SisA
Student Selfservice

Universiteit Antwerpen

# QUICK REFERENCE GUIDE

THIS QUICK REFERENCE GUIDE SHOULD HELP YOU TO QUICKLY FAMILIARIZE YOURSELF WITH THE SELF SERVICE-MODULE OF THE STUDENT ADMINISTRATION SYSTEM ANTWERPEN (SISA). SISA HAS EXTENSIVE POSSIBILITIES FOR VIEWING AND/OR MANAGING YOUR STUDY PROGRAMME, YOUR RESULTS, YOUR STUDY FEES AND YOUR PERSONAL DETAILS.

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**IMPORTANT**!

You are advised **NOT** to use the 'back' and 'forward' buttons of your browser when navigating in SisA. This could result in an incorrect presentation of the pages. Always use the navigation paths on the pages themselves.

**Attention:** the screenshots in this manual may differ from the actual screens

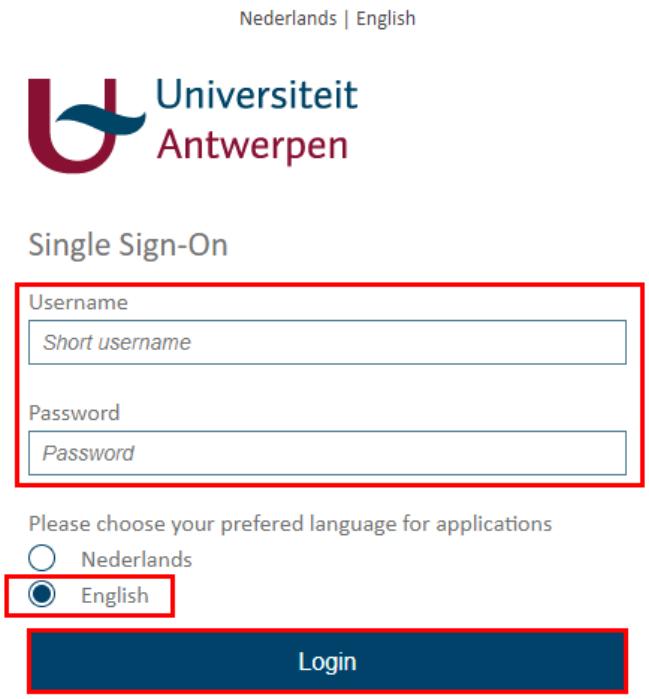
## TERMINOLOGY USED

| | |
|---|---|
| Course component | A part of a course, e.g. internship, lecture, practicum, exam etc. |
| Unit | Credit |
| Study plan | Official Major (on degree) |
| Study subplan | Specialization, major, minor or option within a major |

## Signing in

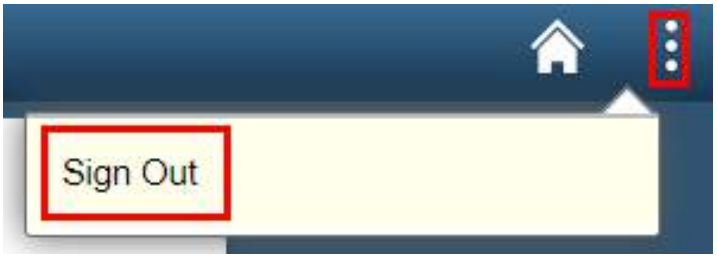
Go to: ***https://sisastudent.uantwerpen.be***

Choose English as your language. Use your **UA account details to sign in**.



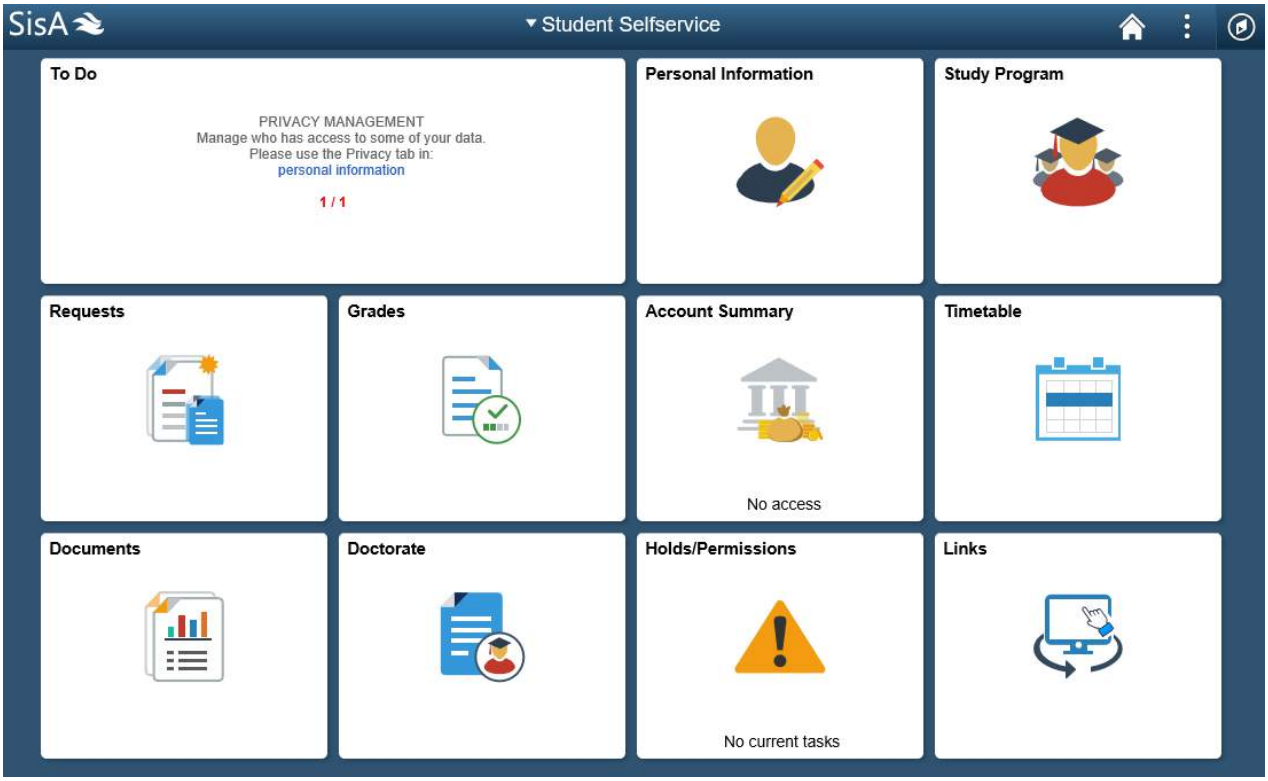

## Signing out

To exit SisA correctly it is important to use the button **Sign out** in the top right corner of the window. It is not enough to close the browserwindow if you want to avoid that someone else continues to work with your userID and password!



# Home

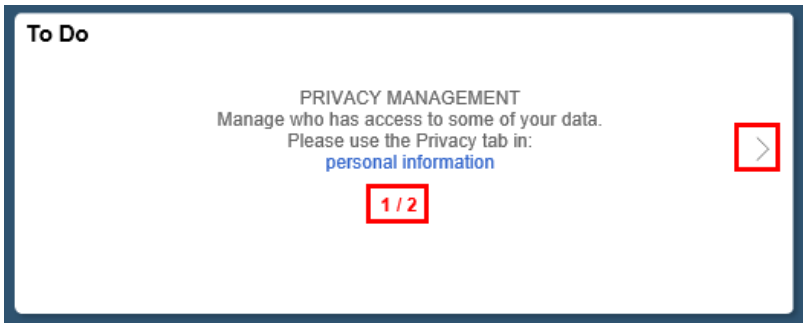
After signing in, you will immediately see your Home page.




# "TO DO" List

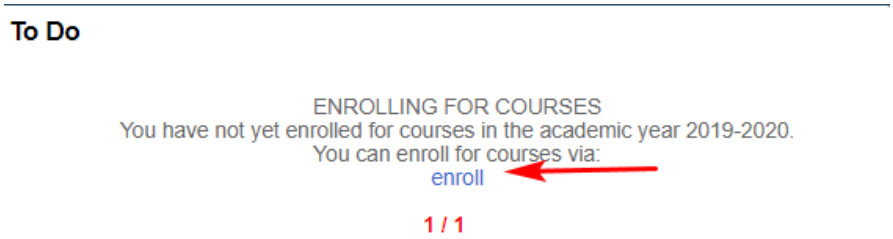
On the home page you will find your "TO DO" items. These are the main tasks that you still have to do regarding your study programme in the current academic year. When you have completed the tasks they will disappear from your "to do" list.

If you have more than one task you will see this in the number of pages (e.g. 1/2). Using the arrows, you can navigate to the next or the previous page. The tasks are logically ordered in the sequence that you need to complete them.

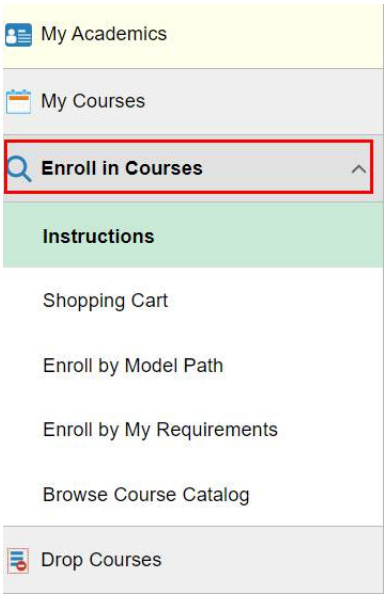


# ENROLLING FOR COURSES

You can only enroll for courses as off 16 July and if you have (re-)enrolled for your programme. If you have not yet enrolled for courses you will get a message to this effect in your “to do” list on the home page.



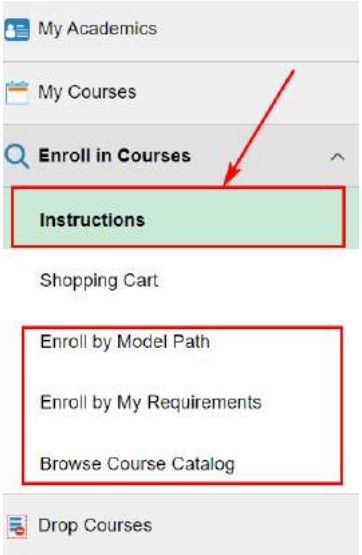

Click on the link or go click on the tile “Study program” and then choose “Enroll in courses”.




## STEP 1: FIND COURSES AND ADD THEM TO YOUR SHOPPING CART

You have to select the courses you want to take in the chosen academic year one by one and add them to your shopping cart. **As of 16 July** you can complete the enrolment for the collected courses.

Look at the instructions to see which is the best way to find courses.




Click on **Model Path or My requirements** for an overview of the courses that constitute your programme (see on-screen instructions for more information).

Click on the line of the courses that you want to take.

**Model Path part 1**

**Compulsory courses**

12 rows

| Studiegidsnr | Description | Units | When | Status |
|---|---|---|---|---|
| 1000WETAAR | Earth Sciences I | 3.00 | 1E SEM | |
| 1001WETDPS | Building plans and DPS | 6.00 | 1E SEM | |
| 1001WETEBC | Evol. theory & Biolog. Class. | 3.00 | 1E SEM | |
| 1001WETECO | Ecology I | 4.00 | 2E SEM | |
| 1001WETFF1 | Fauna and Flora I | 4.00 | 1E/2E SEM | |
| 1001WETOBD | Overview of MB: Animals | 6.00 | 1E SEM | |
| 1002WETCEL | Cell Biology | 8.00 | 2E SEM | |
| 1001WETACH | General Chemistry | 6.00 | 1E SEM | |
| 1001WETOCH | Organic chemistry | 6.00 | 2E SEM | |
| 1001WETFYS | Physics I | 6.00 | 2E SEM | |
| 1001WETCOV | Computer skills | 3.00 | 1E SEM | |
| 1001WETWIS | Mathematics | 6.00 | 2E SEM | |

Depending on the course it is possible that some classes are split in several sections (groups).

Possible time conflicts will be shown immediately by a yellow triangle.

**FYSICAWE 1001WETFYS**

Physics I

**Course Information**

**Class Selection**

**Select a class option**

| Option | Status | Session | Class | Meeting Dates | Days and Times | Room | Instructor | Extra Info | Time Conflict |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Open | 2nd semester | ZIT1 Exam 12183 | 23/09/2019 - 20/09/2020 | To be announced | To be announced | Joke Hadermann | | |
| | | | HC01 Lecture 12187 | | More details | D.R.R3 | Joke Hadermann | | |
| | | | PR01 Laboratory 12185 | | More details | G.S.208 Practicum fysica | Joke Hadermann | More details | |
| 2 | Open | 2nd semester | ZIT1 Exam 12183 | 23/09/2019 - 20/09/2020 | To be announced | To be announced | Joke Hadermann | | |
| | | | HC01 Lecture 12187 | | More details | D.R.R3 | Joke Hadermann | | |
| | | | PR02 Laboratory 12186 | | More details | G.S.208 Practicum fysica | Joke Hadermann | More details | |

To see the details of the options, click on “more details”. These will be shown in a new window.

**Class Information**

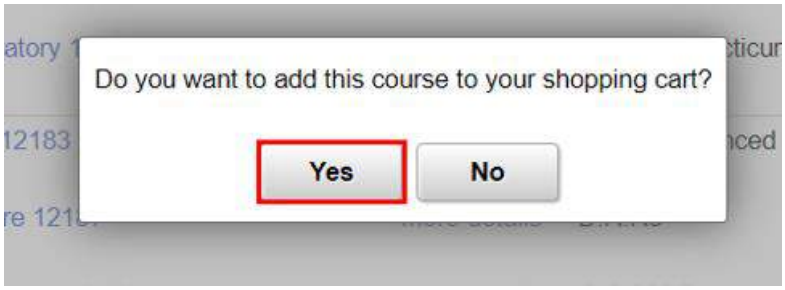
| Meeting Information | Enrollment Information | Class Details | Class Availability |
|---|---|---|---|

**FYSICAWE 1001WETFYS Physics I**
**PR01 Laboratory 12185**

**Status : Open**

| Meeting Dates | Days | Times | Room | Instructor | Extra info |
|---|---|---|---|---|---|
| 23/03/2020 - 29/03/2020 | Wednesday | 13:45 to 18:00 | G.S.208 Practicum fysica | Joke Hadermann | Biologie |
| 20/04/2020 - 17/05/2020 | Wednesday | 13:45 to 18:00 | G.S.208 Practicum fysica | Joke Hadermann | Biologie |
| 16/03/2020 - 22/03/2020 | Wednesday | 13:45 to 18:00 | G.S.207 | Joke Hadermann | G.S.208 Practicum fysica Inleidingsles practicum Biol |
| 18/05/2020 - 24/05/2020 | Wednesday | 13:45 to 18:00 | G.S.216 Practicum fysica | Joke Hadermann | Inhaalpracticum |

Close this window and select a group based on the instructions of the faculty under 'extra info' (if available) or on your time table preferences.
Click on "Yes" to add the course to your shopping cart.




You will go back to the model path or the requirements and you'll see that the course has been added to your shopping cart.

**Model Path part 1**

**Compulsory courses**

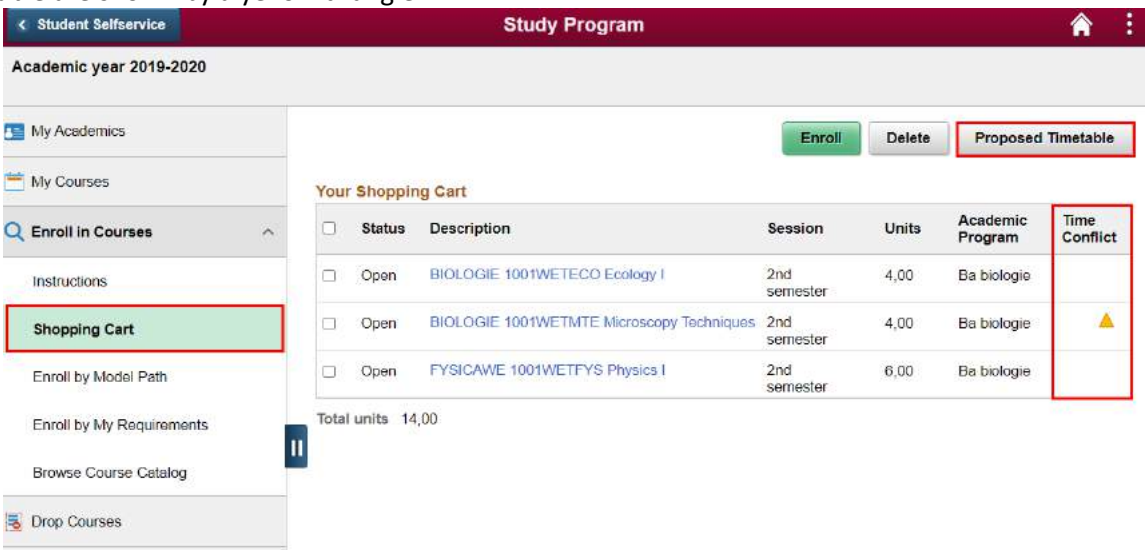
12 rows

| Studiegidsnr | Description | Units | When | Status |
|---|---|---|---|---|
| 1000WETAAR | Earth Sciences I | 3.00 | 1E SEM | |
| 1001WETDPS | Building plans and DPS | 6.00 | 1E SEM | |
| 1001WETEBC | Evol. theory & Biolog. Class. | 3.00 | 1E SEM | |
| 1001WETECO | Ecology I | 4.00 | 2E SEM | |
| 1001WETFF1 | Fauna and Flora I | 4.00 | 1E/2E SEM | |
| 1001WETOBD | Overview of MB: Animals | 6.00 | 1E SEM | |
| 1002WETCEL | Cell Biology | 8.00 | 2E SEM | |
| 1001WETACH | General Chemistry | 6.00 | 1E SEM | |
| 1001WETOCH | Organic chemistry | 6.00 | 2E SEM | |
| 1001WETFYS | Physics I | 6.00 | Academic year 2019-2020 | In Shopping Cart |
| 1001WETCOV | Computer skills | 3.00 | 1E SEM | |

Add other courses to your shopping cart in the same way.

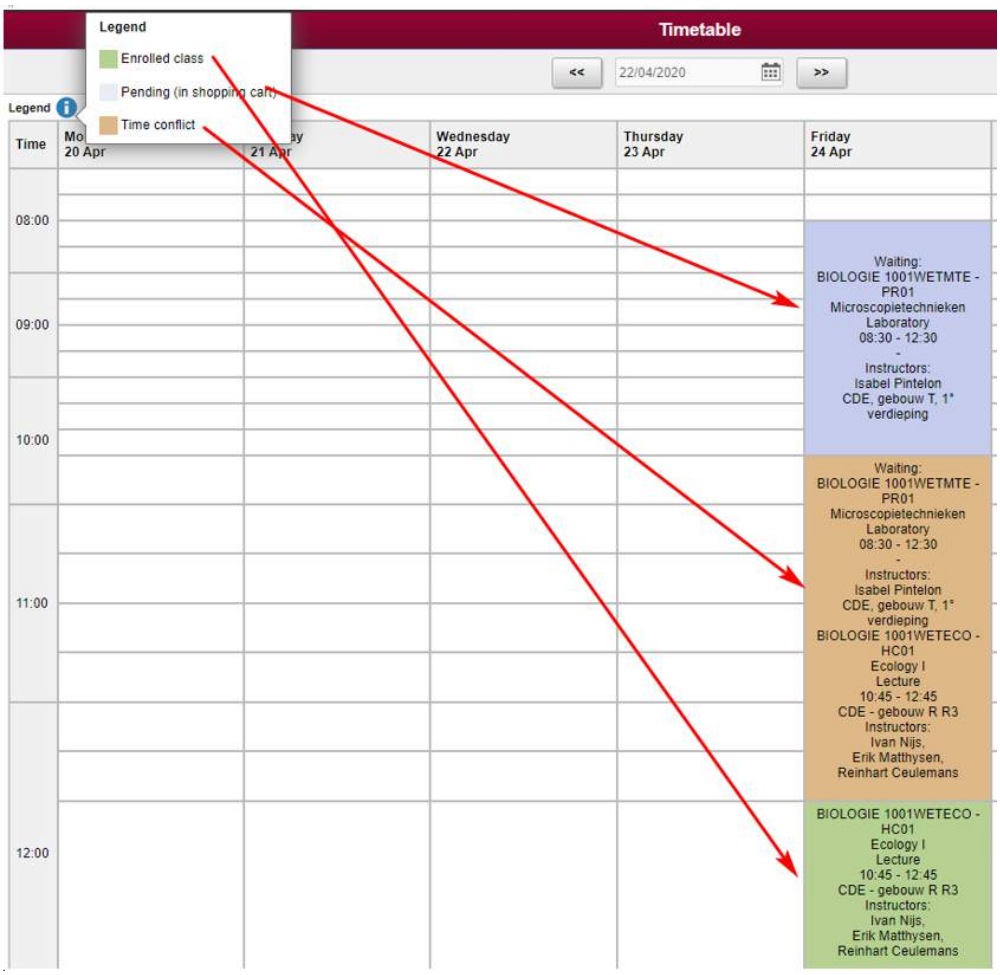
## STEP 2: VIEW PRELIMINARY TIMETABLE

Go to your shopping cart. You get a list of the courses that you have added. Possible conflicts in your timetable are shown by a yellow triangle.

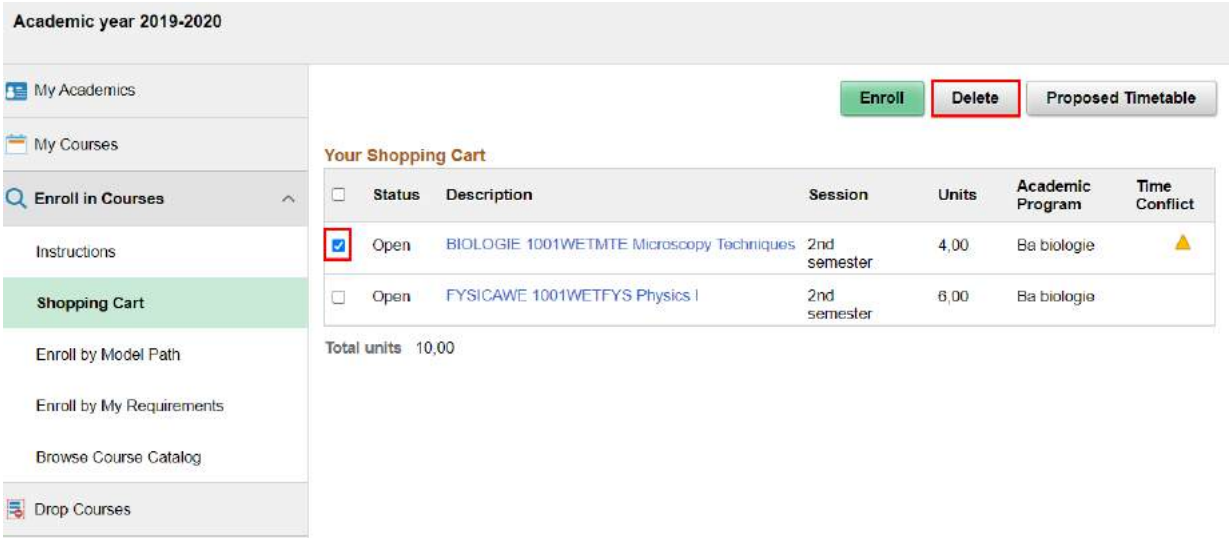



Click on “Proposed timetable” to see where the time conflict is and whether it is a problem.

You get a weekly schedule with the enrolled classes and the classes in your shopping cart to help you make the best choice when composing your study programme and your time table.



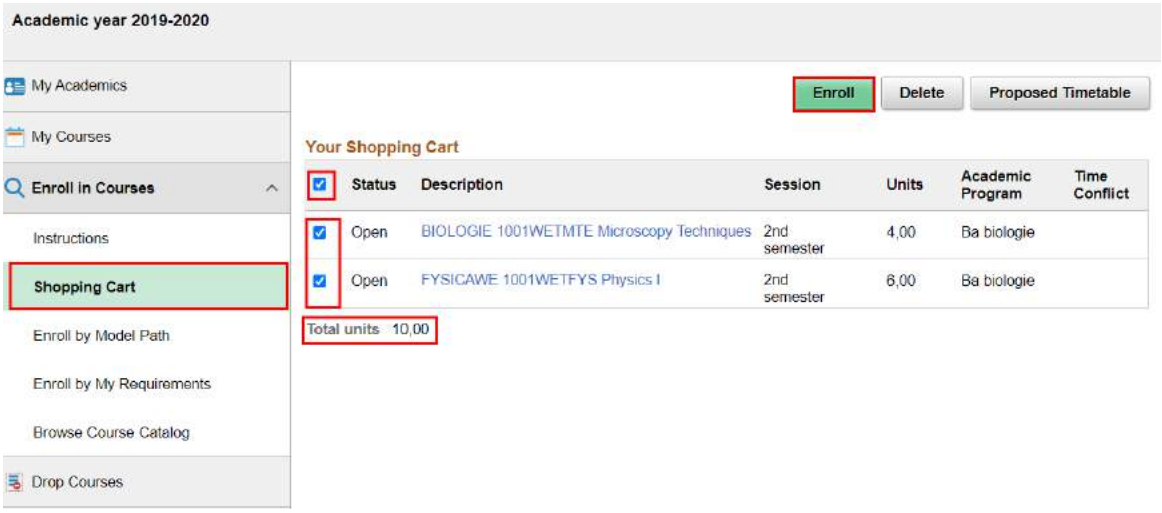
If you wish, you can delete added courses. Select the course and click on “Delete”.



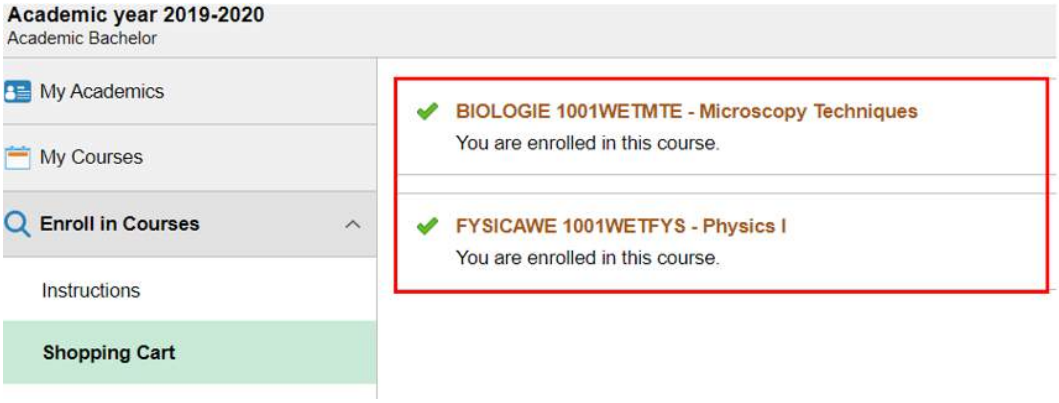

When you have collected all the courses that you wish to take go to the next step.

## STEP 3: ENROL IN COURSES

Go to your shopping cart. Select the courses for which you want to enroll and click on the button “Enroll”.
If you tick the box next to “Status”, you select all.
Click afterwards “Yes” to confirm.



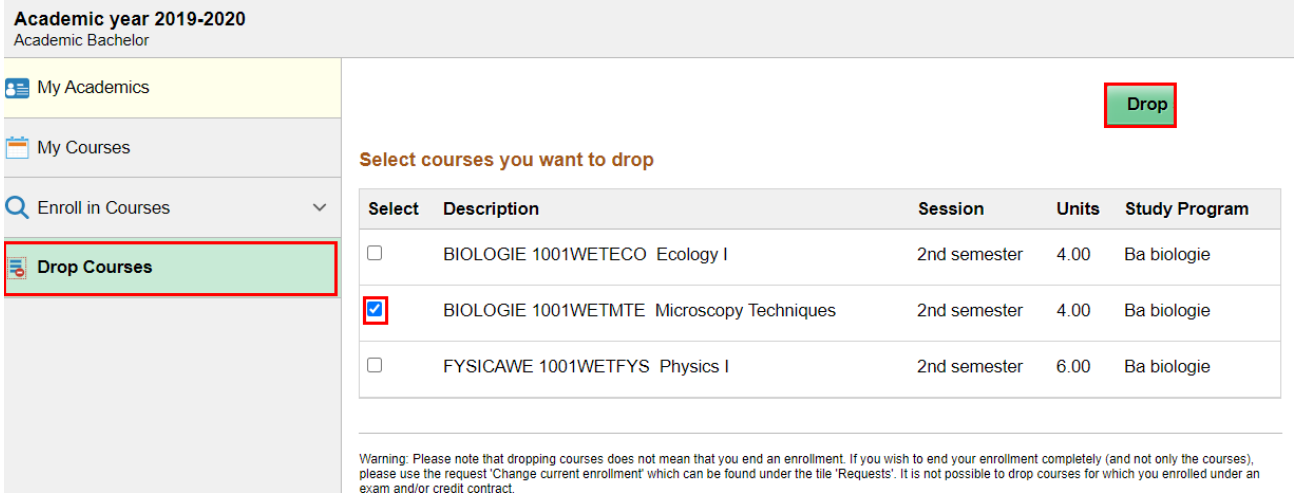

You get the following confirmation.



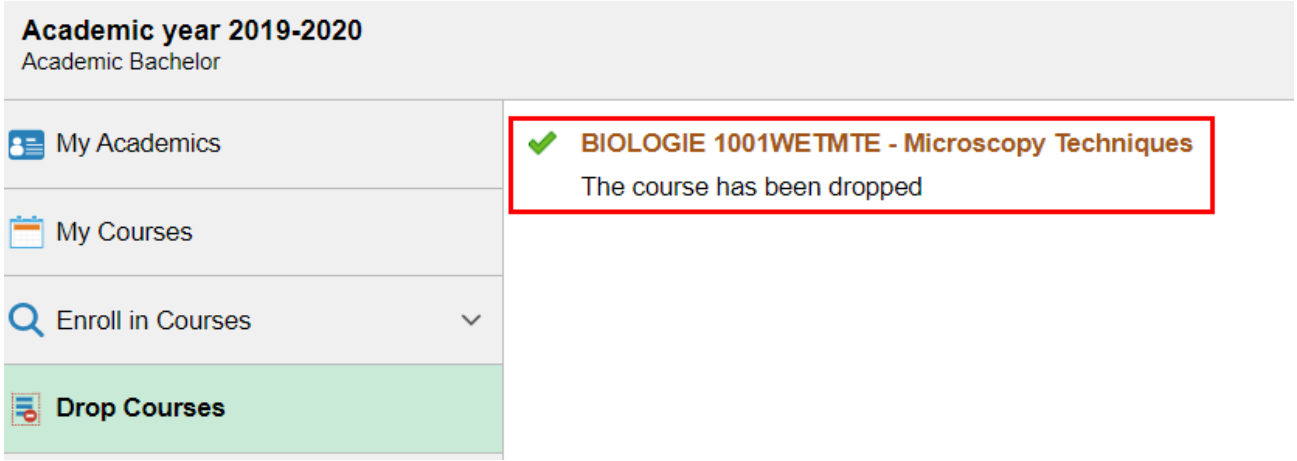
# DROPPING COURSES

You can drop courses that you don't want to take after all.

Click on the tile "Study program" and choose "Drop courses" in the menu. Select the course that you want to drop and click on "drop".




Click "Yes" to confirm. You get the following confirmation.

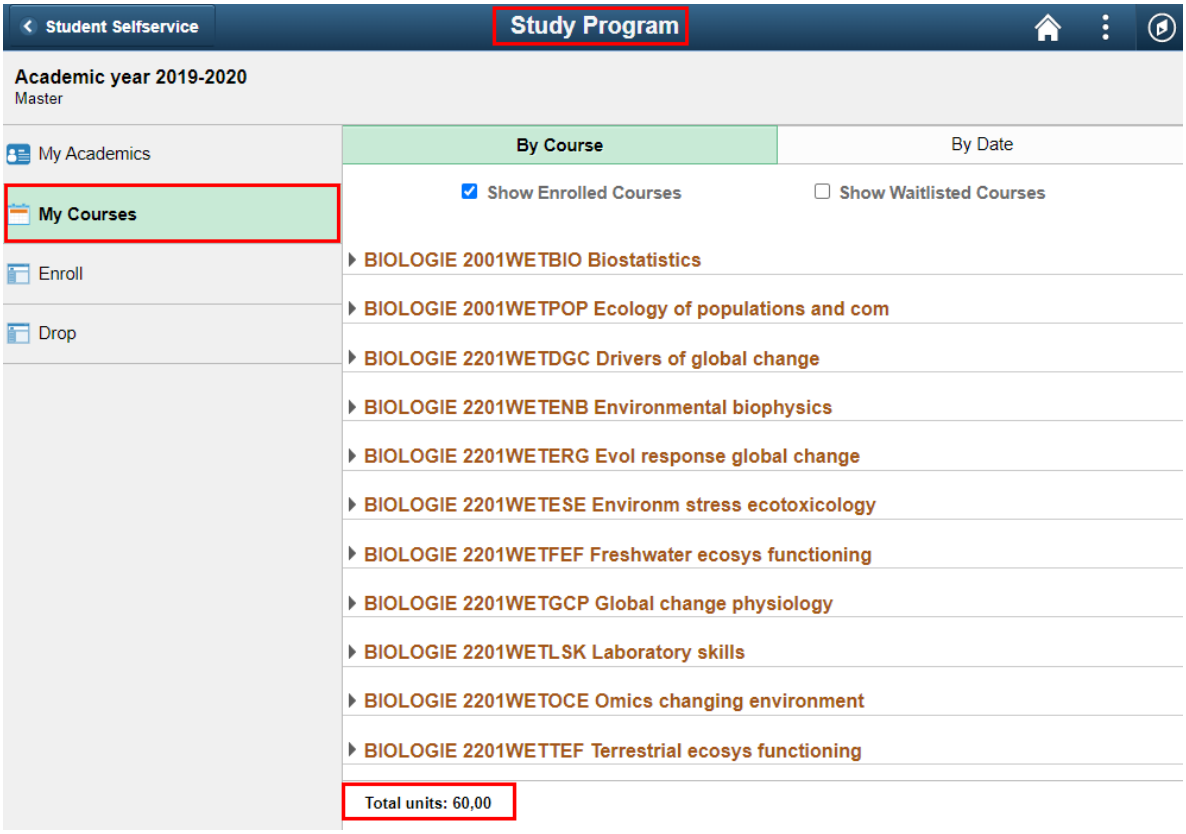



**Please note** that depending on the period in the academic year it may not be possible to drop courses. Dropping courses is regulated by the EER.

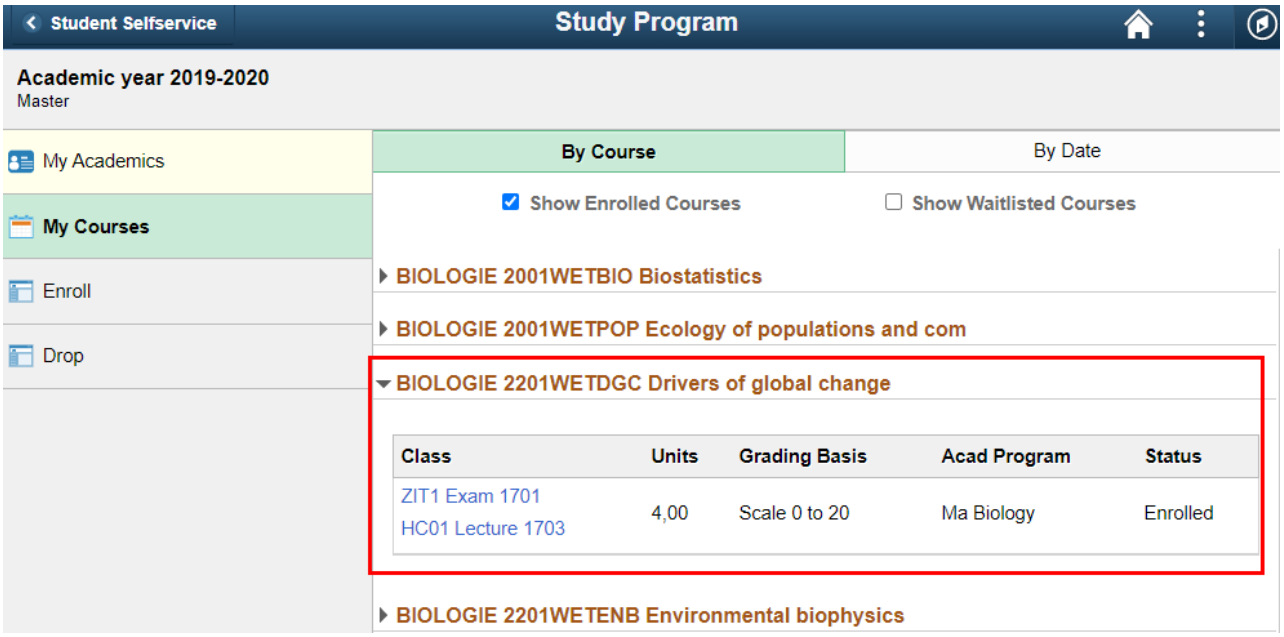
Contact your faculty for more information.

# VIEW CURRENT STUDY PROGRAMME

Click on the tile “Study program” and choose “My courses” in the menu. You get the page below where you will see the courses for which you are enrolled in the current academic year.




Click on a course to see more details.



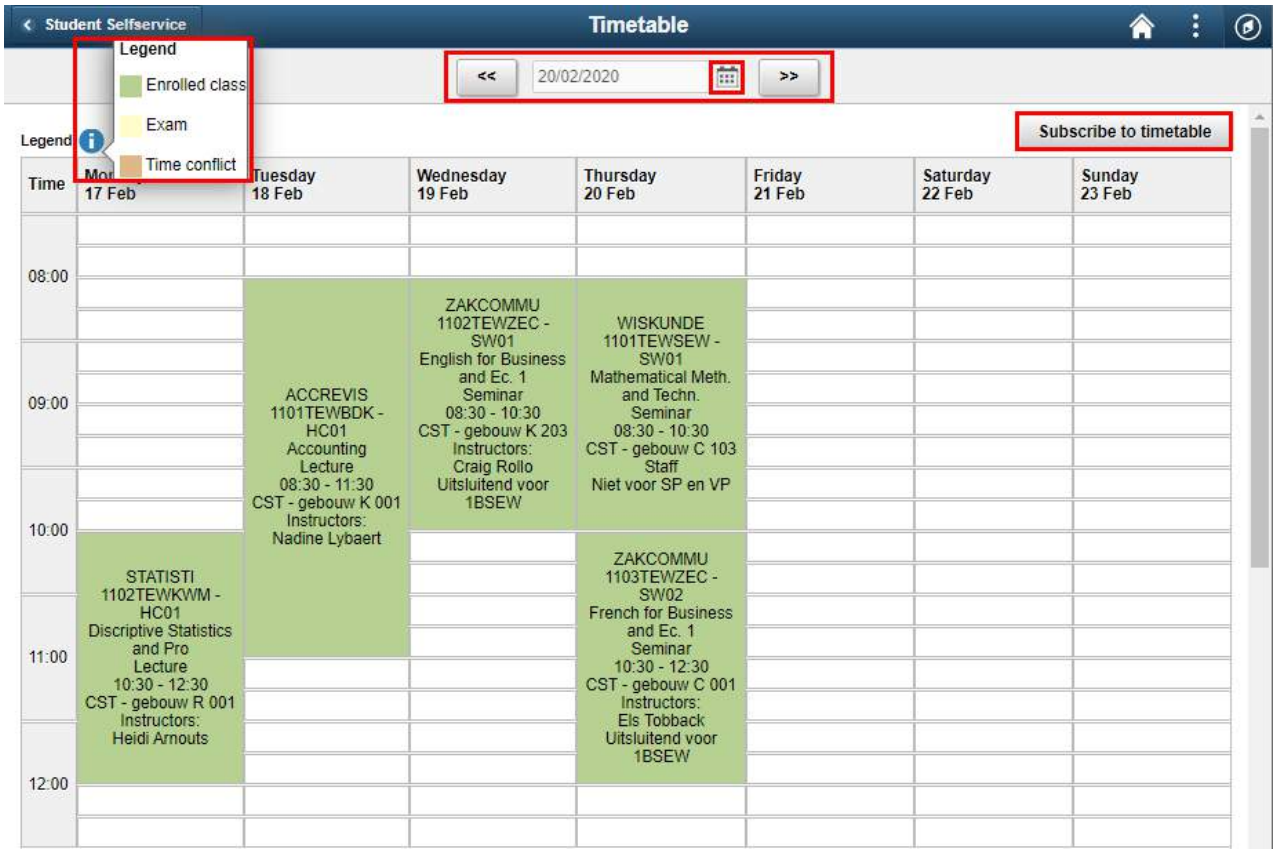
# VIEW TIME TABLE

You can view the weekly calendar for your enrolled classes.

Click on the tile “Timetable”.

Click on “subscribe to timetable” if you want to synchronize your time table with your favourite digital calendar (MS Outlook, Google Calendar, Apple iCal etc.).

You can find the legend under the “i”.

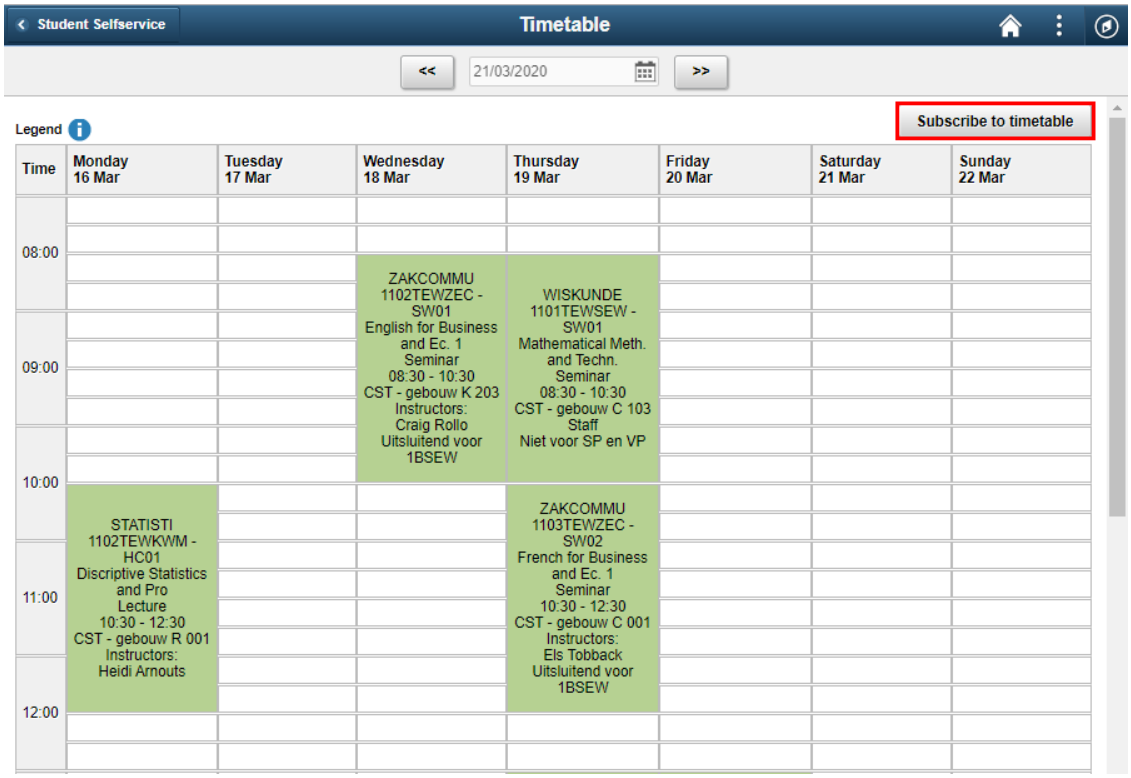



You can navigate between the weeks using the arrows or by clicking on the calendar and clicking on a date.

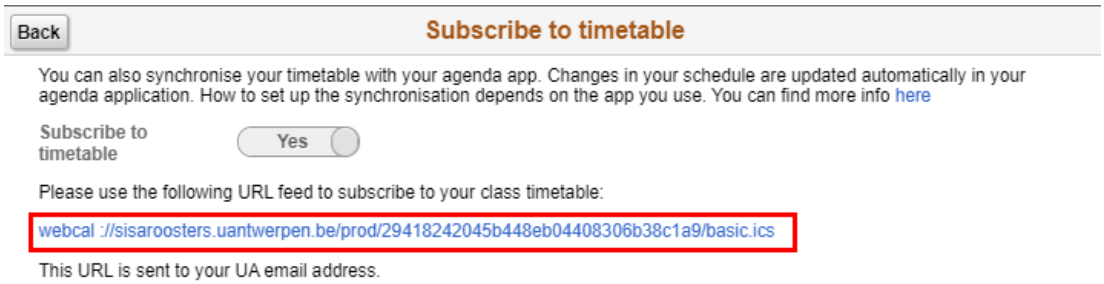
If you view your timetable on a smartphone you will only see one day. You can use the arrows or the calendar to select another day.

# SYNCHRONIZE YOUR TIME TABLE WITH YOUR DIGITAL CALENDAR

Click on the tile “Timetable”.
Click on “subscribe to timetable” if you want to synchronize your time table with your favourite digital calendar (MS Outlook, Google Calendar, Apple iCal etc.)

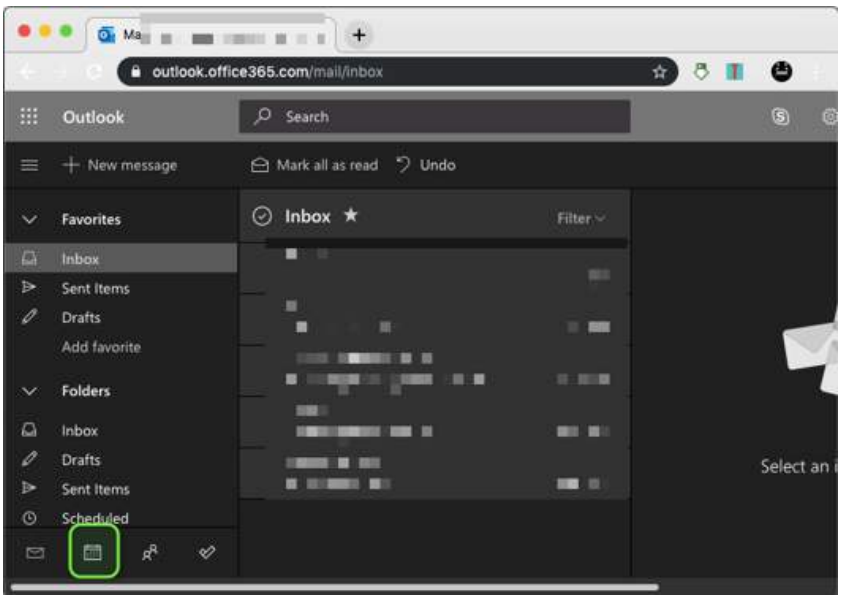



A new screen will open.

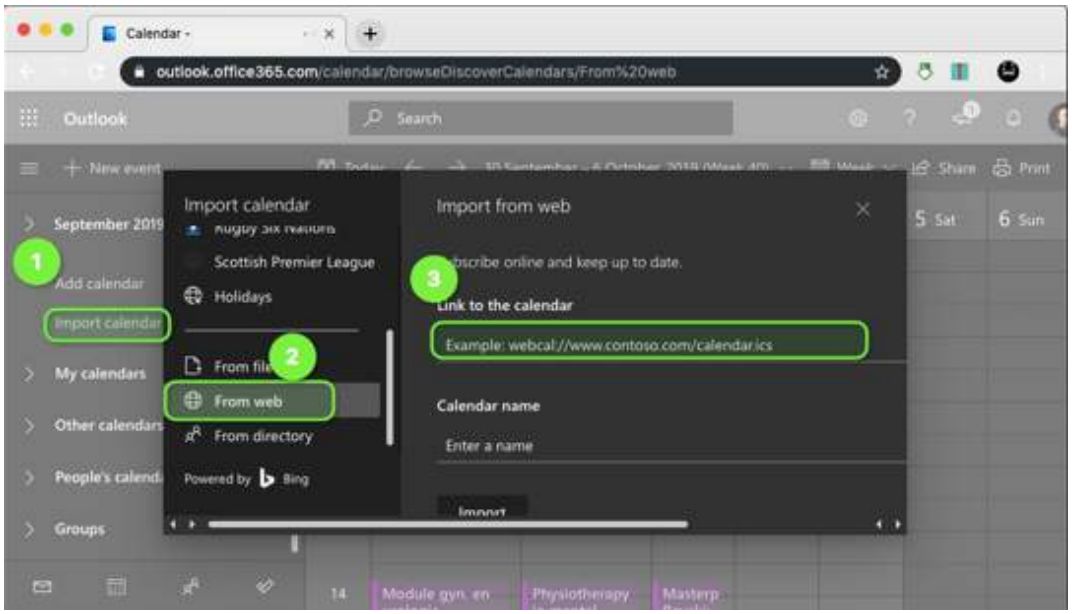



Copy the link that is also sent to your UA-mailbox.

To add your timetable to the calendar of your UAntwerpen webmail, log onto your UAntwerpen webmail: http://mail.student.uantwerpen.be
Open your calendar by clicking on the calendar icon.




Click on "Import calendar", select "From web" and paste the link that you copied into the "Link to calendar" field. Click on "Import" to finish.




Your timetable will now become visible in the calendar.

If you are using a different calendar app you can find the instructions to add your timetable on the relevant webpages.

Google agenda:
https://support.google.com/calendar/answer/37100?co=GENIE.Platform%3DDesktop&hl=nl&oco=1

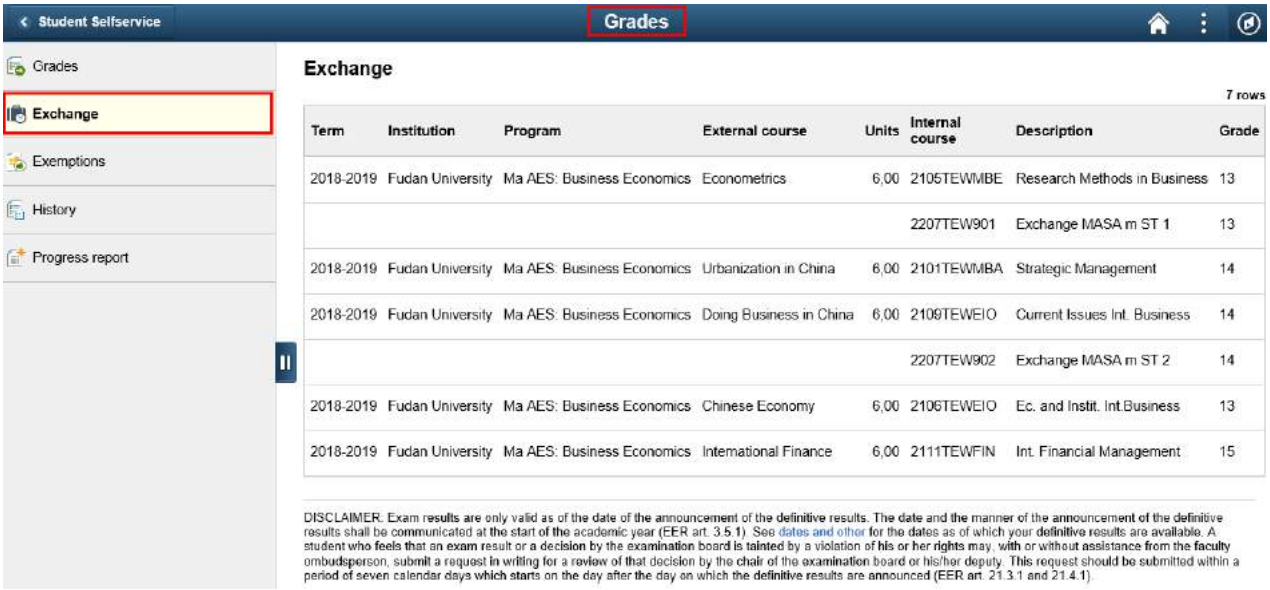
Outlook.com: https://support.office.com/en-us/article/import-or-subscribe-to-a-calendar-in-outlook-on-the-web-503ffaf6-7b86-44fe-8dd6-8099d95f38df

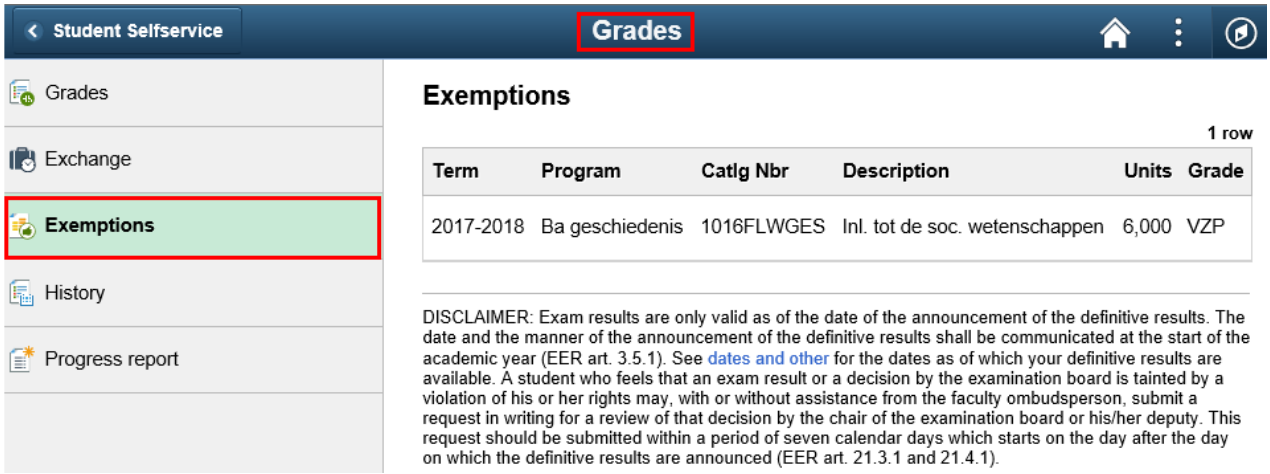
Apple ICal: https://support.apple.com/en-gb/HT202361

# VIEW CREDIT TRANSFER

You can request an overview of exchange courses and of exemptions.

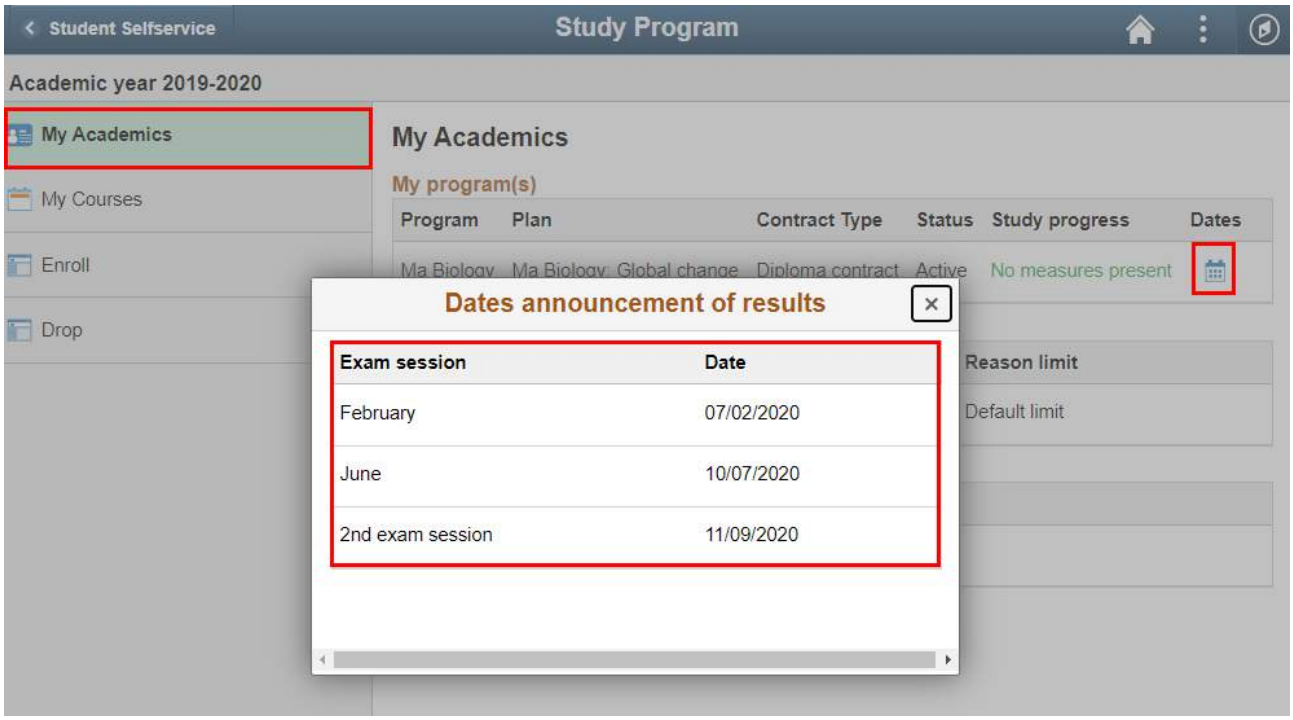
Click on the tile “Grades” and choose “Exchange” or “Exemptions” in the menu.



# VIEW DATES ANNOUNCEMENT OF RESULTS

You can find the dates of the announcement of results under "My Academics" under the tile"Study program". Click on the calendar in the column "Dates". The dates announcement of results will appear in a pop-up window.

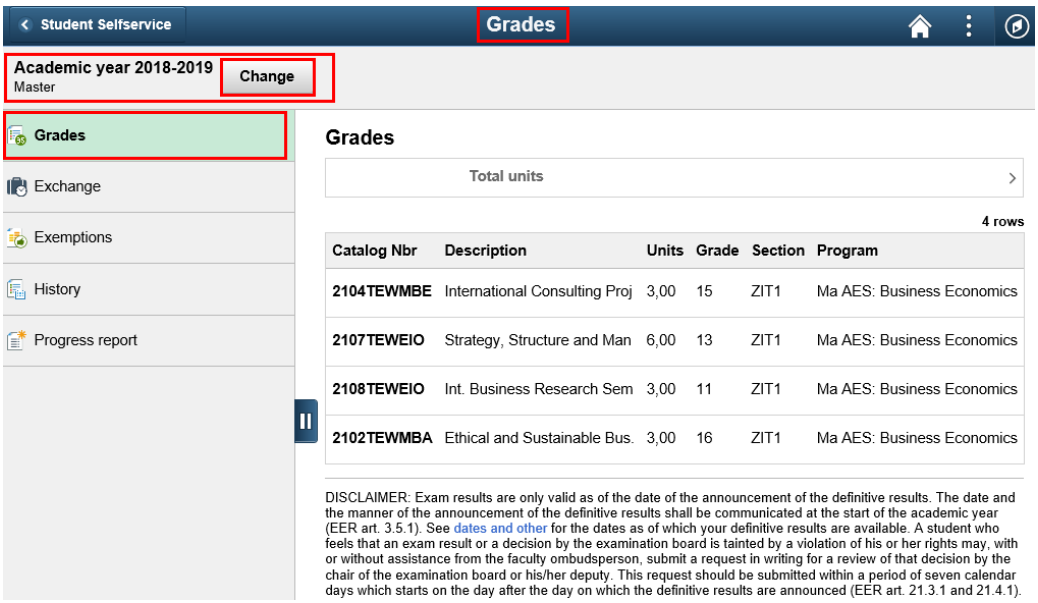


# VIEW GRADES

You can view your grades per period.

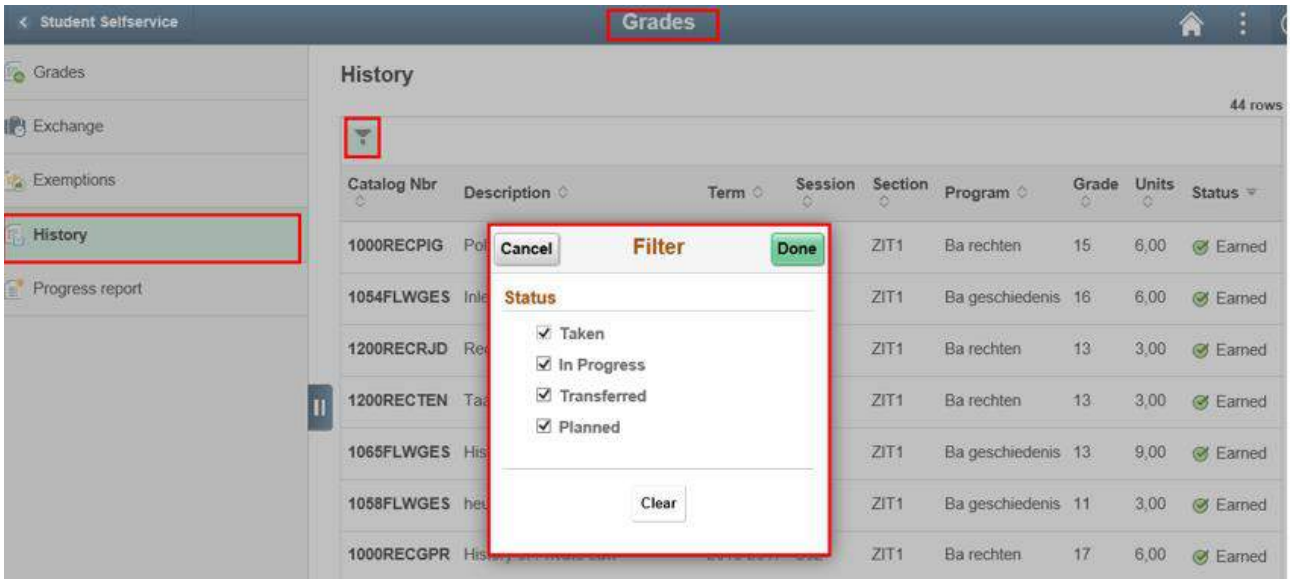
Click on the tile “Grades”.

You get an **overview of your grades in the current academic year**. You can switch the academic year or the career by clicking on “change”.




You can also request a **total overview of all the courses you have taken** and the obtained results.

Click on the tile “Grades” and select “history” in the menu. Use the filter-button to select the courses that you want to see.




You can request an **unofficial PDF-report of all the courses you have taken** with the obtained results.

Click under the tile “Grades” on “progress report” in the menu or click directly on the tile “Documents” and select “View unofficial transcript of records”.

Select the career and click on “view report” to generate the report. This will appear in pdf. Attention, make sure the pop-up blocker is turned off.

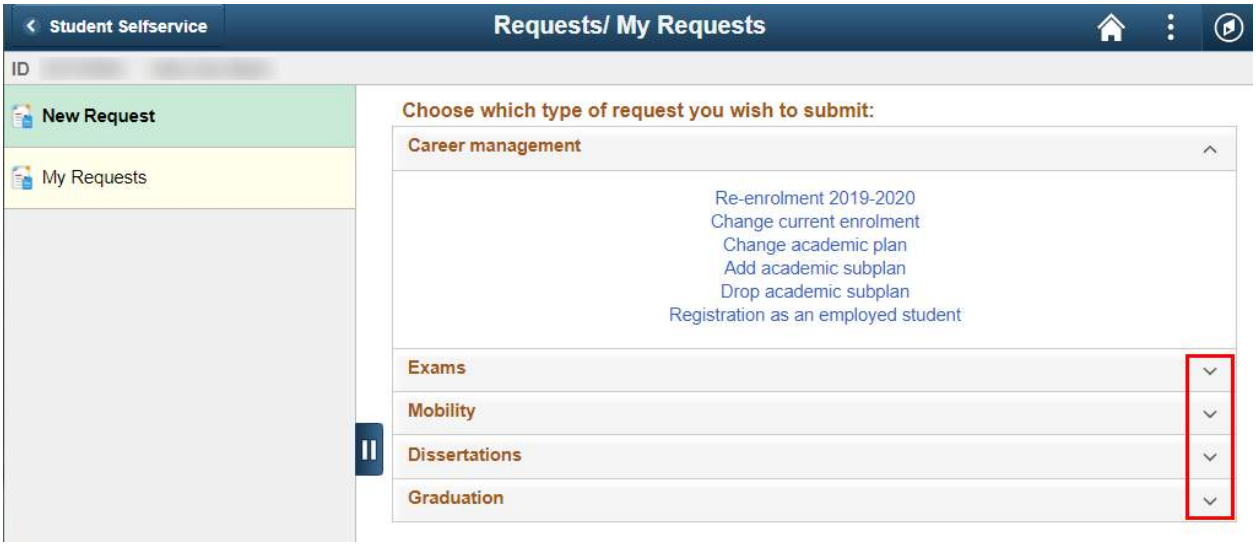
**Note:** You can always request an official transcript up to now from the faculty.

# SUBMIT REQUESTS

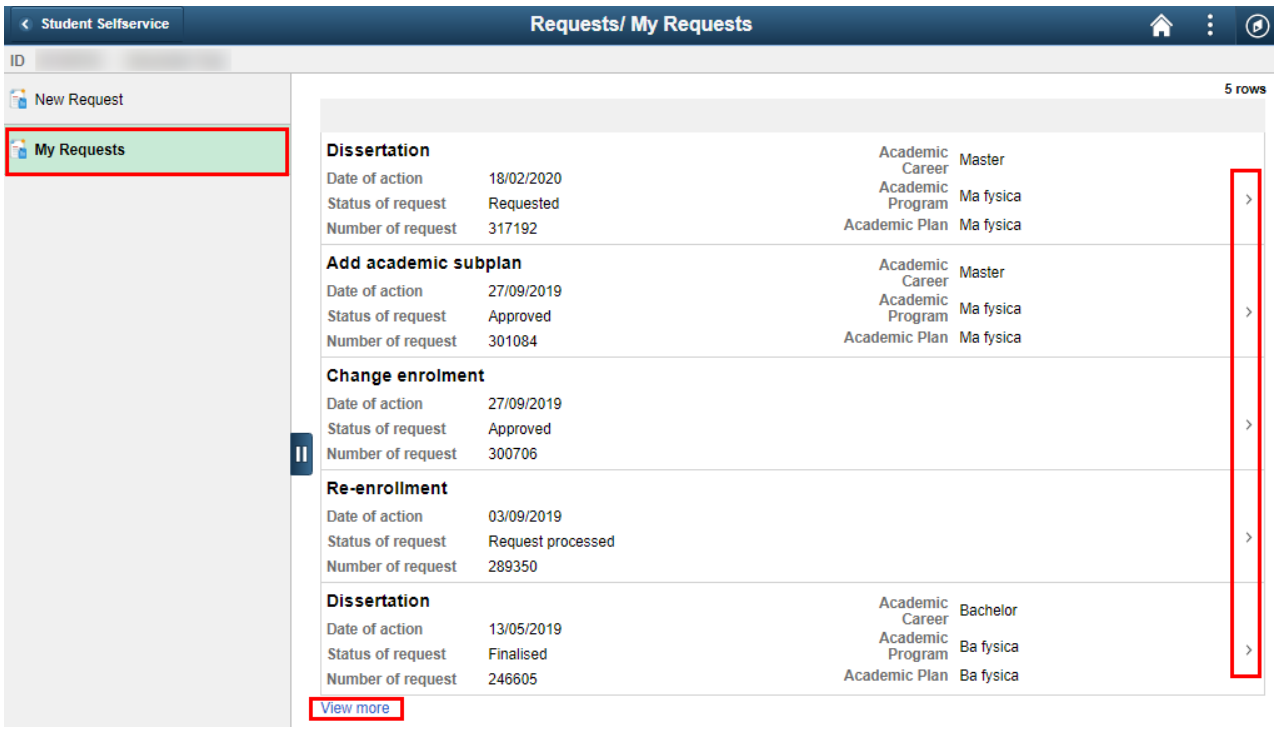
You can submit different types of administrative requests through. At this moment you can submit the following requests:

- **Re-enrolment for a programme** in a new academic year
- **Change your current enrolment**
- **Change your academic plan**
- **Enroll for an academic subplan** (if applicable for your programme) this means selecting a specialisation, an option, a major or a minor.
- **Delete an academic subplan** (if applicable for your programme)
- **Register as an employed student**
- **Register exam moments**
- **Cancel exam moments**
- You can enrol for the **2nd exam session**
- You can **confirm special facilities**
- You can submit a request for **mobility/internship** if you want to go abroad through an exchange programme or if you plan to do an internship
- You can request **graduating in February** if you can obtain your diploma in the current academic year
- You can submit a **dissertation request**
- You can **submit your dissertation**.

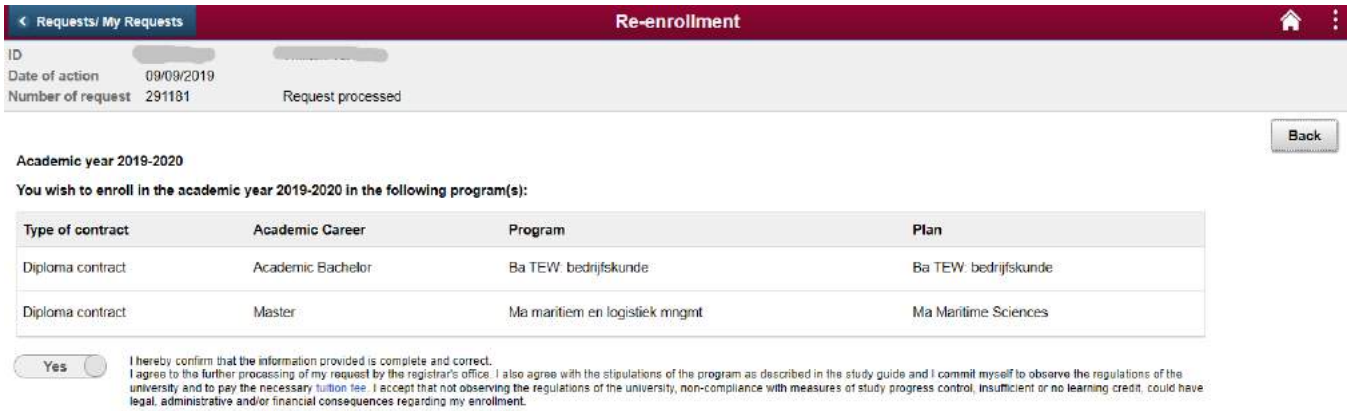
Click on the tile “Requests”. The requests are grouped per theme. Click on one of the arrows to open another theme.




You can view previously submitted requests under “My requests”. Standard, you will see 5 requests. Click on “View more” if you want to view older requests.

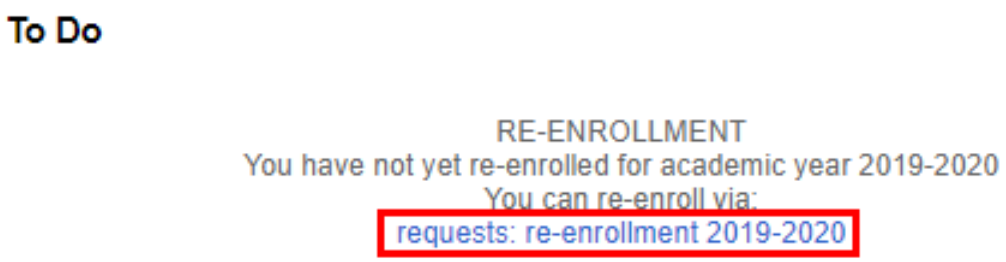



Click on the arrow or anywhere in the row to see the details of the request.

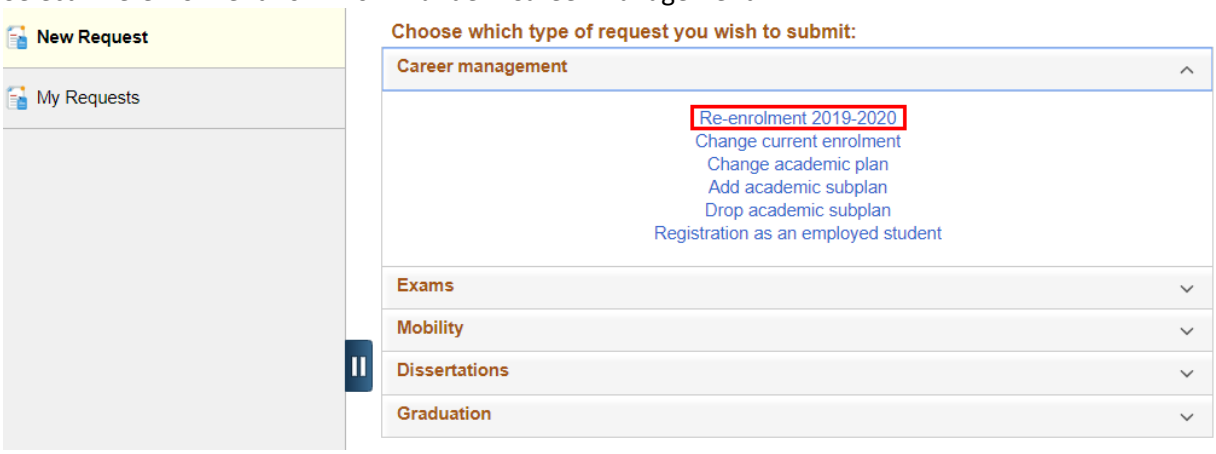


# RE-ENROLMENT FOR A NEW ACADEMIC YEAR

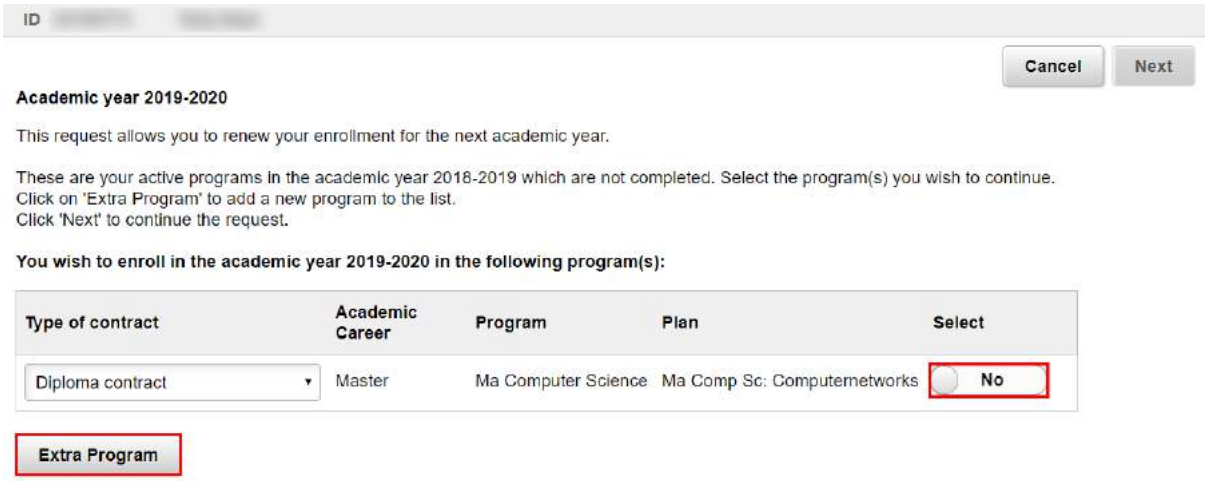
As of 16 July you can re-enrol for a new academic year. You can continue in your programme or you can choose another one.
If you have not yet enrolled for the new academic year you will see a message to that effect on your home page under “to do”.




Click on the link or go to the tile “Requests”.
Select “Re-enrolment 201#-201#” under “Career management”.




You will get the following overview.

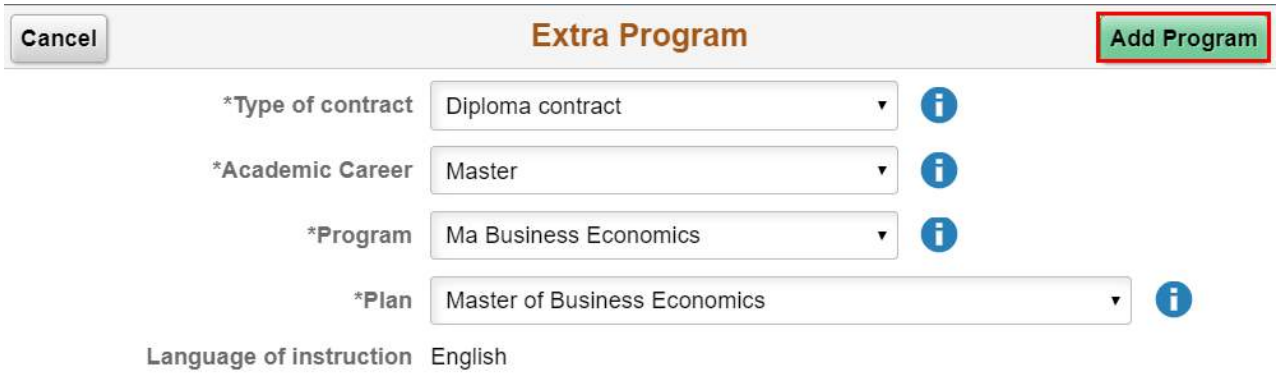



If you want to **continue enrolments for programmes that were active in the previous academic year**, mark “yes” for selection and click on “next”. If you don’t want to continue a programme, leave “Select” on “No”.

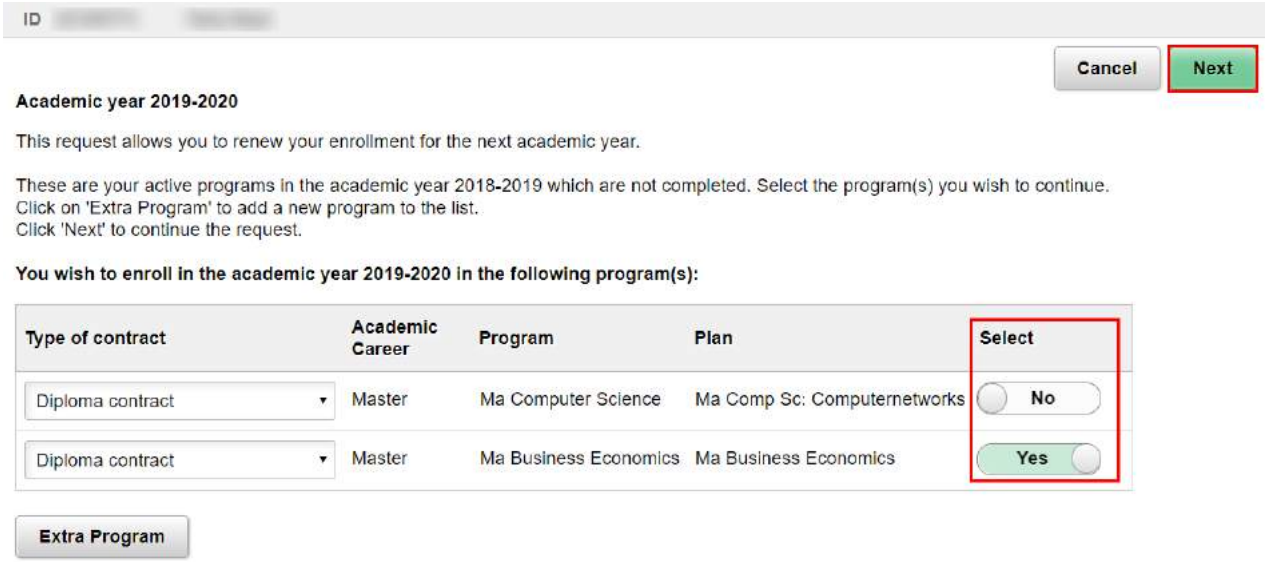
**Attention**, if you have completed the bachelor’s programme and are now enrolling for the master you do not continue your enrolment for the same programme. The master’s programme is a different training programme.

If you just want to continue your current enrolment, click on “next”. If **you don’t have an active programme** or if **you want to enroll for another programme as well**, click on “Extra Program” first.

You will get the following screen. Fill out career, program and plan and click on “Add Program”.

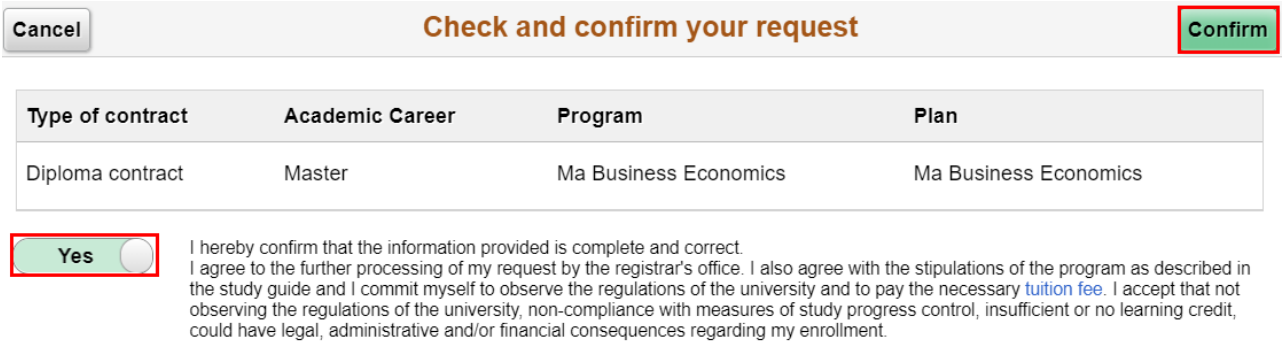



You go back to the overview. The programme has been added and it is marked for selection.

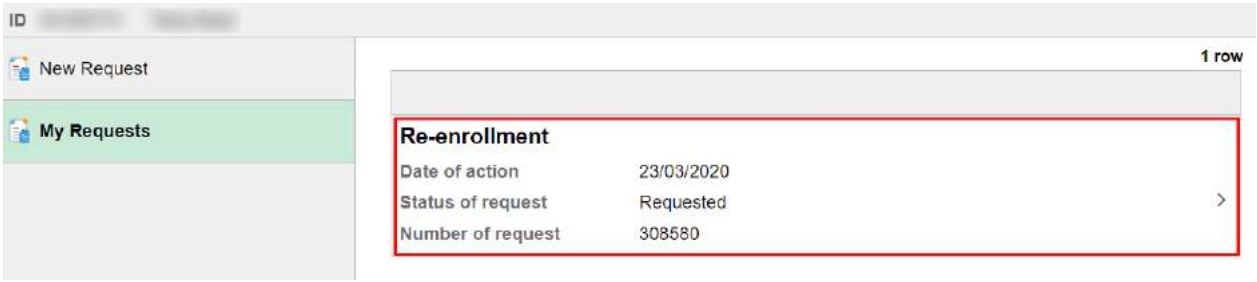



Click on “Next” to enroll for the selected programmes. Please note that you have to select at least one programme before you can select “Next.

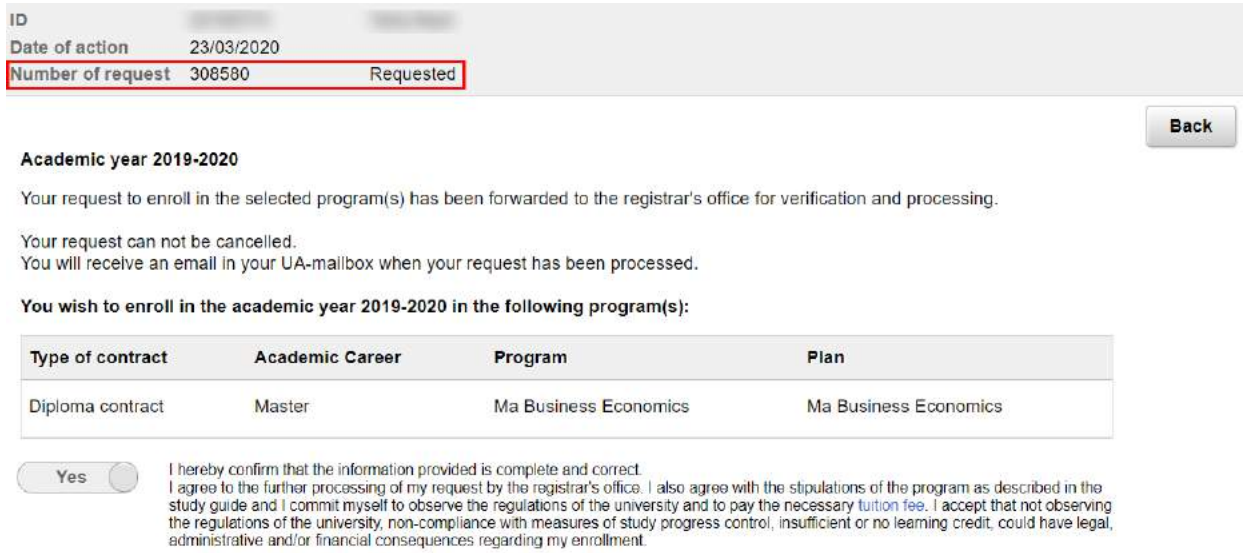
Check again if you definitely want to (re-)enroll for the programmes listed.
Put ”Yes” next to “I hereby confirm….” and click on “Confirm”.



You will go to “My requests”
A message that your request has been forwarded to the registrar’s office will appear in a green box at the top for a few seconds.




You can click on the request to review the details.

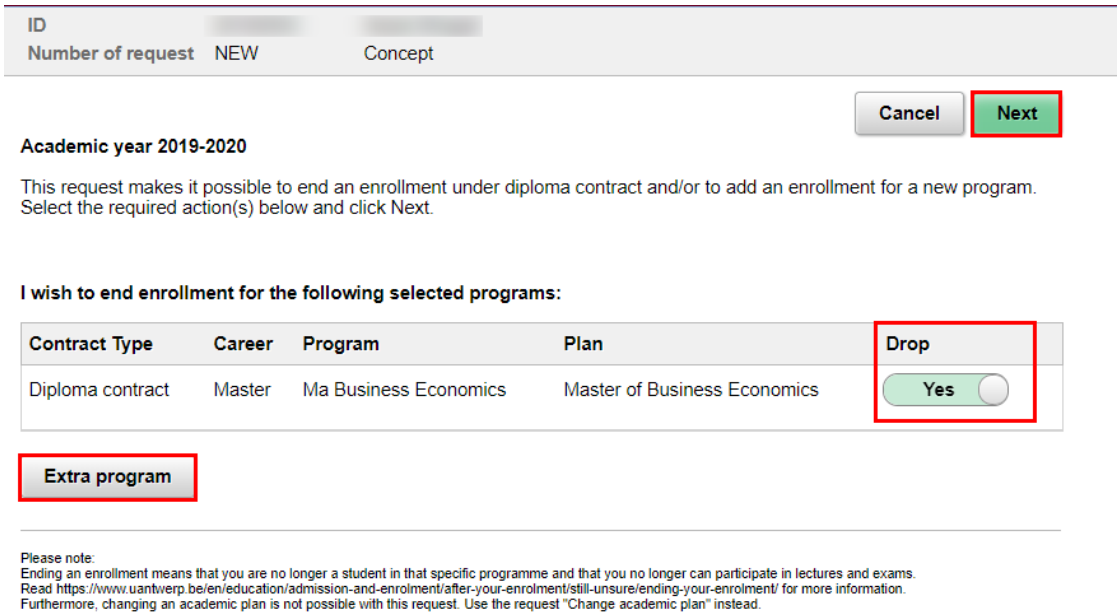



You will get a message in your UAntwerp-mailbox once your request has been processed.

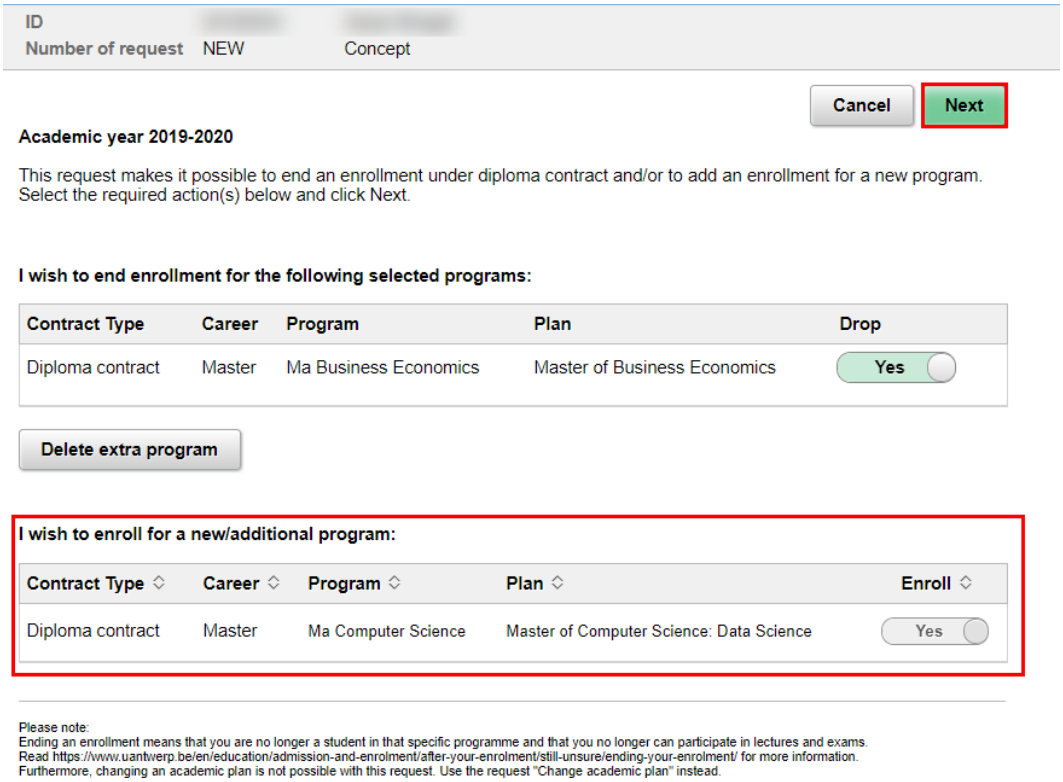
# CHANGE YOUR CURRENT ENROLMENT

A change of enrolment can mean cancelling an enrolment and/or taking an additional enrolment. Click on the tile “Requests”. Choose "Change current enrollment" under “Career management”.

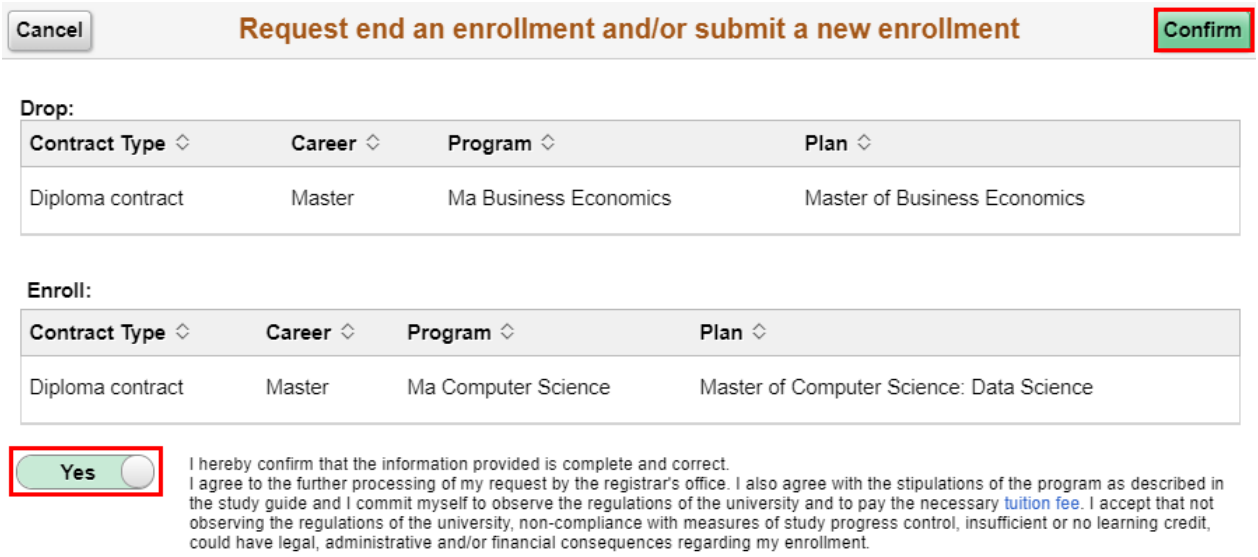
Mark “Yes” for the programme for which you want to cancel your enrolment. If you do not want to enroll for another programme, click on “Next”.



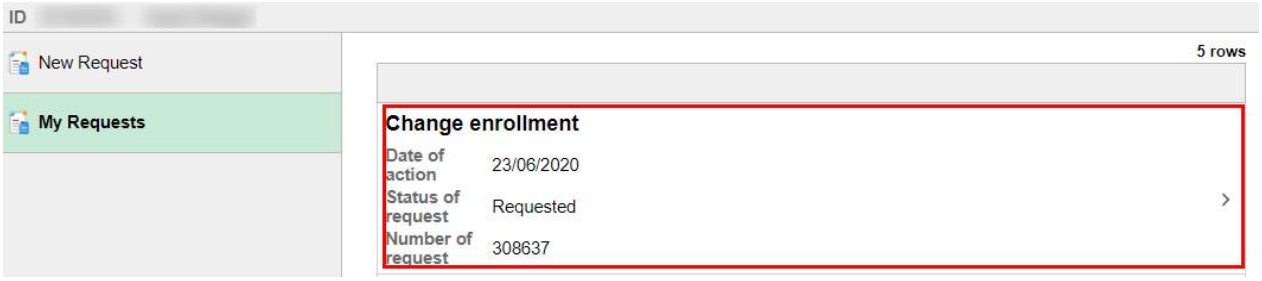

If you do want to enroll for another programme, click on “Extra program” at the bottom and fill out the requested information on the pop-up screen. Click on “Add”.
Click on “next”.



You get a summary of your request. If everything is correct, mark “Yes” next to the consent and click on “Confirm”.



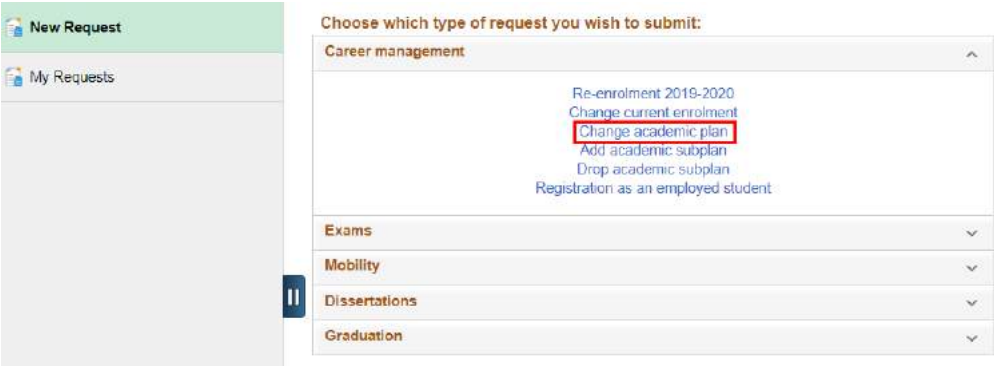

You see in the list of your requests that your request has been submitted. Click on the request to view the details.



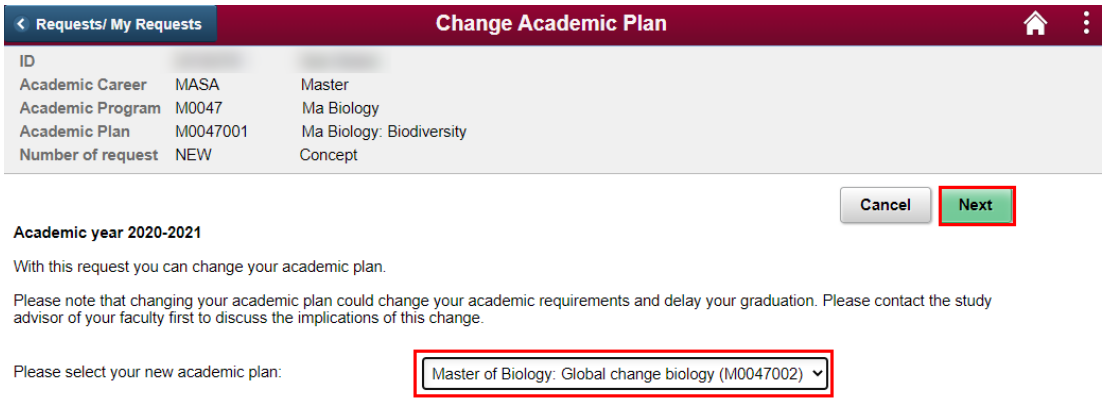

You can track the status of your request through “My requests”.

# CHANGE YOUR ACADEMIC PLAN

Click on the tile “Requests”. Choose “Change academic plan” under “Career management”.



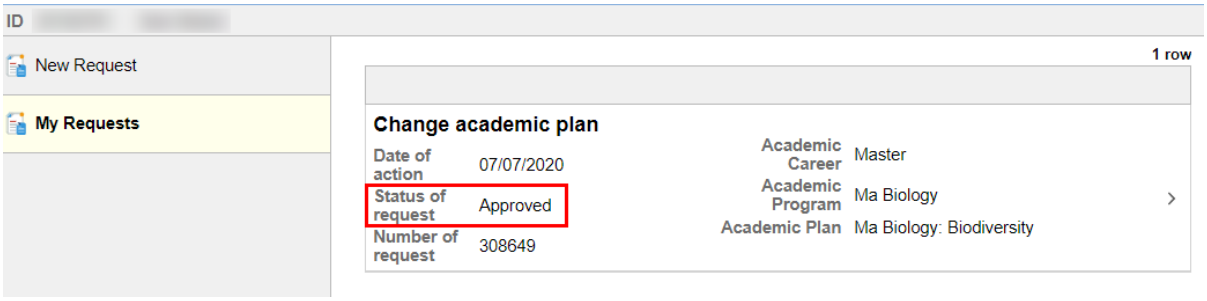

Select the programme for which you want to change the academic plan. If you are enrolled in just one programme this section will be filled out automatically. Click on “Next”.




Select your new academic plan and click on “Next”.

You get a summary of your request. If everything is correct, click on “Confirm”.

You go back to your requests where you can see that your request has been approved automatically. Click on the request to view the details.



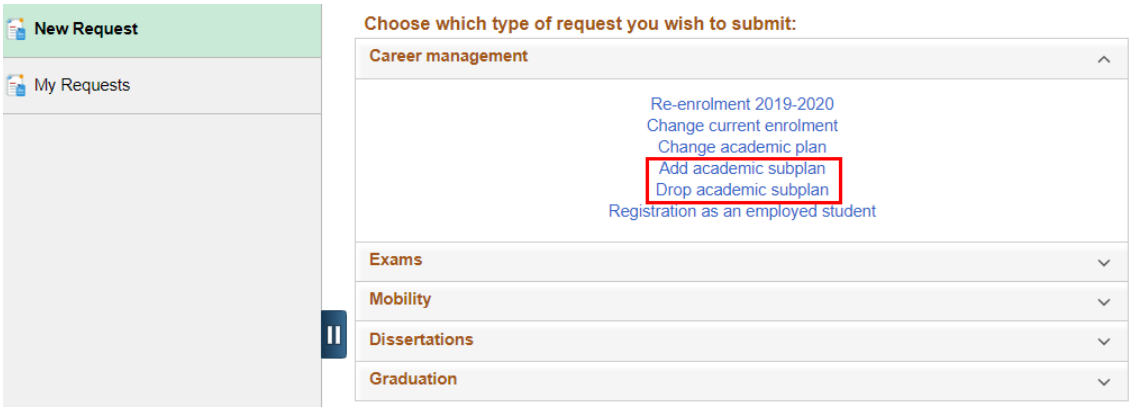
# ADD OR DROP AN ACADEMIC SUBPLAN

An academic subplan is for instance a major, minor, option, specialisation. If your programme has academic subplans you are obliged to enroll for them. You can only enroll for courses after you have selected the required academic subplans.

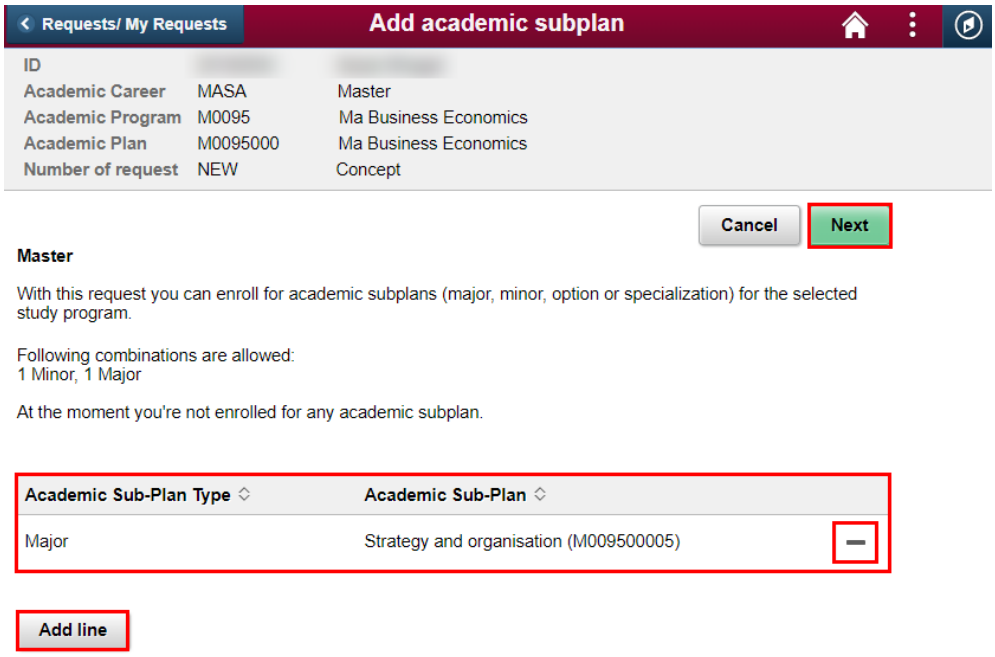
Click on the tile “Requests”. Choose "Add academic subplan" or “Drop academic subplan” under “Career management”.

Select the programme concerned in the section at the bottom. If you are enrolled in just one programme this section will be filled out automatically.

Click on “next”.



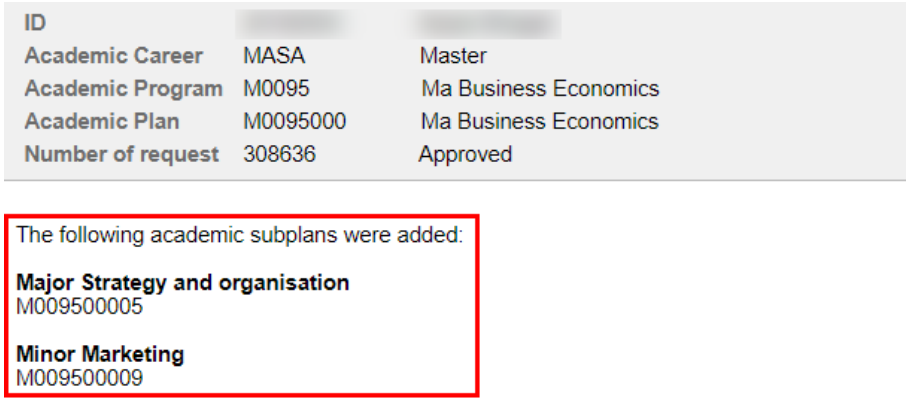

Select the academic subplans. If you have selected the wrong academic subplan, click on the minus-sign. Depending on the authorized combination you can add a second (or third) academic plan by clicking on “add line”. Once you have made the right choices, click on “next”.




You get a summary of your requested academic subplans in a pop-up screen. If everything is correct, click on “confirm”.

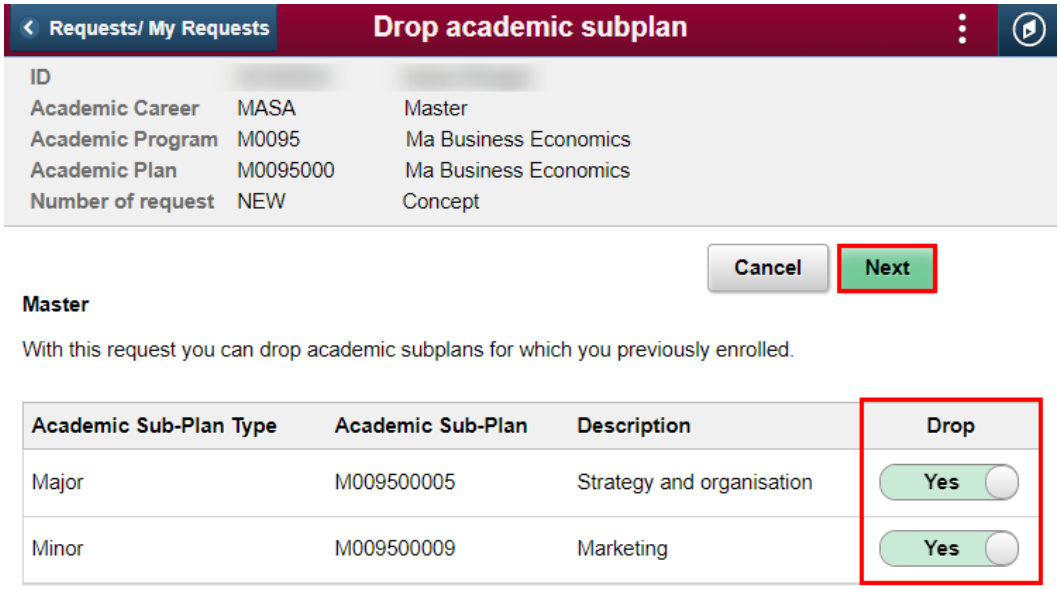
Your request will be processed automatically. You go to the list of your requests.

Click on the request to view the details.



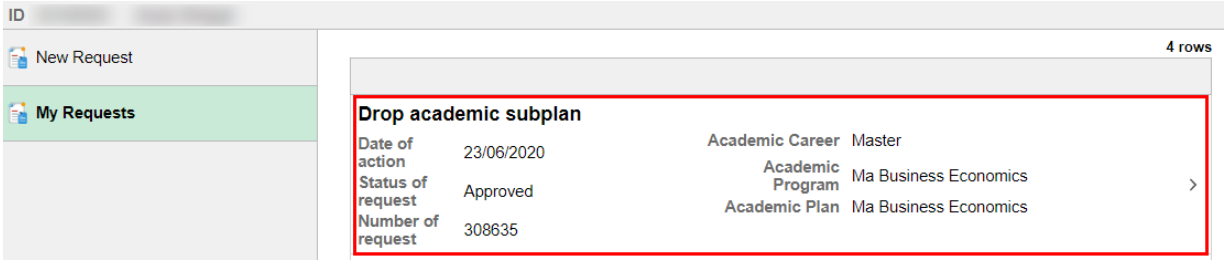

If you want to change your academic subplan at a later stage you can delete the chosen academic subplan through “Drop academic subplan”.

Mark “Yes” for the academic subplan that you want to drop. Click on “Next”.

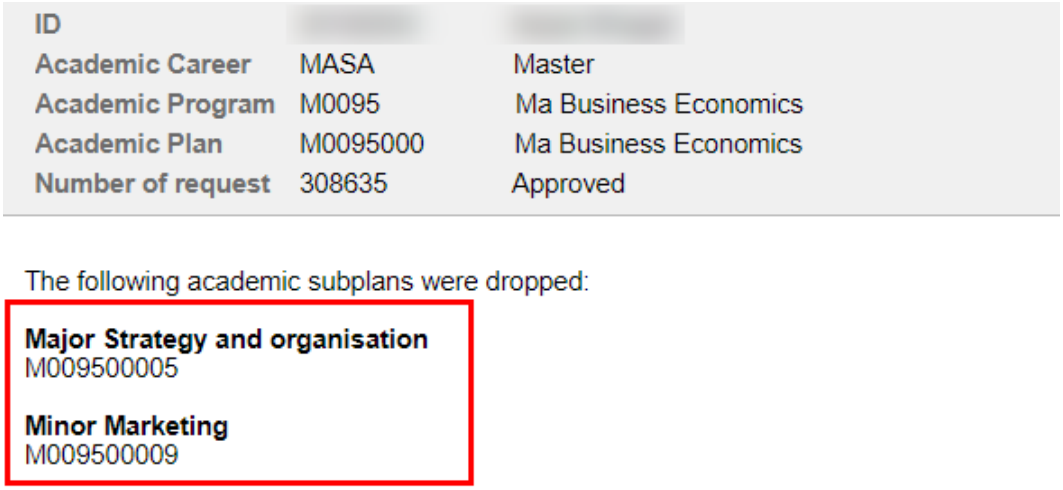



Click “Confirm” on the pop-up screen.

Your request will be processed automatically. You go to the list of your requests.



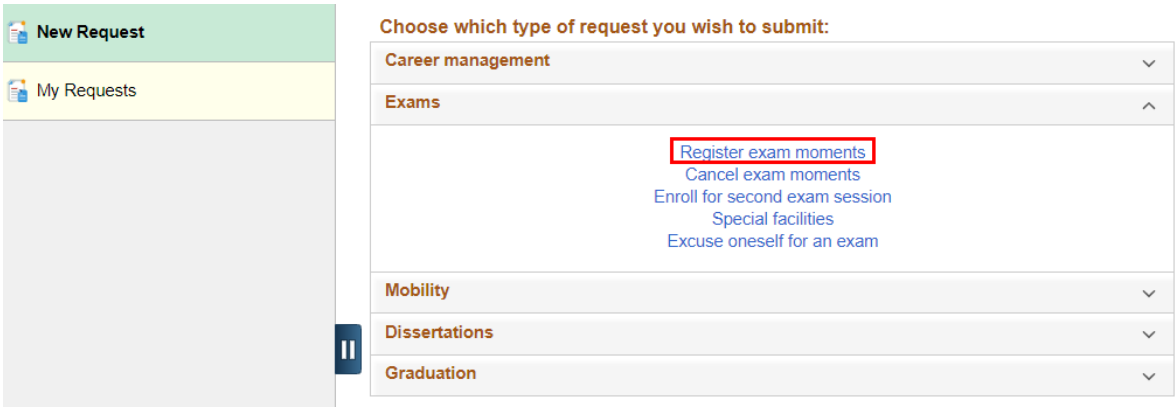

Click on the request to view the details.



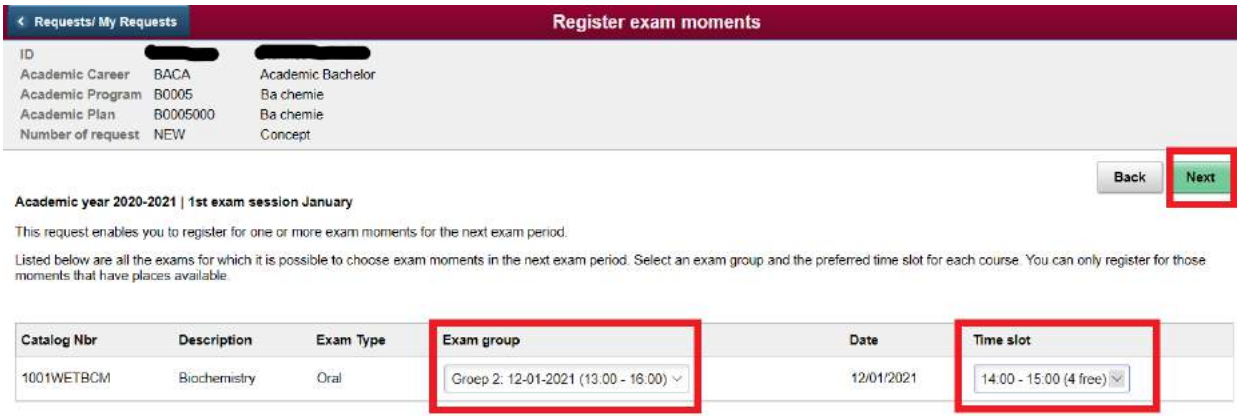
# REGISTER FOR OR CANCEL EXAM MOMENTS

If you have to choose an exam moment for an oral exam you have to do this through SisA.

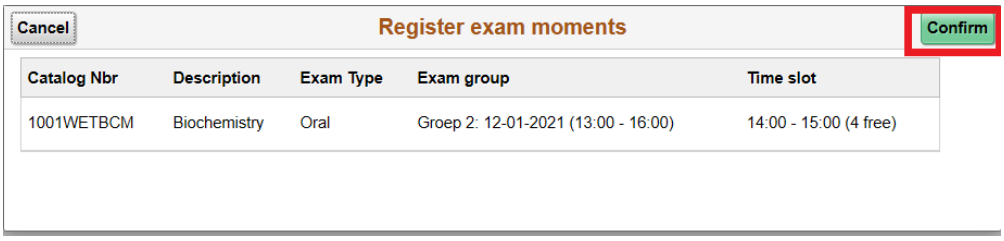
Click on the tile “Requests”. Choose “Register exam moments” under “Exams” and select the programme for which you want to register exam moments.




Selected the preferred exam group and next the preferred time slot for each course that is shown. Click on “next”.




On the next screen, click on “confirm”.

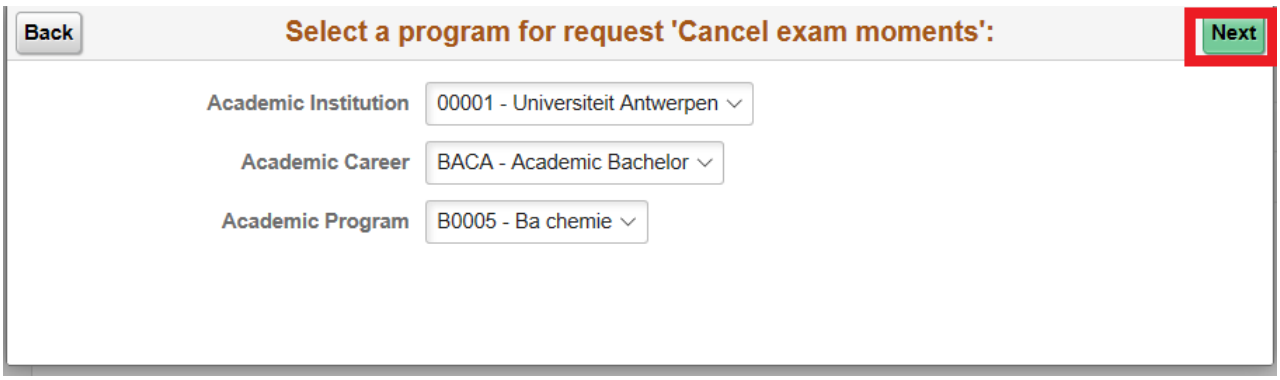



You will get a confirmation message and will automatically be redirected to the screen “My Requests”. Click on the request to see more details..

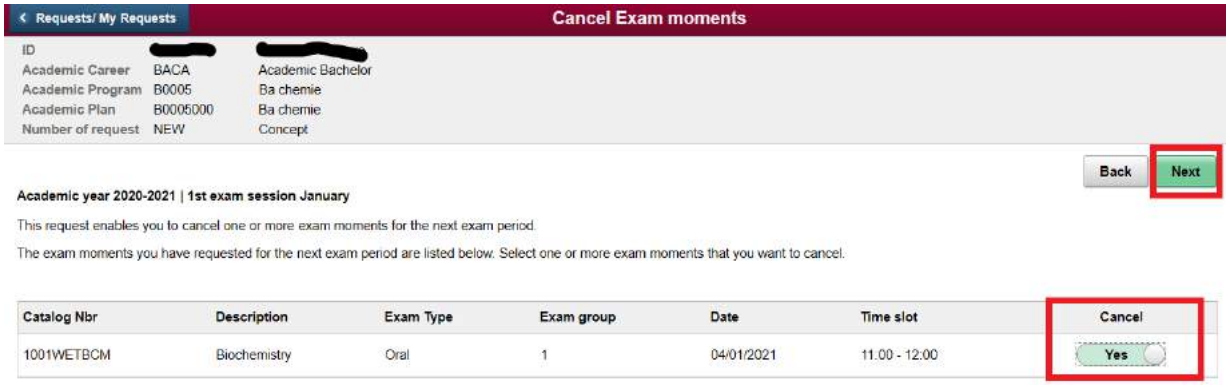
To cancel a previously registered exam moment, click on the tile “Requests”.

Choose “Cancel exam moments” under “Exams” and select the programme for which you wish to cancel exam moments.

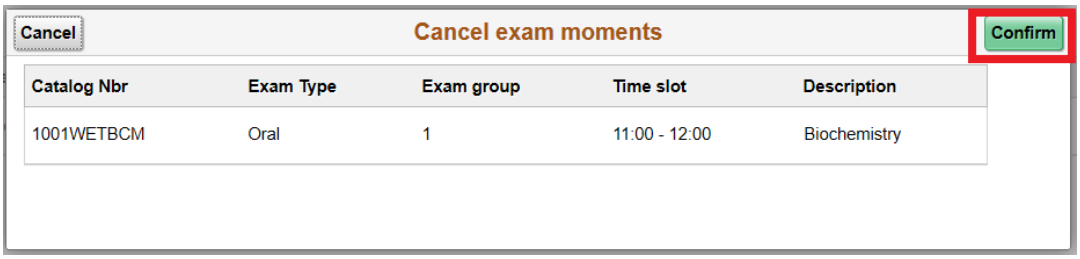
Select the program for which you want to cancel an exam moment and click on “Next”.




Select the exam moment that you want to cancel by sliding the buton to “yes”. Click on “next”.



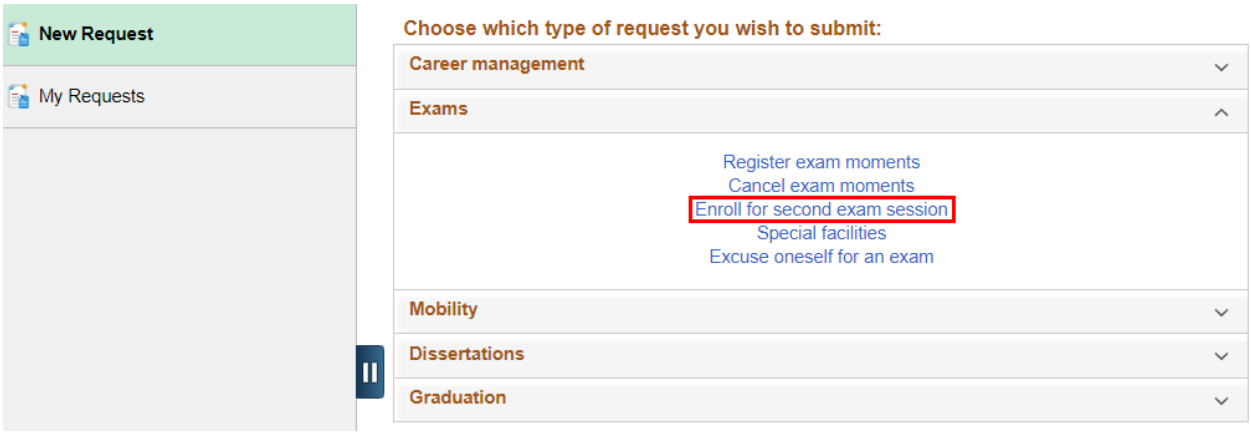

On the popup-screen you need to check and confirm the cancellation.



You will get a confirmation message and will automatically be redirected to the screen “My Requests”. Click on the request to see more details.

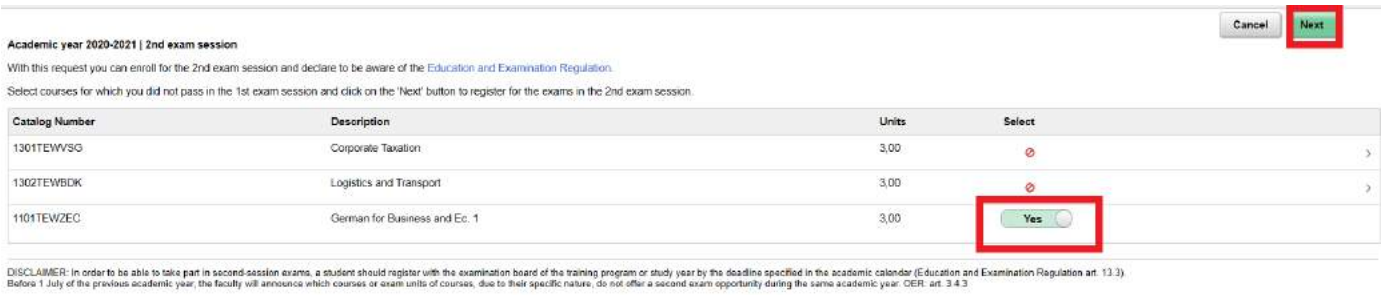
# ENROLL FOR THE SECOND EXAM SESSION

Click on the tile “Requests”. Choose “Enroll for second exam session” under “Exams”.




On the pop-up screen you select the programme for which you want to enroll for the second exam session. If you are enrolled in just one programme this section will be filled out automatically. Click on “next”.

Select all the courses for which you want to enroll in the second exam session. Click “Next”. If you wish, you can download the Education and Examination Regulation on this screen.




Check and confirm your selection on the popup-screen to complete your enrolment.

You will get a confirmation message and will automatically be redirected to the screen “My Requests”. Click on the request to see more details.

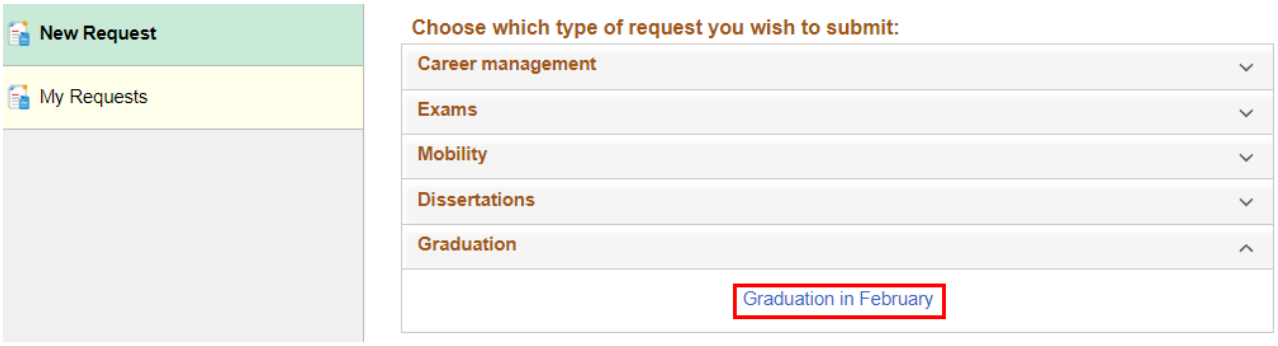
# REQUEST GRADUATE IN FEBRUARY

You can submit a request to graduate in February **as of 1 November** until **2 January**.

Make sure it is possible for you to graduate in February. Of course, you should be in the final year of the programme and you should be able to take the exams of your remaining courses in January/February.

It will not always be possible to take the exam of a 2nd semester course in January. If you still have to take an exam of a 2nd semester course you should check with your faculty/institute if you can take this in January. The faculty/institute communicates for which 2nd semester courses it is possible to take the exam in January. **Attention:** you should have already takenthe course in a previous academic year.

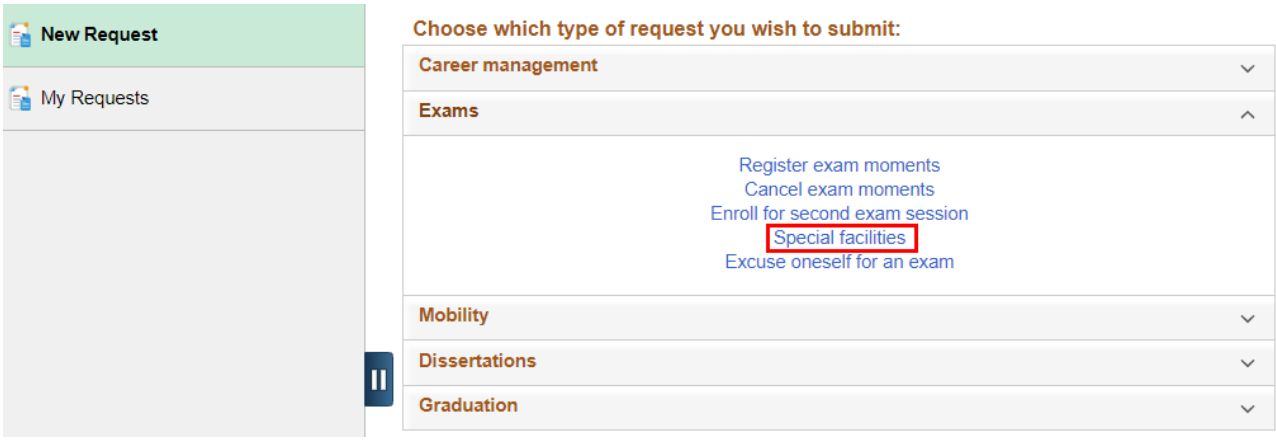
Click on the tile **Requests.** Choose the request "Graduation in February" under "Graduation".



# REQUEST SPECIAL FACILITIES

You can indicate through SisA for which courses you wish to avail of the possible facilities. Later, the faculty will confirm for each course if the facilities can be granted.

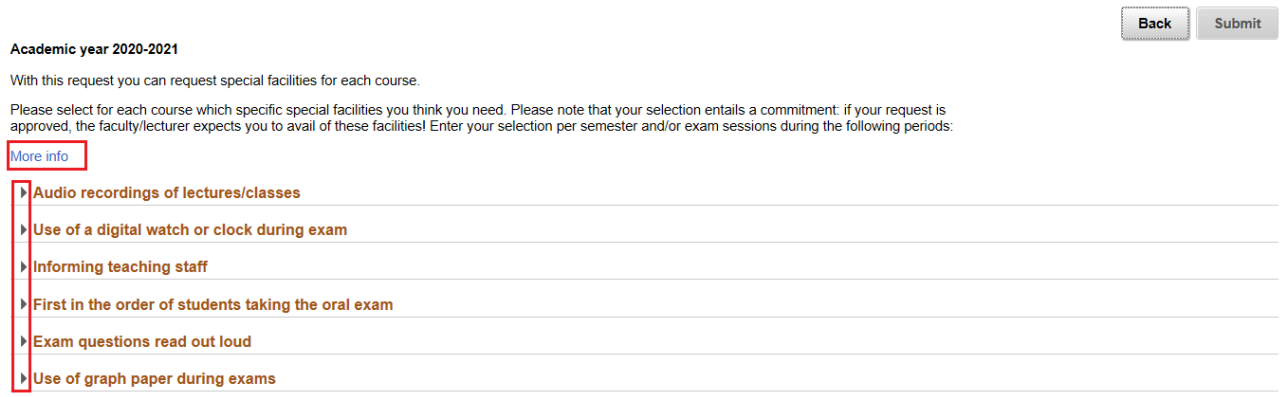
Click on the tile “Requests”. Choose “Special facilities” under “Exams”.




Select the programme for which you want to request special facilities and click on “next”.

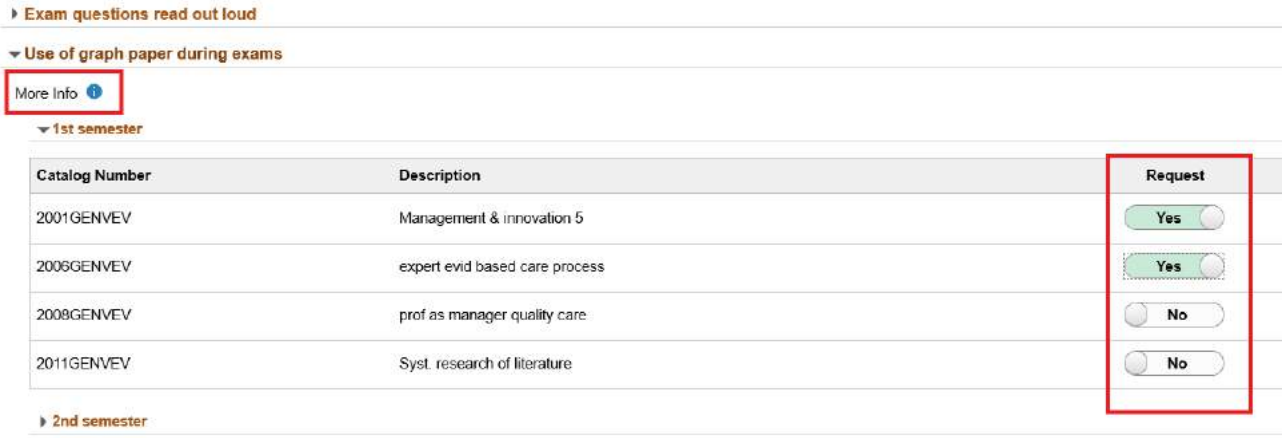
You get an overview of all the possible facilities. For each facility, select the courses for which you wish to avail of it.

Click on “More info” to see when it is possible to request special facilities.



Click on a facility and select the courses for which you would like to use this facility by clicking “yes”.

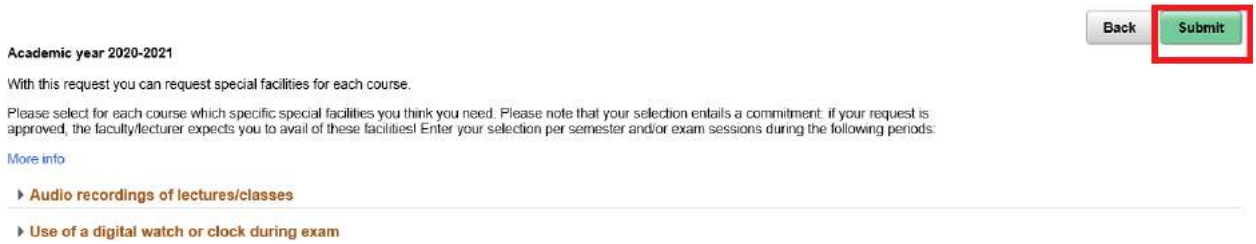
**Please note** that this entails a commitment. If the faculty approves the facilities you are expected to avail of them for the selected courses.




Click on More Info to read more about a specific facility.

Repeat this for all facilities and courses for which you consider it necessary.

Click on “Submit” at the top of the page.



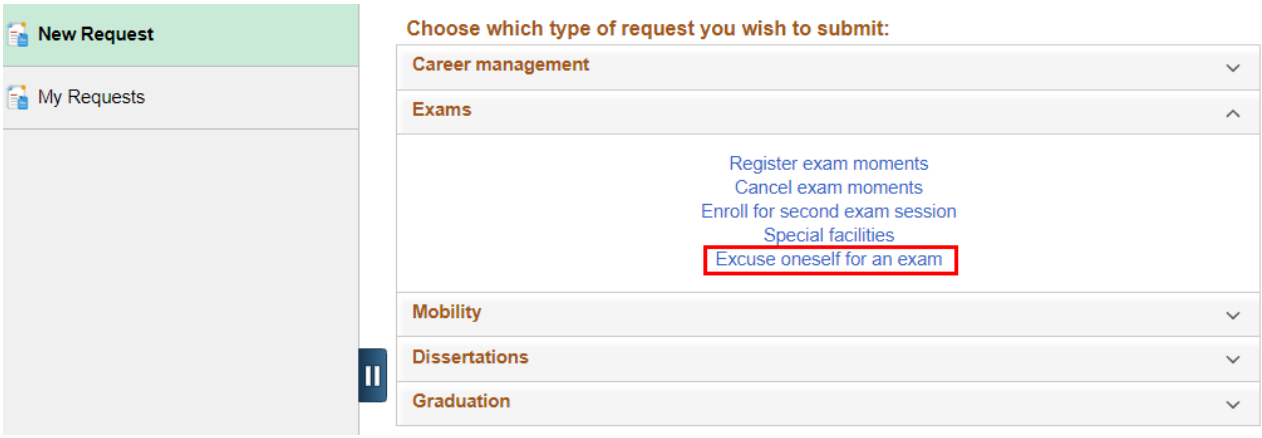

You will receive confirmation that the application has been successfully processed.

Under the tile “Documents” you can print an overview of your facilities under “Facilities”, which also shows the status.

You will receive a message on your “To do tile” when the status has been updated by the faculty.

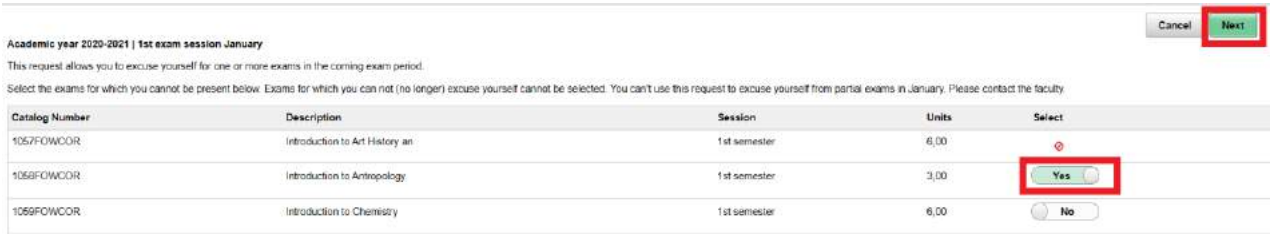
# EXCUSE ONESELF FOR AN EXAM

Click on the tile “Requests”. Choose “Excuse oneself for an exam” under “Exams”.

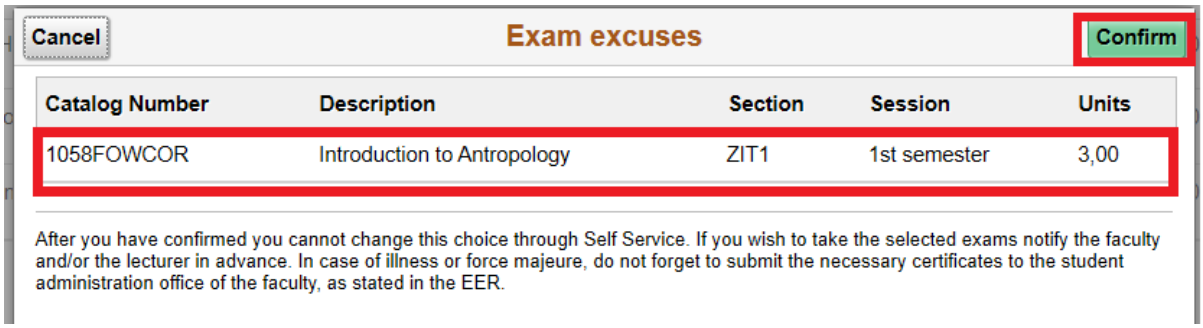



On the popup-screen, select the relevant programme. Click on “Next”.

You will see a list with the courses for the current exam period. Select the course(s) for which you wish to excuse yourself and click on “next”.



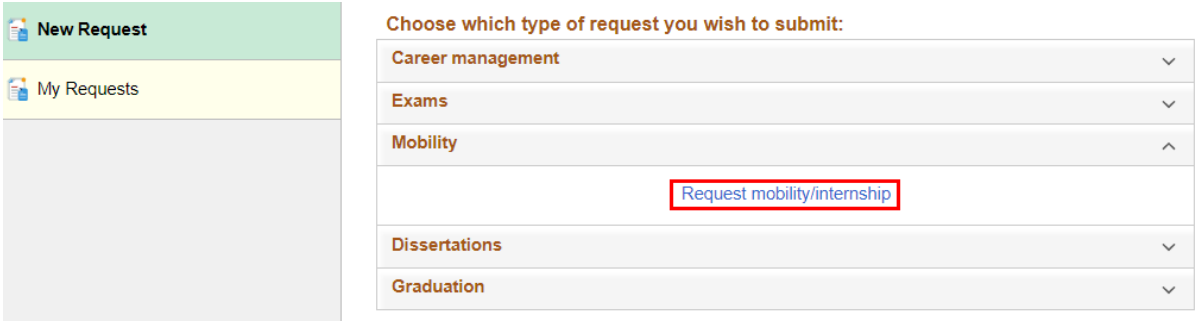

You get an overview of the courses for which you want to excuse yourself. Check and confirm the list.




You will get a confirmation message and will automatically be redirected to the screen “My Requests”. Click on the request to see more details.

# REQUEST MOBILITY/INTERNSHIP

Click on the tile “Requests”. Choose “Request mobility/internship” under “Mobility”.




If you are enrolled for more than one programme, select the relevant programme.

Choose the exchange programme. You can choose Erasmus Belgica, Erasmus Study, Faculty agreement or Institutional agreement.

Click on “Next”.

Fill out the required fields and click on “next”.

## Request mobility/internship

1 — 2 — 3

| | | |
|---|---|---|
| **Student ID:** | | |
| **Academic Institution:** | 00001 | Universiteit Antwerpen |
| **Academic Career:** | MASA | Master |
| **Academic Program:** | M0084 | Ma Political Science |
| **Academic Plan:** | M0084000 | Master of Political Science |
| **Number of request:** | NEW | |
| **Status aanvraag:** | Concept | |

### Data concerning the application

| | |
|---|---|
| **Type of applicant:** | Outgoing |
| **Type of person:** | Student |
| **Exchange program:** | Erasmus Study |
| **Term:** | Academic year 2019-2020 |

### Personal details

| | | |
|---|---|---|
| **Gender:** | Male | |
| **Date of Birth:** | | |
| **Birth Location:** | Antwerpen | |
| **Nationality:** | BEL | Belgium |
| **E-mail address at UA:** | | |
| **Private e-mail address:** | | |
| **Any additional comments?:** | | |

### Information about contact person in case of emergency

| | |
|---|---|
| **Last Name:** | |
| **First Name:** | |
| **E-mail address:** | |
| **Telephone number:** | |
| **Relationship:** | |
| **Any additional comments?:** | |

### Study data (at the moment of application)

| | | |
|---|---|---|
| **Student ID:** | 20145391 | |
| **Academic Career:** | MASA | Master |
| **Diploma year:** | 2180 | Academic year 2018-2019 |
| **Academic Program:** | M0084 | Ma Political Science |

### Study data (during academic year of mobility/internship)

| | | |
|---|---|---|
| **Country of sending institution:** | BEL | Belgium |
| **Sending institution:** | 00001 | Universiteit Antwerpen |
| **Faculty:** | F0003 | Social Sciences |
| **Academic Career:** | | |
| **Diploma year:** | | |
| **Academic Program:** | | |
| **Any additional comments?:** | | |

### Unofficial transcript of records

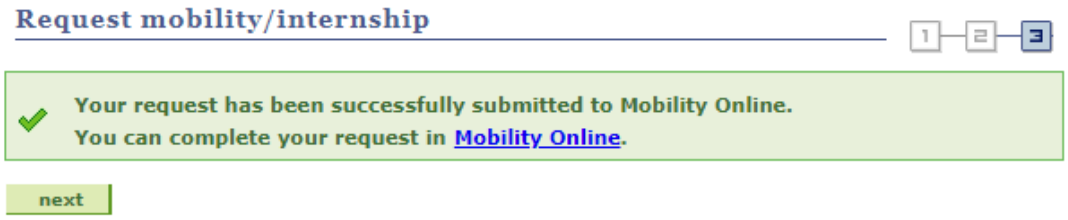
**The 'transcript of records' is automatically generated and forwarded to Mobility Online.**

cancel

next

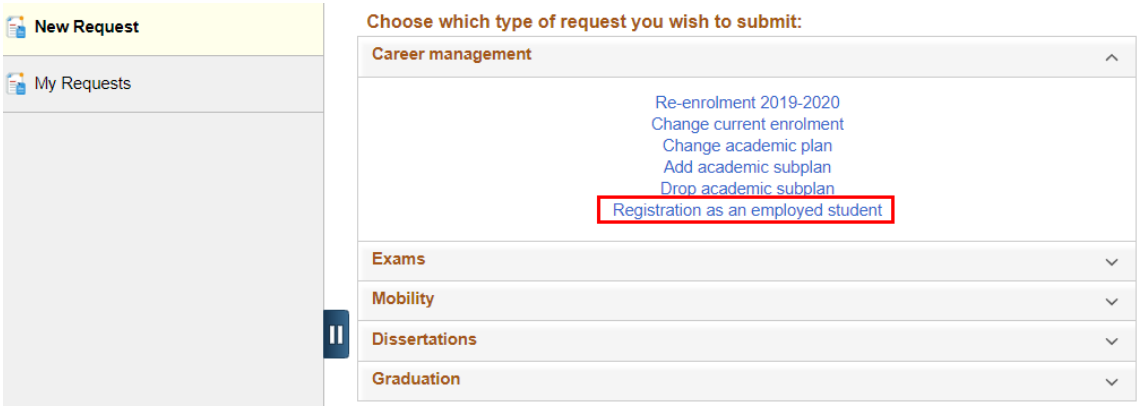
You get the confirmation page. Click on “confirm” to process the request.

Your request has been submitted to Mobility Online. You can complete your request there.

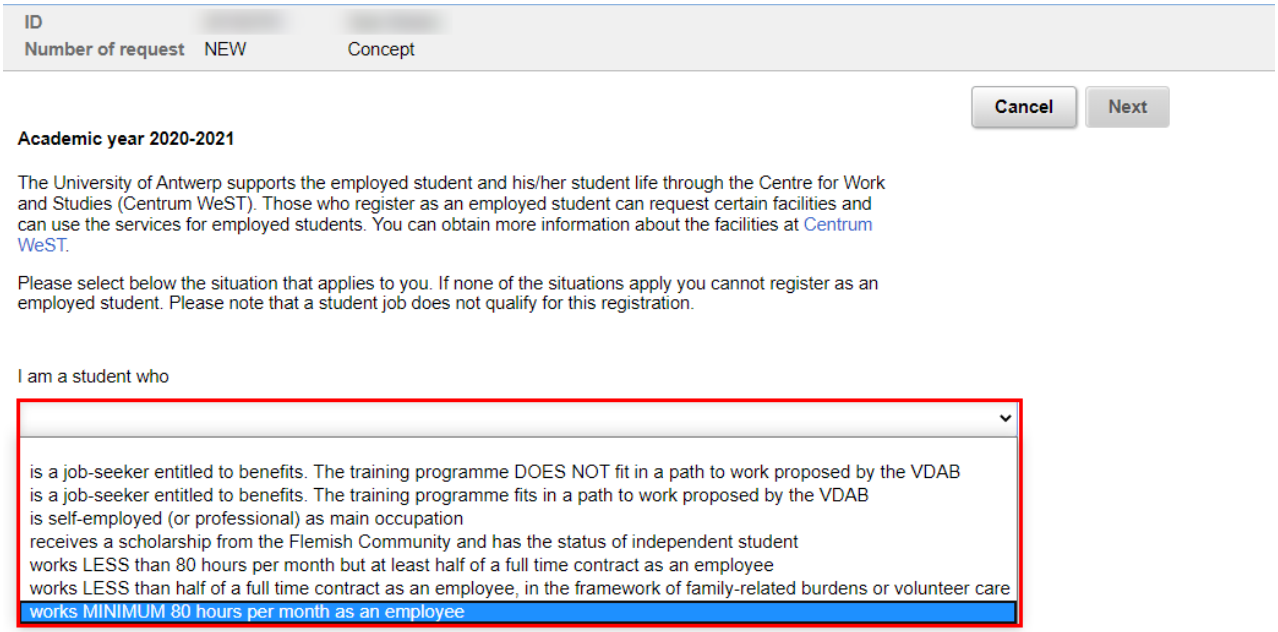


# REGISTRATION AS AN EMPLOYED STUDENT

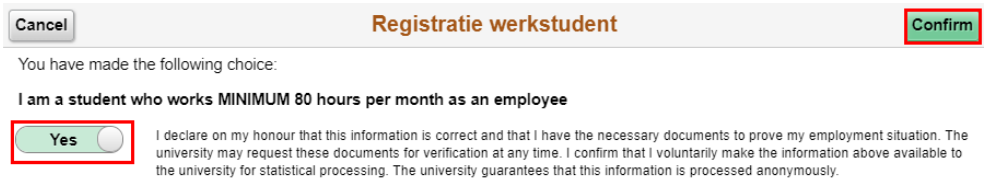
Click on the tile “Requests”. Choose “Registration as an employed student” under “Career management”.




Select the situation that applies to you. And click on “Next”.



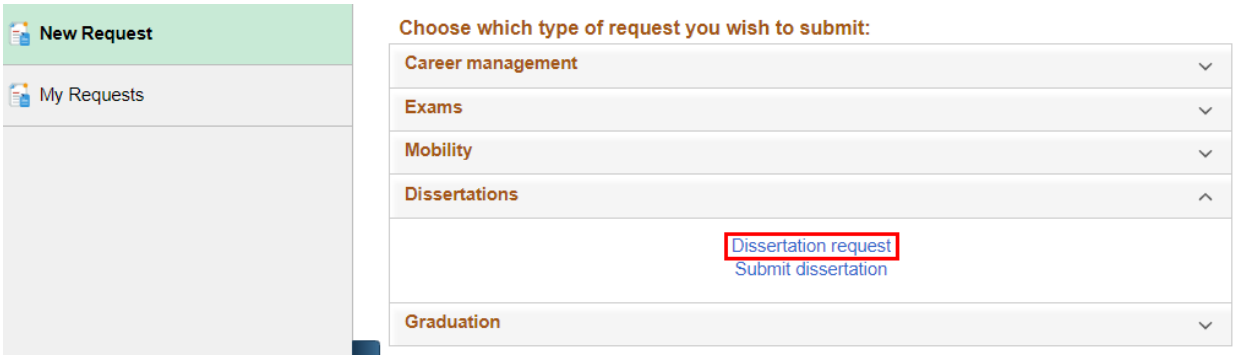

Select “Yes” next to the declaration and click on “Confirm”.




You go back to your requests where you see that the request has been processed automatically. Click on the request to view the details.

# SUBMIT A DISSERTATION REQUEST

The faculty will determine in which period you can submit a dissertation request. Click on the tile "Requests". Choose "Dissertation request" under "Dissertations".




If you are enrolled for more than one programme, select the programme for which you want to submit a dissertation request. Click on "next".

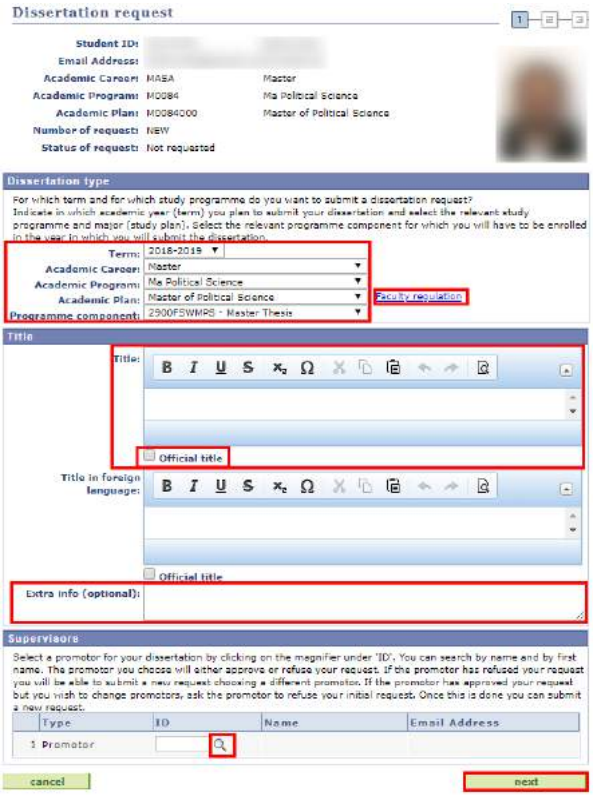
Select the academic year (term) in which you plan to finish and submit the dissertation. Also select the academic career, the academic program, the academic plan and the programma component that represents the dissertation.

Click on the link "Faculty regulation" for the instructions of your faculty.

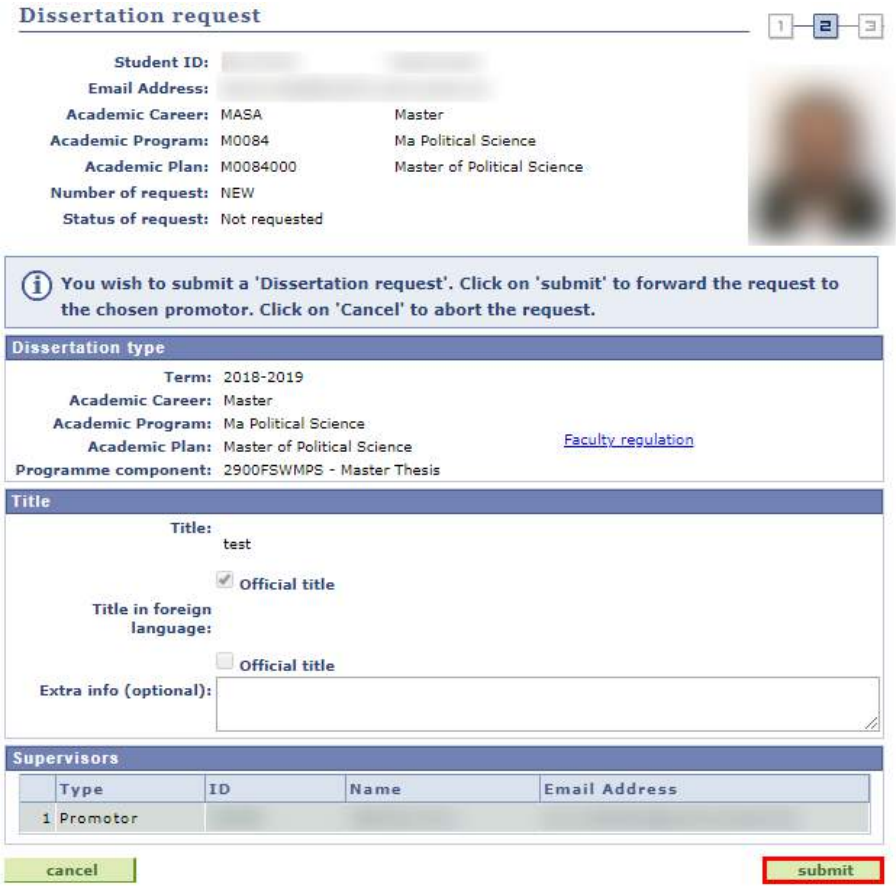
Give a (provisional) title and indicate it as "Official title". It is also possible to enter a title in a foreign language. In that case, choose which title is the official one. The official title will later appear on your diploma supplement. You can give more information about your request in the "Extra info"- field.

Finally, select the promotor of your choice. Click on the magnifier. You can search for the promotor by name and first name.

Click on "next".



Check if the information you filled out is correct and click on “submit”.




You will get the following screen.

An e-mail has been sent to the lecturer you have chosen.

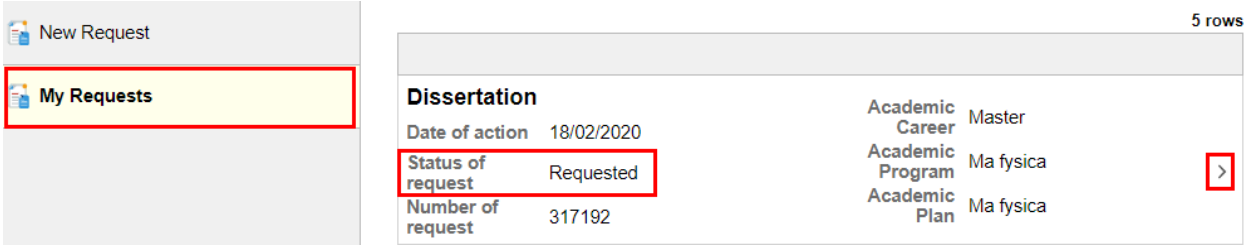
You will receive an e-mail when your request has been treated.

# CHANGE OR CANCEL YOUR DISSERTATION REQUEST

To change a dissertation request you first have to delete the active dissertation request. Once you have done this you can submit a new request.

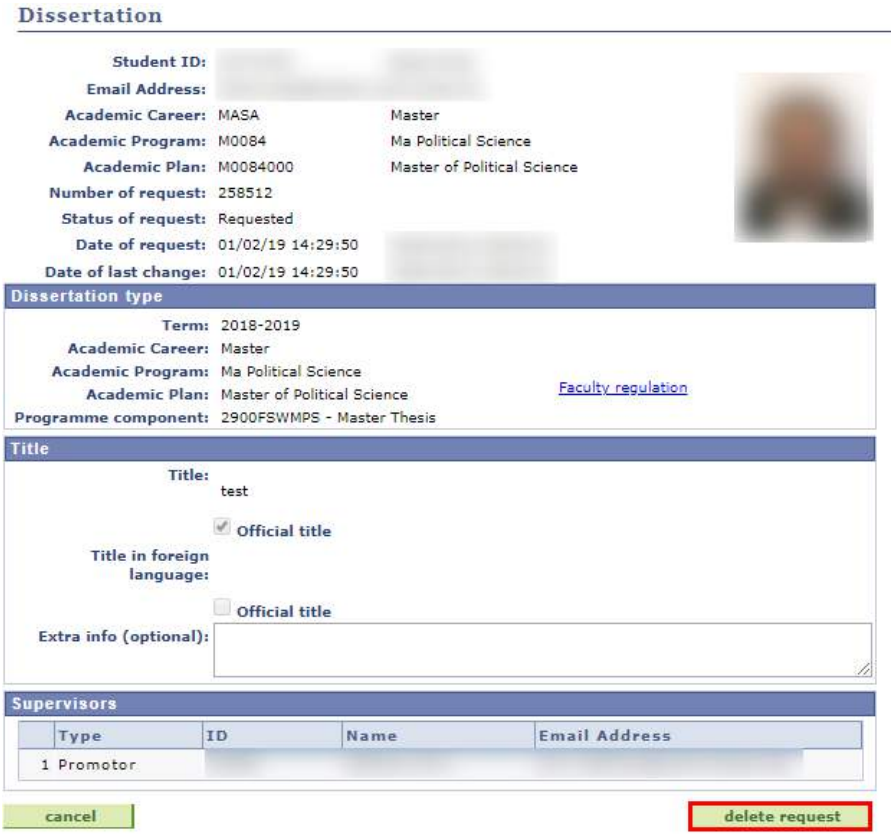
**Attention:** you can only change your dissertation request as long as the lecturer has not treated your request and the status is "requested".

Click on the tile "Requests". Choose "My requests" in the menu.




Click on the arrow or anywhere in the row to see the details.

Click on the button "delete request".




An e-mail is now sent to the lecturer confirming you have deleted your request.

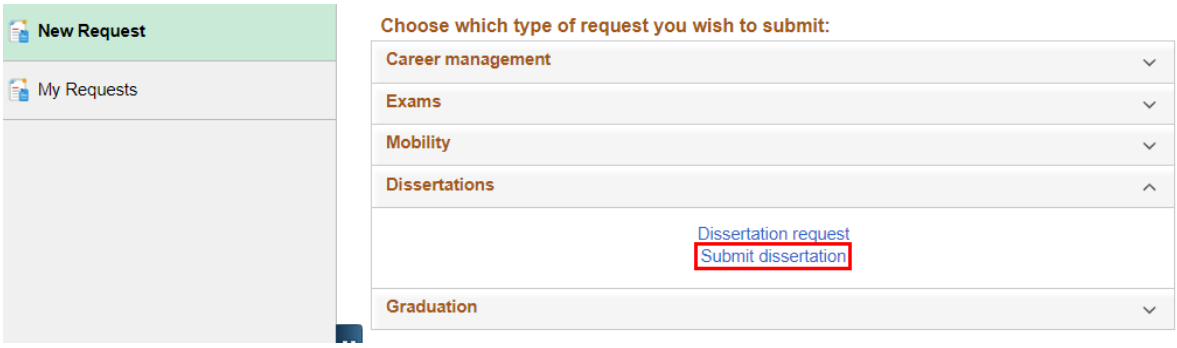
You can start a new dissertation request.

If the lecturer has already approved your request and you wish to change promotors, ask the lecturer to decline your request. You will receive an e-mail when this is done. You will then be able to submit a new request to another lecturer.

# SUBMIT YOUR DISSERTATION

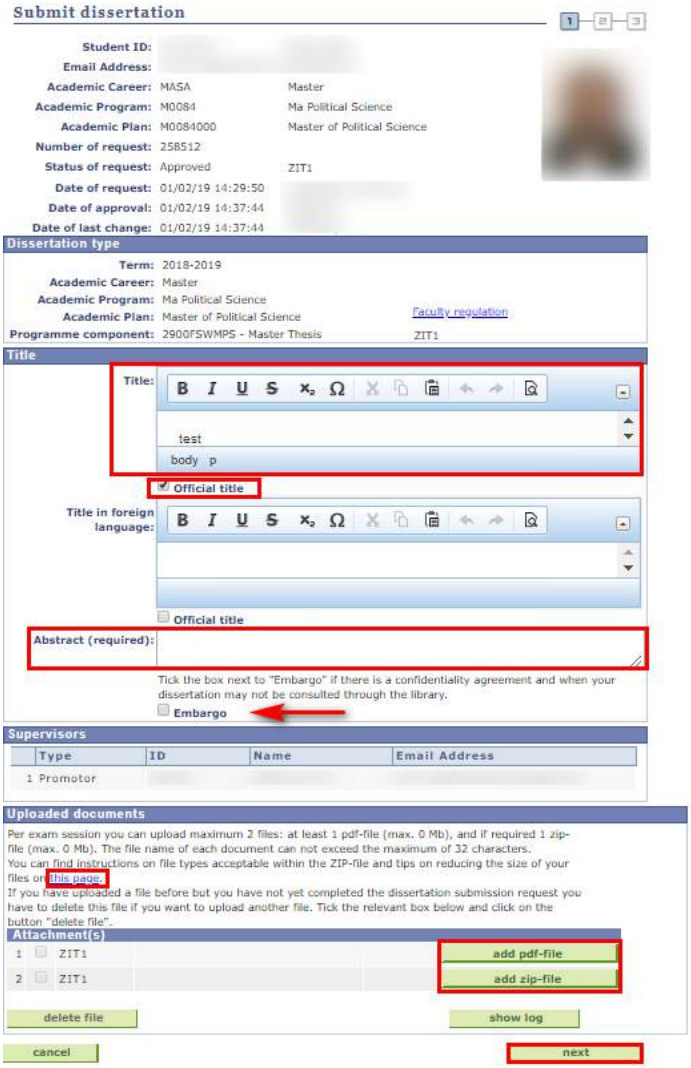
You can only submit a dissertation if you are enrolled for the relevant programme component and if the submission period is open for your study programme.

Click on the tile “Requests”. Choose “Submit dissertation” under “Dissertations”.



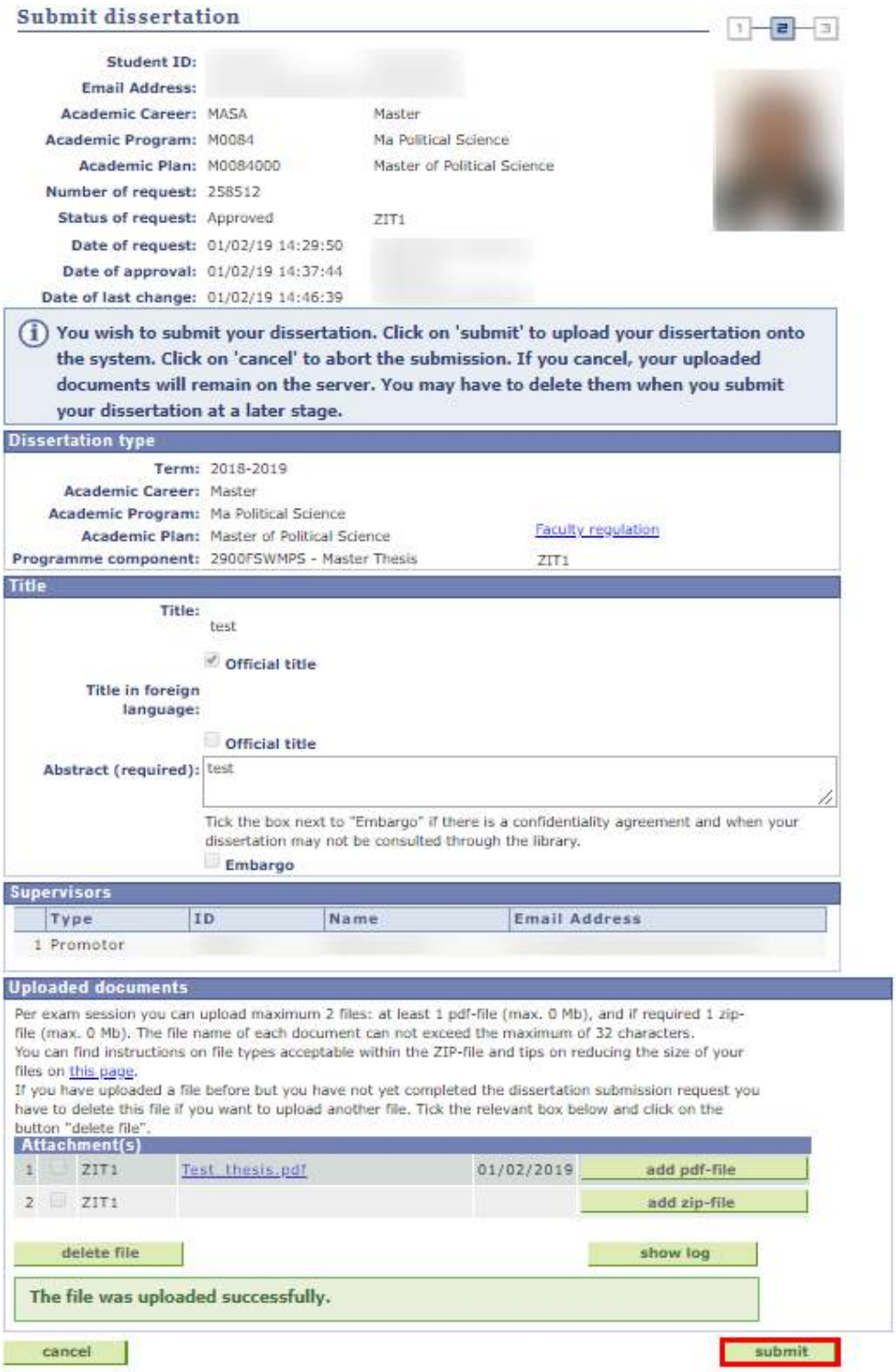

If you are enrolled for more than one programme, select the programme for which you want to submit the dissertation. Click on “next”.

If necessary, change the title of your dissertation. The title that you type here and that you mark as “official title” will appear on your diploma supplement. If your dissertation may not be consulted through the library because of a confidentiality clause, tick the “embargo” box.



Fill out the abstract. At the bottom you can upload your dissertation. You have to upload a PDF-file of maximum 50 Mb. You can also upload a ZIP-file of maximum 300 Mb. Click on the link for instructions on file types acceptable within the ZIP-file and for tips on how to reduce file size.

Once you have uploaded the correct files, click on “next”.




Double-check if everything is filled out correctly and then click on “submit”. You will go to the following screen.

Submit dissertation

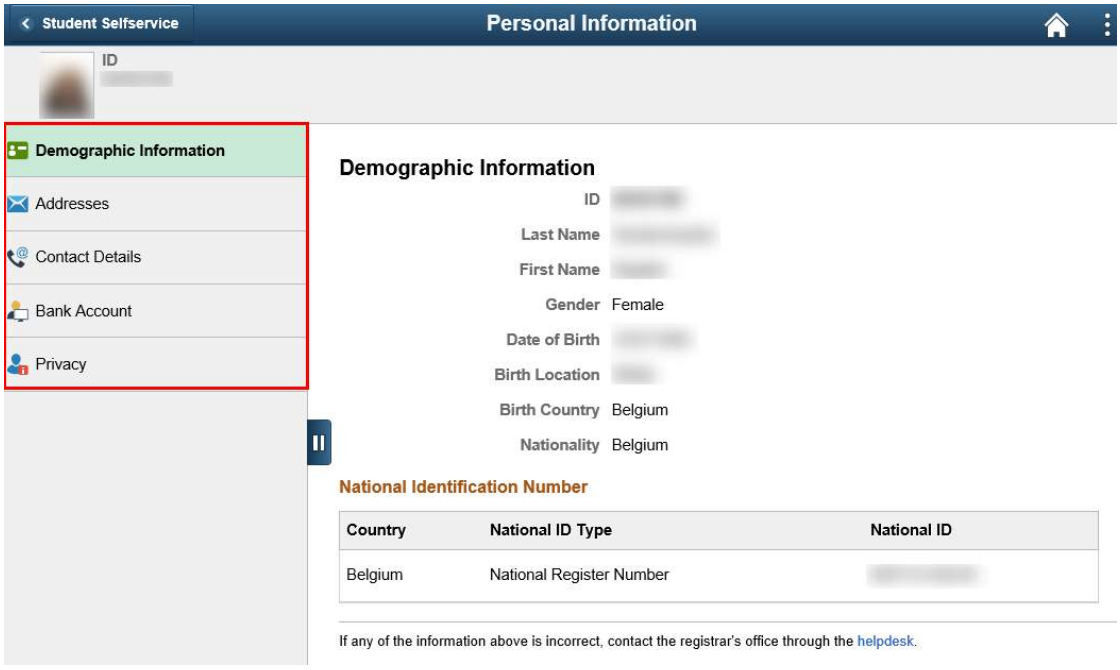
| | | |
|---|---|---|
| Student ID: | | |
| Email Address: | | |
| Academic Career: | MASA | Master |
| Academic Program: | M0084 | Ma Political Science |
| Academic Plan: | M0084000 | Master of Political Science |
| Number of request: | 258512 | |
| Status of request: | Submitted | ZIT1 |
| Date of request: | 01/02/19 14:29:50 | |
| Date of approval: | 01/02/19 14:37:44 | |
| Date of submission: | 01/02/19 14:48:46 | |
| Date of last change: | 01/02/2019 14:48:46 | |

You have successfully submitted your dissertation.

An e-mail has been sent to your promotor confirming that you have submitted your dissertation through SisA.

# MANAGE PERSONAL INFORMATION AND PRIVACY

Use your selfservice to change an **address, phone number or bank account number**.
On your home page, click on “Personal information”.

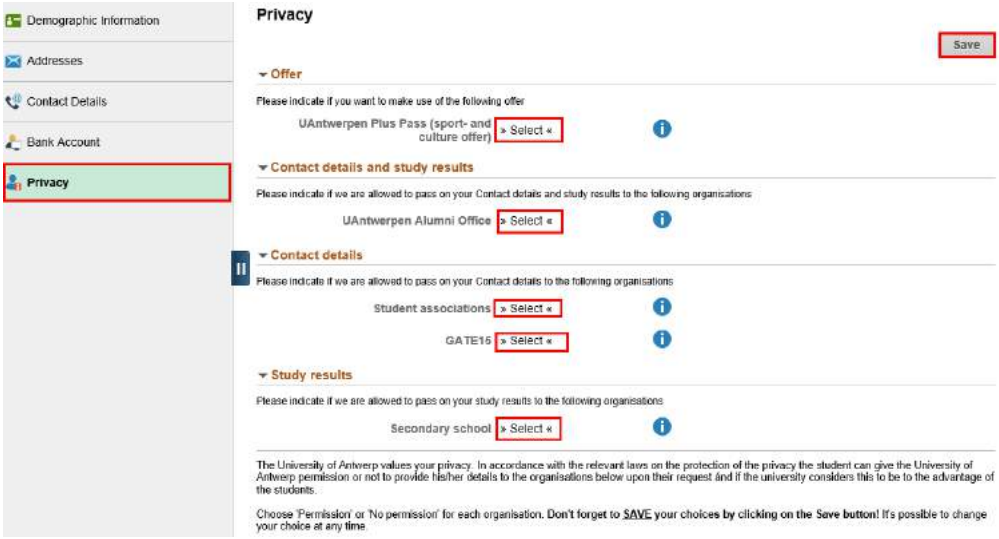



You immediately get the relevant pages.

You can consult the data concerned on the relevant pages and change them if applicable.

**Attention, your UA email address always remains your preferred email address and is always used by the university to communicate with the students.**

Click on the tab privacy to indicate to which organizations the University of Antwerp may disclose your address details and/or your study results.

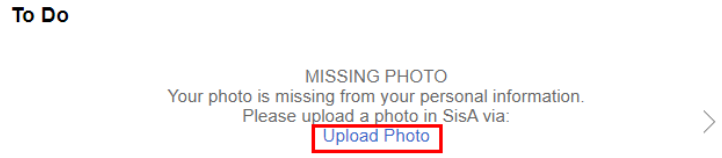



Indicate for each organization if you give “permission” or “no permission”. Next click on “Save”. As long as you have not made a choice for every organization or if a new organization is added to the list you will see a TO DO-item on your home page.

As long as you have not indicated your choice your details will be treated as if you have not given permission.

# UPLOAD A PHOTO

If you have not yet uploaded your photo, you will get a To Do-item to this effect on your home page.




Click on the link or go to the tile “Personal Information” and the menu item “Photo”.
You will get this page.

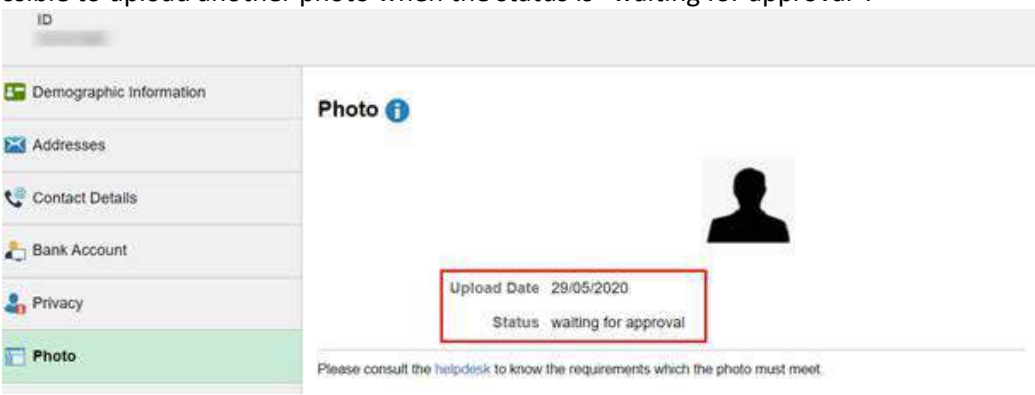
Make sure you have a photo ready. The photo has to fulfill a number of requirements. Click on the button “Upload Photo”.
Select a photo from your device and click on “Upload”.

As soon as “Upload complete” appears, click on “Done”.

You will now see the data on which you uploaded the photo and the status is now “waiting for approval”. The Registrar’s Office will check if your photo can be used for the student card.

**Please note** that, in the example, a dummy was used for privacy reasons. If you upload a dummy yourself, the photo will be rejected.

It is not possible to upload another photo when the status is “waiting for approval”.



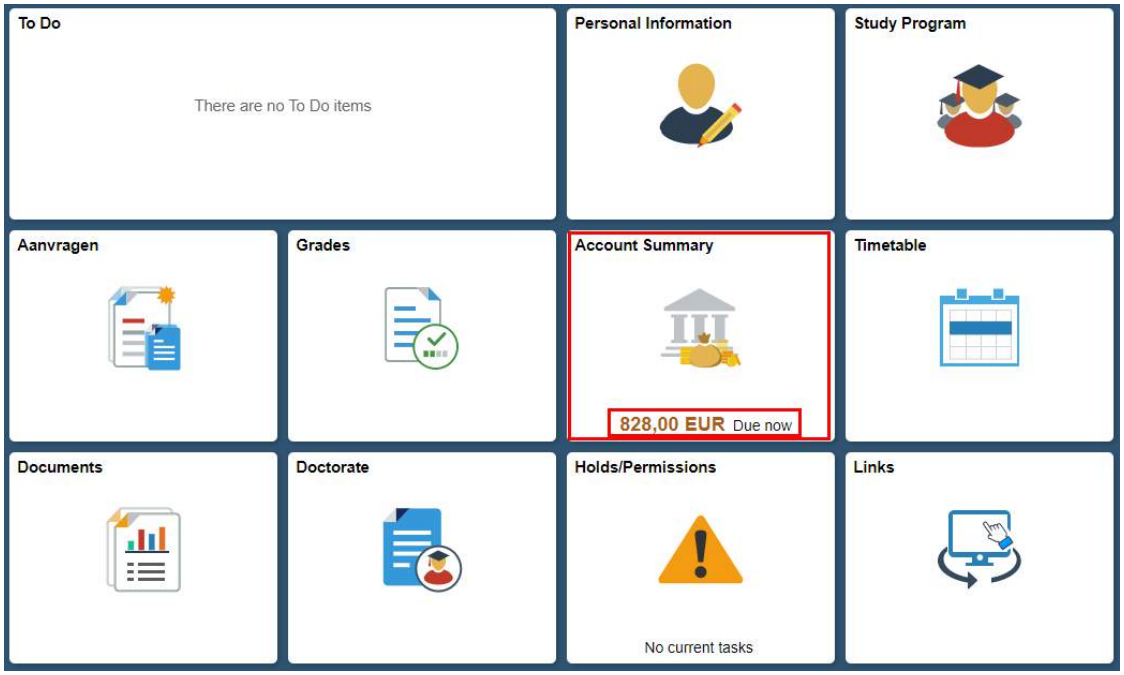

If the status of you photo is “rejected”, the reason will also be shown. You will see the To Do-item “Missing photo” again and you can upload another photo.
If your photo has been approved, this will be shown in the status and your photo will also appear at the top of the page next to your student number.

Once you have an approved photo and you have paid the study fees, your student card will be sent.

Are you really not happy with your photo or has your appearance changed considerably (e.g. beard, totally new hairstyle, …)? In each new academic year you can upload a new photo once. This is possible as of 16 July.  Go to the tile “Personal Information” and the menu item “Photo”.

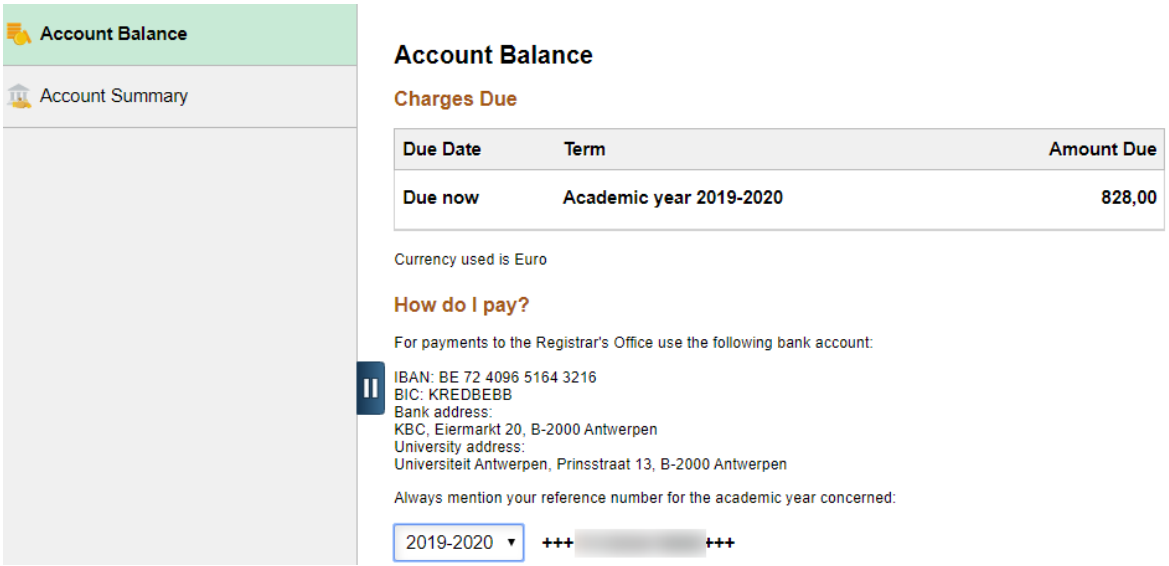
# VIEW FINANCIALS

On the tile “Account Summary” on your home page you will see immediately if there is an amount due.

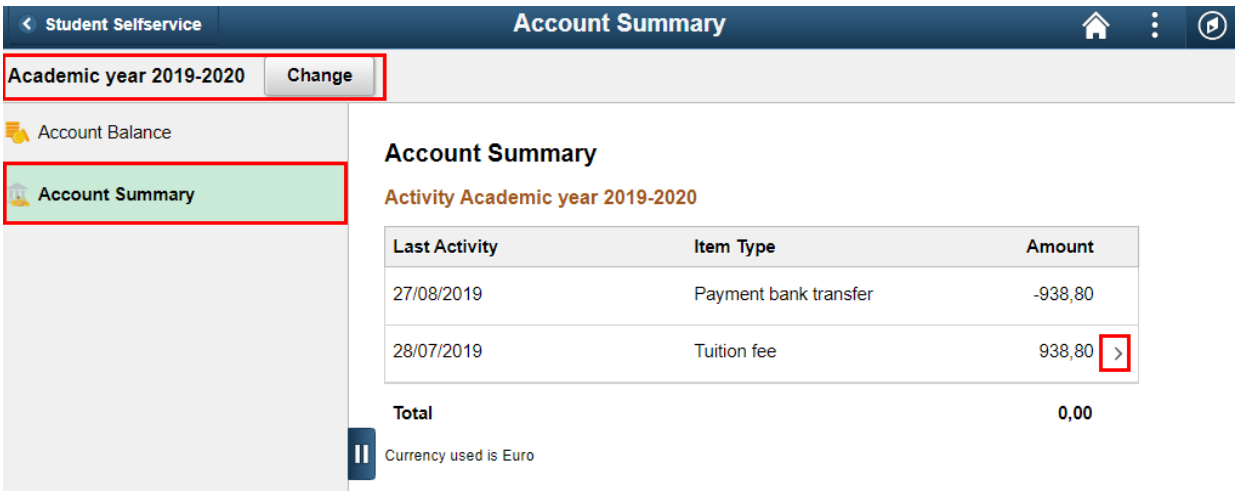



Under the tile you will find an overview of your account to date in relation to the calculated fees and the booked payments.

Under “Account balance” you will find the amount due (if there is one). You will also find information on how to pay.




Under “Account summary” you will see the calculated fees and the payments for the current academic year. You can also view this for previous academic years by changing the academic year at the top left.



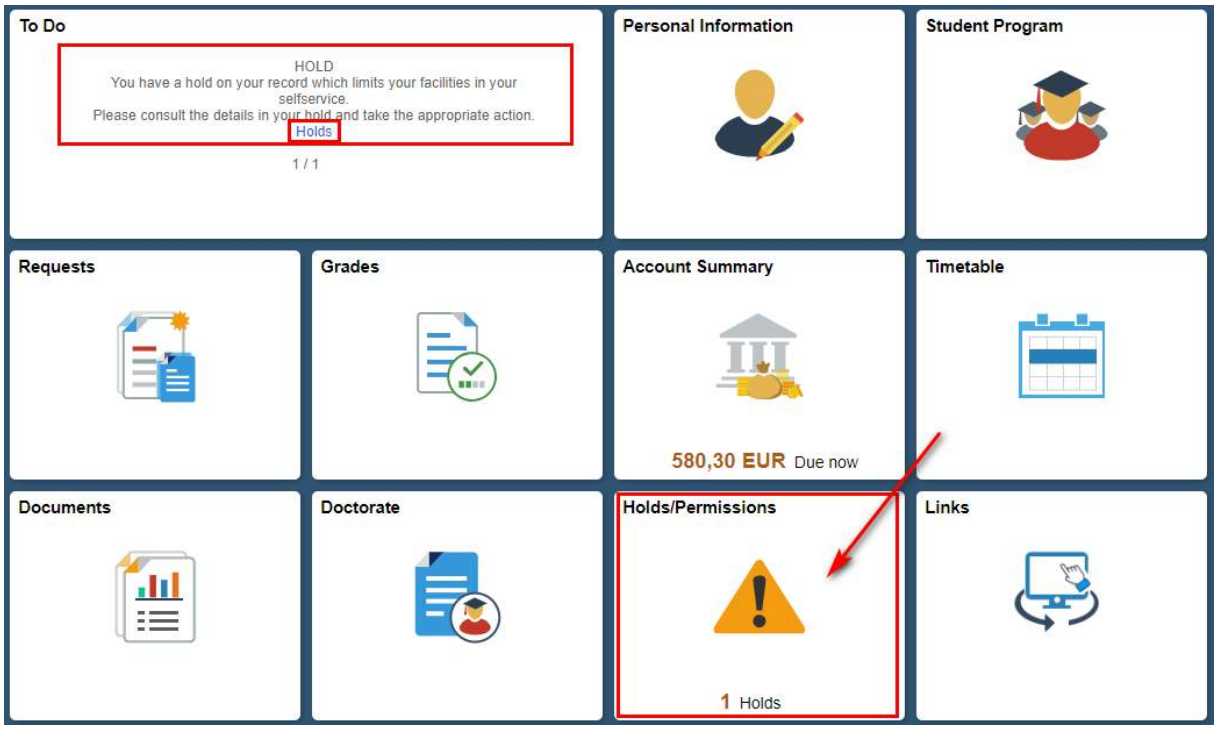

Click on the arrow or anywhere in the line to view the details of the calculated study fees.

Consult the UA website and the helpdesk http://uahost.uantwerpen.be/helpdesk/ro_helpdesk/ for more information about study fees.

# VIEW HOLDS

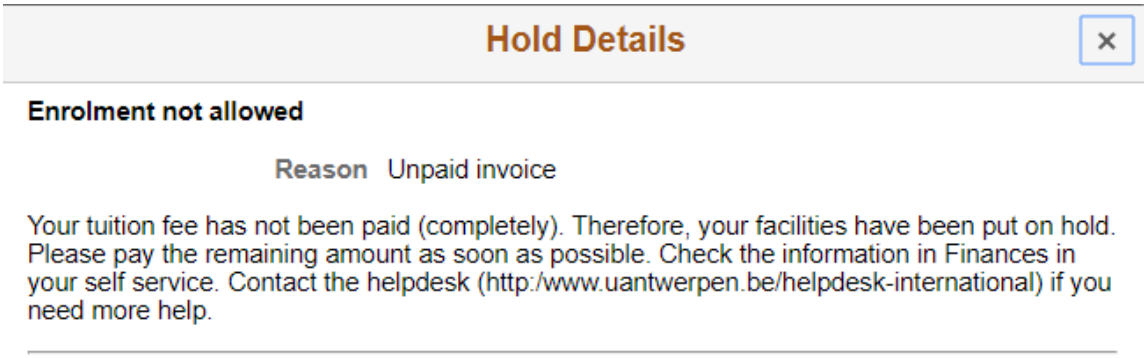
Your account may be on hold for a number of reasons such as: no/incomplete payment of study fees, file under consideration, study progress, etc.... In that case all your enrolment actions are blocked until the problem has been resolved. Contact the relevant administration office.

Go to your home page and click on  the tile “Holds/Permissions” or on the link “Holds” under To Do.



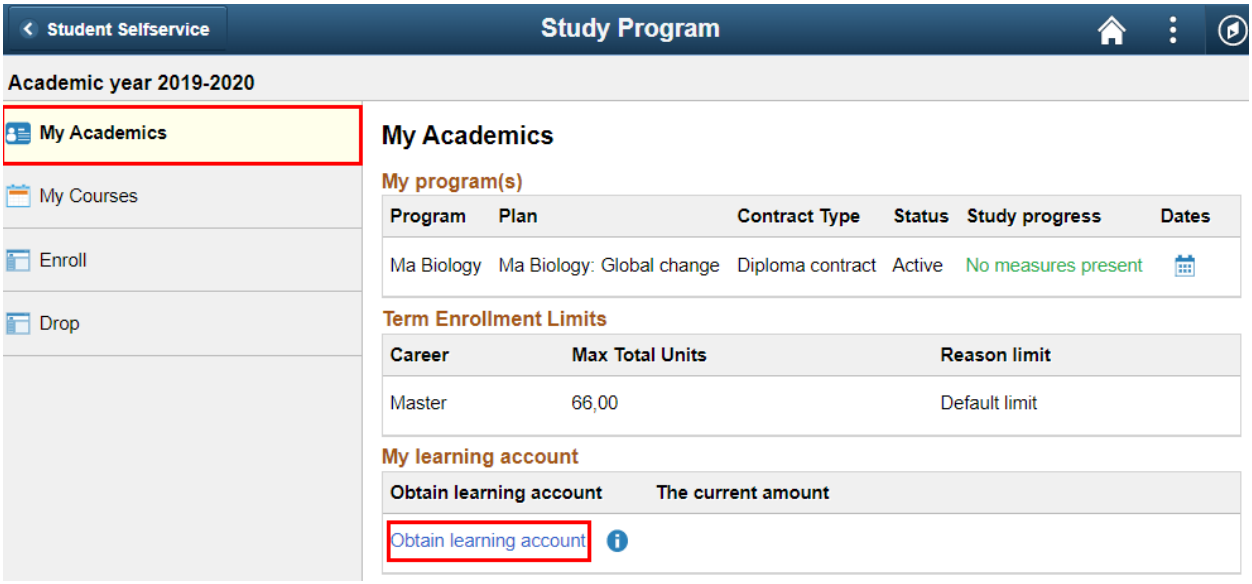

Click on the arrow for more information.

You will get more details about the hold and what you can do to resolve this.

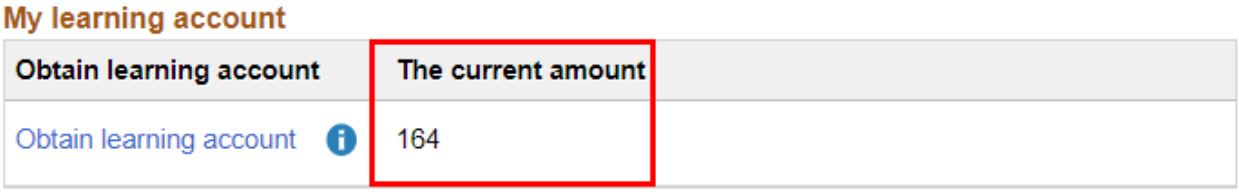


# VIEW LEARNING ACCOUNT

Select "My Academics" in the menu under the tile "Study Program".
Under "My learning account", click on "obtain learning account".




You will now see the current amount in your learning account.




The displayed learning account is obtained from the Database Higher Education from the Flemish Government.

The details regarding your learning account can be found on the student portal of the government: www.studentenportaal.be

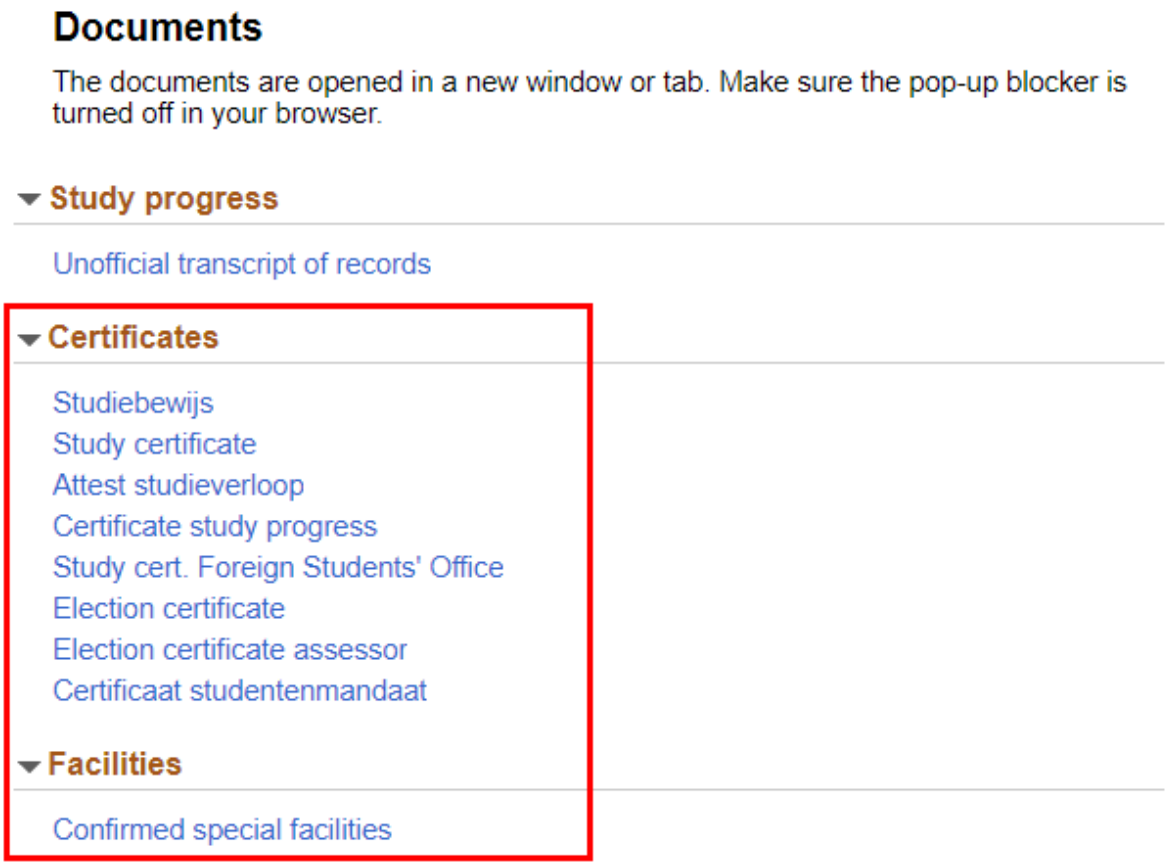
**ATTENTION**: No rights can be obtained from the displayed learning account.

# PRINTING DOCUMENTS

Click on the tile “Documents” to print an unofficial transcript of records and study certificates yourself.

You can also print the summary of your confirmed special facilities.

Click on the required document to make it appear in pdf. You can then print it.

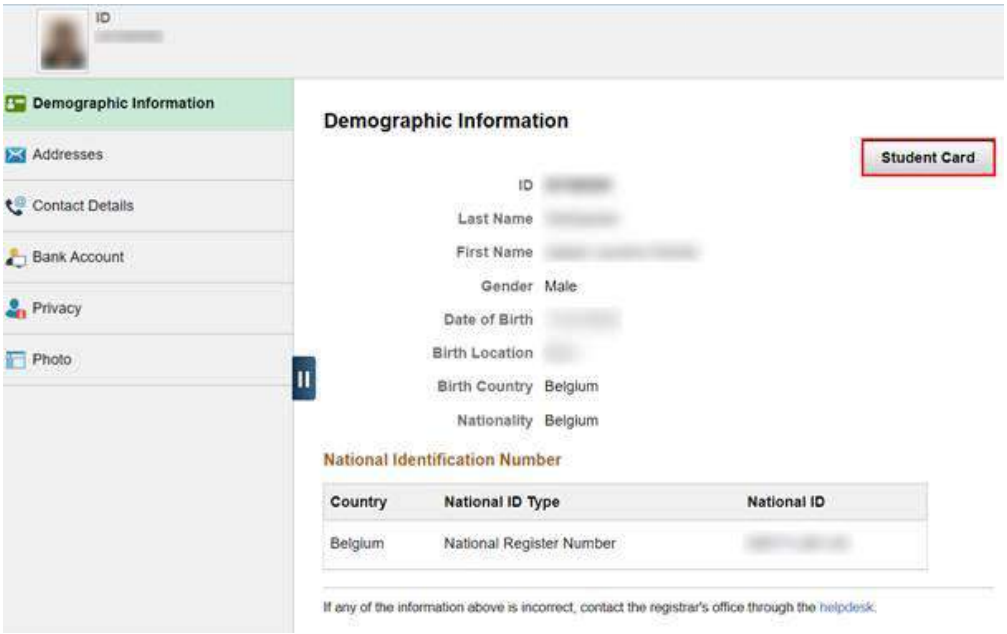



Attention, make sure the pop-up blocker is turned off in your browser or the documents will not appear.

# DIGITAL STUDENT CARD

If you have uploaded a photo and you have paid the study fees you have received a student card. If you forgot your student card or if your card is still in the post, you can bring up your digital student card and show it if asked.

Go to the tile “Personal Information” and click on the button ”Student card”.




You will see your digital student card and its status. This card has the same barcode as your physical student card.

You can also see when your physical student card was sent. If there is a problem with the delivery of the physical card (e.g. undeliverable), this will be shown here.

The (digital) student card is only valid if

- you have paid the study fees
- you have uploaded a photo
- you have an active or completed enrolment
- you are enrolled under a diploma contract or a credit contract (enrolments under exam contract are not shown)
- there is no hold because of amounts due

If the card is not valid, your programmes, student number and barcode will be hidden.

## NEED HELP?

Look on http://www.uantwerpen.be/helpdesk-international/
for support in using SisA self-service.