

CREATE YOUR ISP

Failed to pass all your courses after the retakes? Have you previously earned credits from another university and are now seeking exemptions? If so, you have an **individual study path**! When putting together your ISP, there are several factors to consider. Below you can find an overview of everything you need to keep in mind. Additionally, we have developed a [digital tool](#) to help with this process.

STEPS TO CREATE A GOOD ISP



Are you allowed to continue within the same programme of study?

- What is the **proclamation code** on your transcript of records? Check the blue square below for more information.
- If you have binding conditions, it's important to reevaluate your study methods, course load and prioritize your academic commitments.
- How many credits do you have left to complete the programme?
- Next steps: **Re-enroll in the programme and register your courses for the new academic year**
 - Re-enrollment deadline: September 30
 - Course registration deadline for 1st semester and year courses: 15 October
 - Course registration deadline for 2nd semester: 28 February

Study Progress Regulation: Keeping track of your academic progress

Didn't pass all courses last academic year? It's important to check your grades and proclamation code on your transcript of records that has been determined by the Examination Board. This information is essential in understanding your academic performance and the specific outcomes.

- Proclamation code '**Re-enrolment not allowed**'? It means that your re-enrolment in the same programme at the VUB is refused.
- Proclamation code '**Binding conditions**'? It means you need to meet certain study progress regulations. Failure to meet these regulations within one academic year will lead to a refusal in your programme.



Exemptions

- Have you previously earned credits elsewhere for similar courses at the VUB? Review the **exemption procedure** outlined by your faculty.
- Submit your file as soon as possible. Keep in mind that by the end of September there might be several weeks of processing time.
- In the meantime, even if you haven't officially enrolled in the courses yet, attend the lectures and access the course materials through Canvas. Staying engaged will help you stay on track with your studies while awaiting the resolution of your exemption request.



Number credits per academic year: 27 - 72 ECTS

- To keep your child benefits and scholarship in Belgium, it's necessary to be enrolled for **at least 27 credits** per academic year.
- You can register a maximum of **72 credits** per academic year, or a maximum of **60 credits** if you have binding conditions.
- A full-time student's standard workload is typically **60 credits** per academic year.
- If you require a student visa, you must be registered for at least **54 credits** by October 15 per academic year.
- If you rent a VUB room, you need to be registered for at least **54 credits** per academic year.



Selecting your courses for registration

- Begin by registering for courses from lower years first. For instance, start with all your remaining BA1 courses and only then continue adding BA2 courses that fit your schedule.
- Ensure that the courses you choose do not overlap in your timetable.
- Verify if you meet the enrollment requirements for each course (see below)

Enrollment requirements

In order to be eligible to take a course, you usually have to meet certain enrolment requirements. These requirements can be **advisory or binding prerequisites and corequisites**.



Check the enrollment requirements for your programme on the [webpage](#) of your study path counsellor.



Combined enrollment

- A combined enrollment involves **enrolling for two study programmes within the same field of study**. This could mean registering your last bachelor's courses while simultaneously beginning your master's courses. This also applies to preparatory programmes in combination with master programmes.
- A combined enrollment is possible when you have no more than 30 credits left in your bachelor's or preparatory programme.
- Additional information can be found [here](#).



Maintaining a balanced study path: Look up course information and class schedules

- Try to **evenly distribute your courses** between the first and second semesters. Creating proportionate semesters helps prevent overwhelming workloads.
- Consult the [official course information](#) and **take into account the nature of the courses** - are they theoretical, lecture-based, or do they involve practical exercises?
- Check the [class schedules](#) and **prevent overlaps in your schedule**.



Submitting an exception request

If you find yourself in exceptional circumstances, you may require deviation from the rules and you can initiate an exception request.

- Use the **online form** provided [here](#).
- Your study path counselor will serve as your intermediary and will present your exception request to the Dean for consideration.
- Exception requests are possible for the following scenarios:
 - Overrule the binding enrollment requirements for a course (pre- and corequisites)
 - Combine study programmes with more than 30 credits in your basic programme
 - Exceed the maximum number of 72 ECTS-credits
 - Enroll in a programme or (de)register courses after the deadline

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