty administration. If an exemption for a particular course is granted, the tuition fee (if already paid) for that course will be refunded automatically.

Continue to attend all classes until you have been notified of the decision by the faculty administration.