

# FACULTY ES

## GUIDELINES EXEMPTION REQUEST 2026-2027

*This guide is part of the online application form. Please read this document carefully before submitting your application.*

### INTRODUCTION

You may apply for an exemption if you have previously obtained credits for courses that are substantively equivalent to courses within your current programme at VUB.

This guide helps you prepare and submit your application correctly.

### DEADLINES

Strictly respect the following deadlines for submitting your online application:

- **8 October 2026**
- **28 February 2027** (if your exemption request **only** concerns second-semester courses)

#### **Important:**

- Submit all your requests together in one file
- If you apply for exemptions for both first- and second-semester courses, the deadline of 8 October applies
- If you only enrol in the second semester, you may *exceptionally* still apply for exemptions for first-semester and full-year courses

### GENERAL RULES

- You may only submit one application per programme per academic year. Combine all courses for which you request an exemption in one file
- After submission, no changes or additions can be made
- Your file is assessed as a whole. You will receive one decision covering all requested exemptions

## PREPARING YOUR APPLICATION

You are responsible for compiling your exemption file.

- Compare the courses in your VUB programme with previously completed courses
- Only request exemptions for courses that are sufficiently equivalent in content and for which the number of credits is no more than 1 credit fewer than that of the VUB course.
- Study path counsellors cannot advise whether your application will be approved, but they can help you compose your study programme after you receive a decision

## STRUCTURE OF YOUR FILE

Your file consists of three parts:

1. The online application form
2. Official results (transcript / credit certificate)
3. Official course descriptions

Make sure you have collected all documents before filling out the online form.

## REQUIREMENTS OFFICIAL RESULTS

You must add an official transcript or credit certificate from the institution where you obtained the credits.

This document must include:

- The name and logo of the institution
- Your first and last name
- The programme you followed
- Your results and course credits (ECTS)
- The academic year in which you followed the programme
- The name and signature of an authorized person (*not required for VUB documents*)

### **Additional requirements:**

- Clearly highlight the above information (e.g. in yellow marker) and the courses used for your exemption request(s)
- Submit this document in the language of the programme you followed (if not Dutch, English, French, or German, provide a certified official English translation)
- Add your transcript only once to your file
- Provide an explanation of the grading system if it differs from the Flemish higher education system

## REQUIREMENTS OFFICIAL COURSE DESCRIPTIONS

For each course used as a basis for an exemption, you must add the official course description.

Important:

- The title must be identical to the course title on your transcript
- It must correspond to the academic year in which you obtained the credit (descriptions from other years are not accepted)
- It must include a logo or stamp of the institution
- It must clearly state course content, number of credits, evaluation method, and intended learning outcomes

**Please note:**

- Self-compiled documents (copy-paste) are not accepted
- Screenshots from official websites are allowed
- Documents must be in Dutch, English, French, or German
- Arrange the course descriptions in the same order as in your online application
- If your credit certificates already contain full course descriptions, you do not need to add them separately

(!) Students who previously followed a programme at this faculty and apply for exemptions based on those courses do not need to add course descriptions.

## SUBMITTING YOUR FILE

After completing the online form:

- Send an email within **2 calendar days** to [faces@vub.be](mailto:faces@vub.be). Only send one email.
- Subject line: Exemption request | LAST NAME First name | '26–27
- Your email must contain **1 PDF file** with all documents in the correct order (transcript + course descriptions). The file is not secured or password-protected and does not contain cover pages or separators

An email that does not meet these conditions will not be processed.

## AFTER SUBMISSION

After submitting your exemption file, and provided it is correct and complete, you will need to wait a few weeks for a decision.

In the meantime:

- Enrol in all courses, including those for which you request an exemption
- Attend classes until you receive a decision

**If approved:**

- The faculty administration will register your exemptions as soon as possible
- Check this in your self-service before the exams
- For questions, contact the faculty secretariat via [faces@vub.be](mailto:faces@vub.be)

## GOOD TO KNOW

Your exemption request will not be processed if:

- You did not obtain a credit (score < 10/20 or tolerated)
- You passed the course over 10 years ago
- The total number of credits of the previous course(s) is more than 1 credit fewer than the corresponding VUB course
- You request an exemption for bridging or master courses based on a (professional) bachelor course
- You have already taken the same course (with identical course code) at VUB. Your result will be transferred automatically (check your self-service)

Avoid the following common mistakes:

- Sending multiple emails or files (limit yourself to 1 email and 1 PDF file)
- Submitting required documents too late (must be within 2 calendar days after submitting the online form)
- Submitting incomplete or non-official documents
- Not respecting the required order of documents (transcript first, then course descriptions in the same order as listed in the online form)
- Submitting documents in the wrong language (documents must be in the language of the programme followed)
- Adding extra explanations in your email (these are not taken into account)
- Contacting the lecturer (this has no effect and will not speed up your application)

**Finally**

Take sufficient time to carefully compile your file and check everything thoroughly before submitting.

A correct and complete application ensures smooth processing.

The faculty administration will make every effort to communicate the decision as quickly as possible.