

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.

TABLE OF CONTENTS

Terminology used	1
Signing in	2
Signing out	2
Home	3
"TO DO" List	3
Enrolling for courses	4
Dropping courses	9
View current study programme	10
View time table	11
Synchronize your time table with your digital calendar	12
View credit transfer	14
View dates announcement of results	15
View grades	16
Submit requests	17
Re-enrolment for a new academic year	19
Change your current enrolment	22
Change your academic plan	24
Add or drop an academic subplan	25
Register for or cancel exam moments	28
Enroll for the second exam session	31
Request graduate in February	32
Request special facilities	33
Excuse oneself for an exam	35
Request mobility/internship	36
Registration as an employed student	39
Submit a dissertation request	40
Change or cancel your dissertation request	42
Submit your dissertation	43
Manage personal information and privacy	46
Upload a photo	47
View financials	49
View holds	51
View learning account	52
Printing documents	53
Digital student card	54
Need help?	55

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**.

Nederlands | English



Single Sign-On

Username

Password

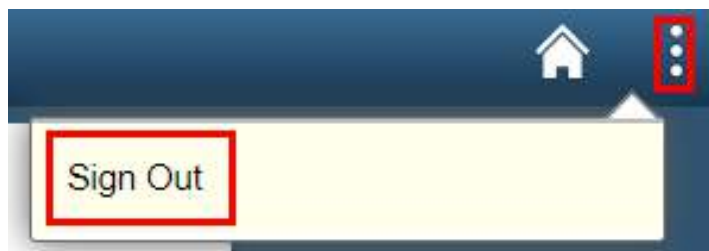
Please choose your preferred language for applications

- ☐ Nederlands
- ☒ English

Login

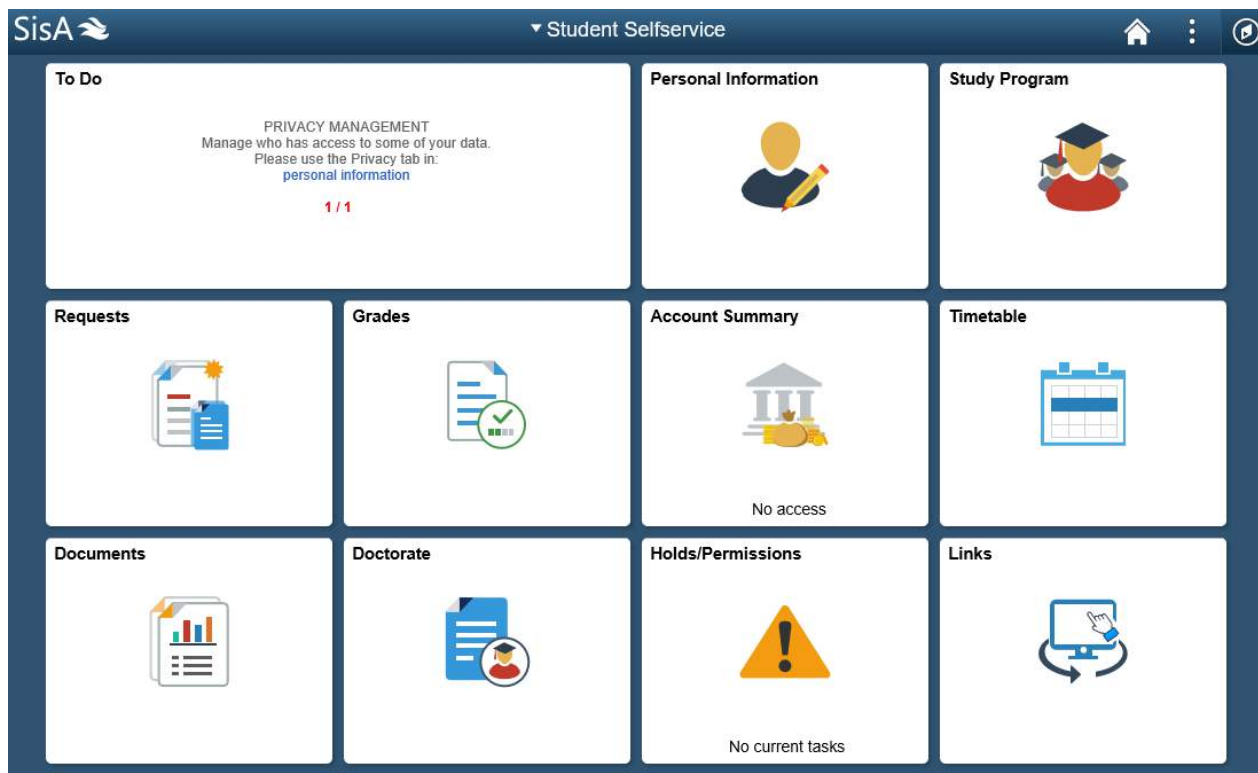
SIGNING OUT

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

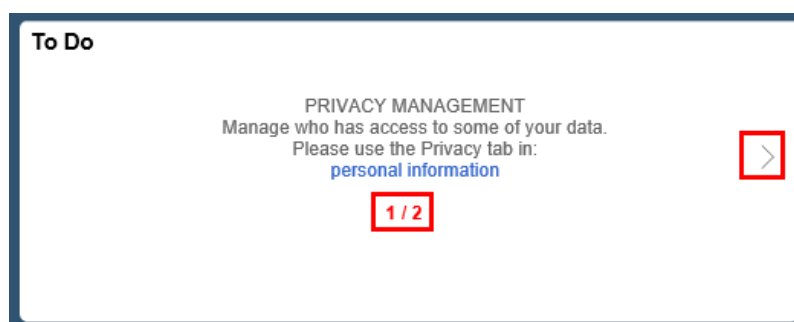
After signing in, you will immediately see your Home page.



“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.

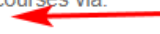
If you have more than one task you will see this in the number of pages (e.g. 1/2). Using the arrows, you can navigate to the next or the previous page. The tasks are logically ordered in the sequence that you need to complete them.



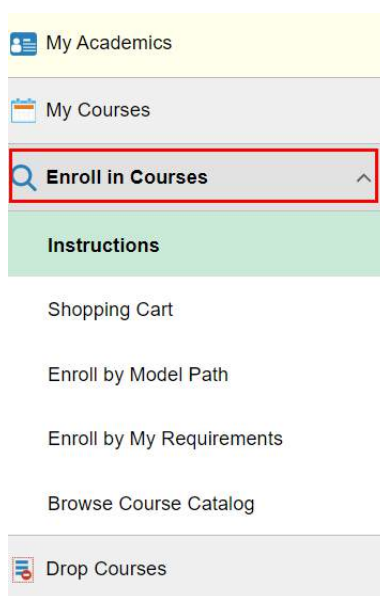
ENROLLING FOR COURSES

You can only enroll for courses as of 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.

To Do

ENROLLING FOR COURSES
You have not yet enrolled for courses in the academic year 2019-2020.
You can enroll for courses via:
[enroll](#) 
1 / 1

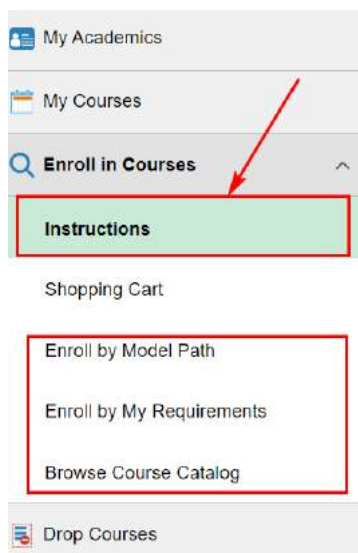
Click on the link or go click on the tile “Study program” and then choose “Enroll in courses”.



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	>
1001WETEBBC	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.

FYSICAW 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	More details	>
			HC01 Lecture 12187			D.R.R3	Joke Hadermann		
			PR01 Laboratory 12185			G.S.208 Practicum fysica	Joke Hadermann		
2	Open	2nd semester	ZIT1 Exam 12183	23/09/2019 - 20/09/2020	To be announced	To be announced	Joke Hadermann	More details	>
			HC01 Lecture 12187			D.R.R3	Joke Hadermann		
			PR02 Laboratory 12186			G.S.208 Practicum fysica	Joke Hadermann		

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

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.

Study Program

Academic year 2019-2020

My Academics | My Courses | **Enroll in Courses**

Instructions | **Shopping Cart** | Enroll by Model Path | Enroll by My Requirements | Browse Course Catalog | Drop Courses

Your Shopping Cart

Status	Description	Session	Units	Academic Program	Time Conflict
Open	BIOLOGIE 1001WETECO Ecology I	2nd semester	4,00	Ba biologie	
Open	BIOLOGIE 1001WETMTE Microscopy Techniques	2nd semester	4,00	Ba biologie	⚠
Open	FYSICAWE 1001WETFYS Physics I	2nd semester	6,00	Ba biologie	

Total units 14,00

Enroll | Delete | **Proposed Timetable**

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.

Timetable

Legend: Enrolled class (Green), Pending (in shopping cart) (Blue), Time conflict (Orange)

Time: 08:00, 09:00, 10:00, 11:00, 12:00

Days: Monday 20 Apr, Tuesday 21 Apr, Wednesday 22 Apr, Thursday 23 Apr, Friday 24 Apr

Friday 24 Apr details:

- Waiting: BIOLOGIE 1001WETMTE - PR01 Microscopietechnieken Laboratory 08:30 - 12:30. Instructors: Isabel Pintelon, CDE, gebouw T, 1* verdieping.
- Waiting: BIOLOGIE 1001WETMTE - PR01 Microscopietechnieken Laboratory 08:30 - 12:30. Instructors: Isabel Pintelon, CDE, gebouw T, 1* verdieping.
- BIOLOGIE 1001WETECO - HC01 Ecology I Lecture 10:45 - 12:45. CDE - gebouw R R3. Instructors: Ivan Nijs, Erik Matthysen, Reinhart Ceulemans.

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

Academic year 2019-2020

My Academics

My Courses

Enroll in Courses

Instructions

Shopping Cart

Enroll by Model Path

Enroll by My Requirements

Browse Course Catalog

Drop Courses

Enroll Delete Proposed Timetable

Your Shopping Cart

<input type="checkbox"/>	Status	Description	Session	Units	Academic Program	Time Conflict
<input checked="" type="checkbox"/>	Open	BIOLOGIE 1001WETMTE Microscopy Techniques	2nd semester	4,00	Ba biologie	⚠
<input type="checkbox"/>	Open	FYSICAWIE 1001WETFYS Physics I	2nd semester	6,00	Ba biologia	

Total units 10,00

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.

Academic year 2019-2020

My Academics

My Courses

Enroll in Courses

Instructions

Shopping Cart

Enroll by Model Path

Enroll by My Requirements

Browse Course Catalog

Drop Courses

Enroll Delete Proposed Timetable

Your Shopping Cart

<input checked="" type="checkbox"/>	Status	Description	Session	Units	Academic Program	Time Conflict
<input checked="" type="checkbox"/>	Open	BIOLOGIE 1001WETMTE Microscopy Techniques	2nd semester	4,00	Ba biologie	
<input checked="" type="checkbox"/>	Open	FYSICAWIE 1001WETFYS Physics I	2nd semester	6,00	Ba biologie	

Total units 10,00

You get the following confirmation.

Academic year 2019-2020

Academic Bachelor

My Academics

My Courses

Enroll in Courses

Instructions

Shopping Cart

✓ **BIOLOGIE 1001WETMTE - Microscopy Techniques**
You are enrolled in this course.

✓ **FYSICAWIE 1001WETFYS - Physics I**
You are enrolled in this course.

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".

Academic year 2019-2020
Academic Bachelor

My Academics
My Courses
Enroll in Courses
Drop Courses

Drop

Select courses you want to drop

Select	Description	Session	Units	Study Program
<input type="checkbox"/>	BIOLOGIE 1001WETECO Ecology I	2nd semester	4.00	Ba biologie
<input checked="" type="checkbox"/>	BIOLOGIE 1001WETMTE Microscopy Techniques	2nd semester	4.00	Ba biologie
<input type="checkbox"/>	FYSICAW 1001WETFYS Physics I	2nd semester	6.00	Ba biologie

Warning: Please note that dropping courses does not mean that you end an enrollment. If you wish to end your enrollment completely (and not only the courses), please use the request 'Change current enrollment' which can be found under the tile 'Requests'. It is not possible to drop courses for which you enrolled under an exam and/or credit contract.

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

Academic year 2019-2020
Academic Bachelor

My Academics
My Courses
Enroll in Courses
Drop Courses

BIOLOGIE 1001WETMTE - Microscopy Techniques
The course has been dropped

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.

Student Selfservice
Study Program

Academic year 2019-2020
Master

My Academics
My Courses
Enroll
Drop

By Course
By Date

☒ Show Enrolled Courses
☐ Show Waitlisted Courses

- BIOLOGIE 2001WETBIO Biostatistics
- BIOLOGIE 2001WETPOP Ecology of populations and com
- BIOLOGIE 2201WETDGC Drivers of global change
- BIOLOGIE 2201WETENB Environmental biophysics
- BIOLOGIE 2201WETERG Evol response global change
- BIOLOGIE 2201WETESE Environm stress ecotoxicology
- BIOLOGIE 2201WETFEF Freshwater ecosys functioning
- BIOLOGIE 2201WETGCP Global change physiology
- BIOLOGIE 2201WETLSK Laboratory skills
- BIOLOGIE 2201WETOCE Omics changing environment
- BIOLOGIE 2201WETTEF Terrestrial ecosys functioning

Total units: 60,00

Click on a course to see more details.

Student Selfservice
Study Program

Academic year 2019-2020
Master

My Academics
My Courses
Enroll
Drop

By Course
By Date

☒ Show Enrolled Courses
☐ Show Waitlisted Courses

- BIOLOGIE 2001WETBIO Biostatistics
- BIOLOGIE 2001WETPOP Ecology of populations and com
- BIOLOGIE 2201WETDGC Drivers of global change

Class	Units	Grading Basis	Acad Program	Status
ZIT1 Exam 1701	4,00	Scale 0 to 20	Ma Biology	Enrolled
HC01 Lecture 1703				
- BIOLOGIE 2201WETENB Environmental biophysics

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.)

Student Selfservice		Timetable					
		21/03/2020					
Legend		Subscribe to timetable					
Time	Monday 16 Mar	Tuesday 17 Mar	Wednesday 18 Mar	Thursday 19 Mar	Friday 20 Mar	Saturday 21 Mar	Sunday 22 Mar
08:00							
09:00			ZAKCOMMU 1102TEWZEC - SW01 English for Business and Ec. 1 Seminar 08:30 - 10:30 CST - gebouw K 203 Instructors: Craig Rollo Uitsluitend voor 1BSEW	WISKUNDE 1101TEWSEW - SW01 Mathematical Meth. and Techn. Seminar 08:30 - 10:30 CST - gebouw C 103 Staff Niet voor SP en VP			
10:00							
11:00	STATISTI 1102TEWKWM - HC01 Discriptive Statistics and Pro Lecture 10:30 - 12:30 CST - gebouw R 001 Instructors: Heidi Arnouts			ZAKCOMMU 1103TEWZEC - SW02 French for Business and Ec. 1 Seminar 10:30 - 12:30 CST - gebouw C 001 Instructors: Els Tobback Uitsluitend voor 1BSEW			
12:00							

A new screen will open.

Back

Subscribe to timetable

You can also synchronise your timetable with your agenda app. Changes in your schedule are updated automatically in your agenda application. How to set up the synchronisation depends on the app you use. You can find more info [here](#)

Subscribe to timetable ☒ Yes ☐ No

Please use the following URL feed to subscribe to your class timetable:

<webcal://sisaroosters.uantwerpen.be/prod/29418242045b448eb04408306b38c1a9/basic.ics>

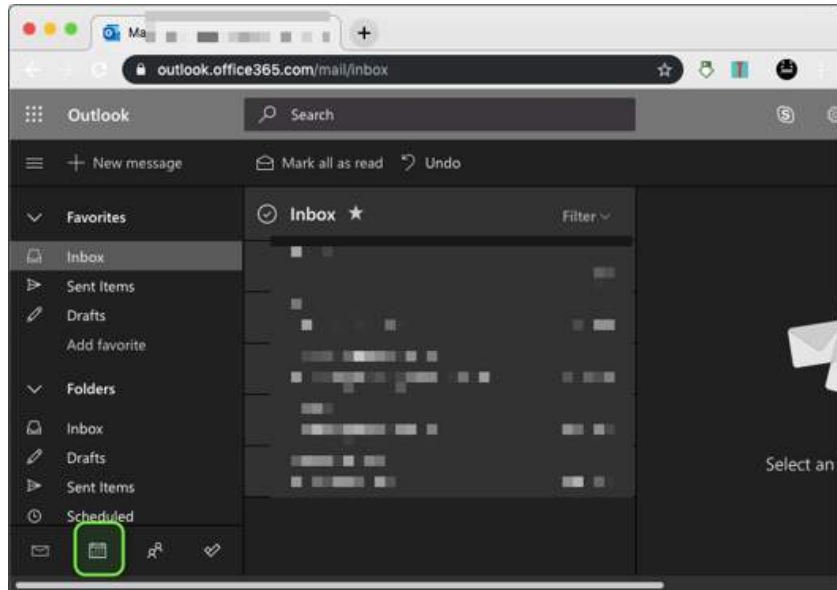
This URL is sent to your UA email address.

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

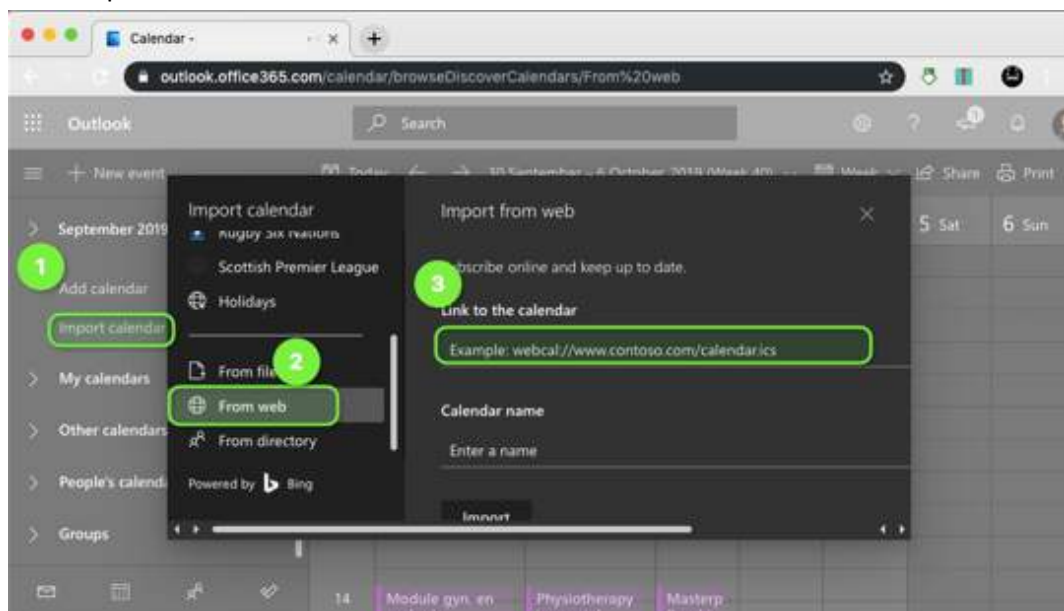
To add your timetable to the calendar of your UAntwerpen webmail, log onto your UAntwerpen webmail:

<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.

Student Selfservice **Grades**

Grades
Exchange
Exemptions
History
Progress report

Exchange

7 rows

Term	Institution	Program	External course	Units	Internal course	Description	Grade
2018-2019	Fudan University	Ma AES: Business Economics	Econometrics	6,00	2105TEWMBE	Research Methods in Business	13
					2207TEW901	Exchange MASA m ST 1	13
2018-2019	Fudan University	Ma AES: Business Economics	Urbanization in China	6,00	2101TEWMBA	Strategic Management	14
2018-2019	Fudan University	Ma AES: Business Economics	Doing Business in China	6,00	2109TEWEIO	Current Issues Int. Business	14
					2207TEW902	Exchange MASA m ST 2	14
2018-2019	Fudan University	Ma AES: Business Economics	Chinese Economy	6,00	2106TEWEIO	Ec. and Instit. Int. Business	13
2018-2019	Fudan University	Ma AES: Business Economics	International Finance	6,00	2111TEWFIN	Int. Financial Management	15

DISCLAIMER: Exam results are only valid as of the date of the announcement of the definitive results. The date and the manner of the announcement of the definitive results shall be communicated at the start of the academic year (EER art. 3.5.1). See [dates and other](#) for the dates as of which your definitive results are available. A student who feels that an exam result or a decision by the examination board is tainted by a violation of his or her rights may, with or without assistance from the faculty ombudsperson, submit a request in writing for a review of that decision by the chair of the examination board or his/her deputy. This request should be submitted within a period of seven calendar days which starts on the day after the day on which the definitive results are announced (EER art. 21.3.1 and 21.4.1).

Student Selfservice **Grades**

Grades
Exchange
Exemptions
History
Progress report

Exemptions

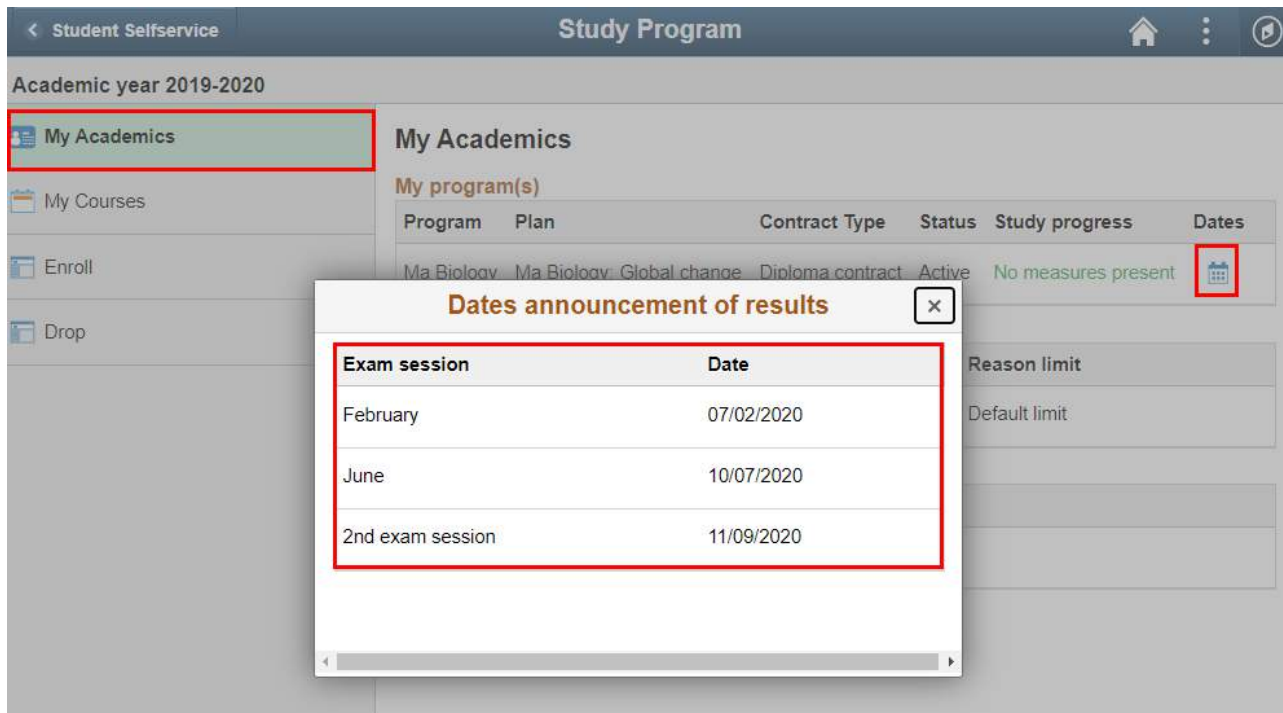
1 row

Term	Program	Catlg Nbr	Description	Units	Grade
2017-2018	Ba geschiedenis	1016FLWGES	Intl. tot de soc. wetenschappen	6,000	VZP

DISCLAIMER: Exam results are only valid as of the date of the announcement of the definitive results. The date and the manner of the announcement of the definitive results shall be communicated at the start of the academic year (EER art. 3.5.1). See [dates and other](#) for the dates as of which your definitive results are available. A student who feels that an exam result or a decision by the examination board is tainted by a violation of his or her rights may, with or without assistance from the faculty ombudsperson, submit a request in writing for a review of that decision by the chair of the examination board or his/her deputy. This request should be submitted within a period of seven calendar days which starts on the day after the day on which the definitive results are announced (EER art. 21.3.1 and 21.4.1).

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.



Student Selfservice Study Program

Academic year 2019-2020


My Academics

My Courses

Enroll

Drop

My program(s)

Program	Plan	Contract Type	Status	Study progress	Dates
Ma Biology	Ma Biology: Global change	Diploma contract	Active	No measures present	

Dates announcement of results

Exam session	Date
February	07/02/2020
June	10/07/2020
2nd exam session	11/09/2020

Reason limit

Default limit

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”.

Grades

Academic year 2018-2019
Master

Change

Grades

Total units

4 rows

Catalog Nbr	Description	Units	Grade	Section	Program
2104TEWMBE	International Consulting Proj	3,00	15	ZIT1	Ma AES: Business Economics
2107TEWEIO	Strategy, Structure and Man	6,00	13	ZIT1	Ma AES: Business Economics
2108TEWEIO	Int. Business Research Sem	3,00	11	ZIT1	Ma AES: Business Economics
2102TEWMBA	Ethical and Sustainable Bus.	3,00	16	ZIT1	Ma AES: Business Economics

DISCLAIMER: Exam results are only valid as of the date of the announcement of the definitive results. The date and the manner of the announcement of the definitive results shall be communicated at the start of the academic year (EER art. 3.5.1). See [dates and other](#) for the dates as of which your definitive results are available. A student who feels that an exam result or a decision by the examination board is tainted by a violation of his or her rights may, with or without assistance from the faculty ombudsperson, submit a request in writing for a review of that decision by the chair of the examination board or his/her deputy. This request should be submitted within a period of seven calendar days which starts on the day after the day on which the definitive results are announced (EER art. 21.3.1 and 21.4.1).

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.

History

44 rows

Catalog Nbr	Description	Term	Session	Section	Program	Grade	Units	Status
1000RECPG	Pol...			ZIT1	Ba rechten	15	6,00	✓ Earned
1054FLWGES	Inte...			ZIT1	Ba geschiedenis	16	6,00	✓ Earned
1200RECRJD	Re...			ZIT1	Ba rechten	13	3,00	✓ Earned
1200RECTEN	Ta...			ZIT1	Ba rechten	13	3,00	✓ Earned
1065FLWGES	His...			ZIT1	Ba geschiedenis	13	9,00	✓ Earned
1058FLWGES	he...			ZIT1	Ba geschiedenis	11	3,00	✓ Earned
1000RECGPR	His...			ZIT1	Ba rechten	17	6,00	✓ Earned

Filter dialog box: Status (Taken, In Progress, Transferred, Planned). Clear button.

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.

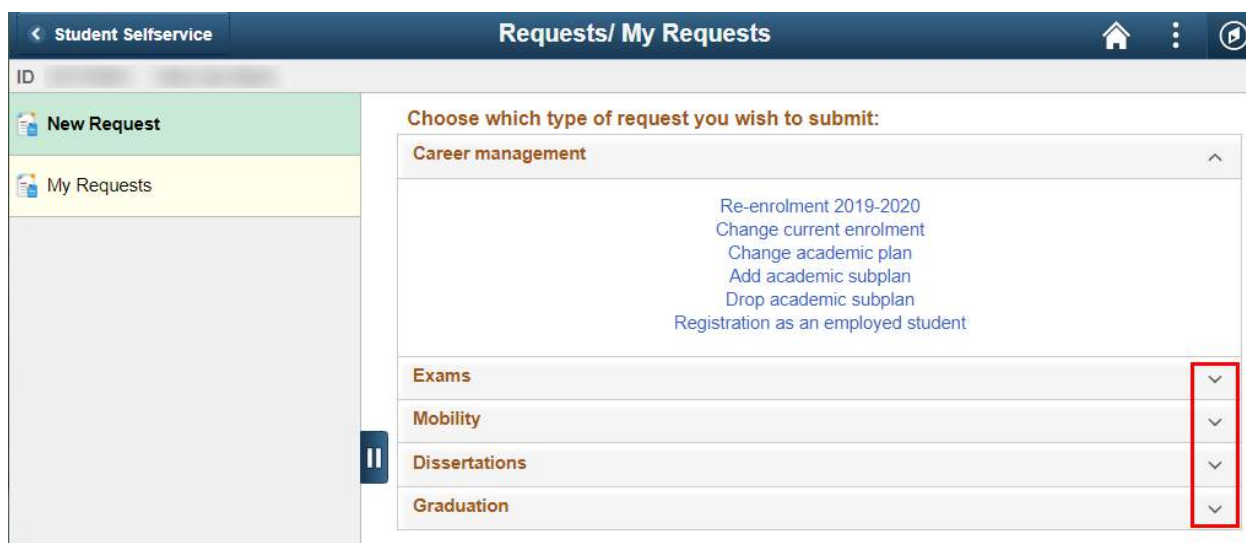
Note: You can always request an official transcript up to now from the faculty.

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.

< Student Selfservice Requests/ My Requests

ID [redacted]

New Request

My Requests

5 rows

Dissertation		Academic Career	Master	
Date of action	18/02/2020	Academic Program	Ma fysica	>
Status of request	Requested	Academic Plan	Ma fysica	
Number of request	317192			
Add academic subplan		Academic Career	Master	
Date of action	27/09/2019	Academic Program	Ma fysica	>
Status of request	Approved	Academic Plan	Ma fysica	
Number of request	301084			
Change enrolment				
Date of action	27/09/2019			>
Status of request	Approved			
Number of request	300706			
Re-enrollment				
Date of action	03/09/2019			>
Status of request	Request processed			
Number of request	289350			
Dissertation		Academic Career	Bachelor	
Date of action	13/05/2019	Academic Program	Ba fysica	>
Status of request	Finalised	Academic Plan	Ba fysica	
Number of request	246605			

[View more](#)

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

< Requests/ My Requests Re-enrollment

ID [redacted]

Date of action 09/09/2019

Number of request 291181 Request processed

[Back](#)

Academic year 2019-2020

You wish to enroll in the academic year 2019-2020 in the following program(s):

Type of contract	Academic Career	Program	Plan
Diploma contract	Academic Bachelor	Ba TEW: bedrijfskunde	Ba TEW: bedrijfskunde
Diploma contract	Master	Ma maritiem en logistiek mngmt	Ma Maritime Sciences

☒ Yes
 I hereby confirm that the information provided is complete and correct. I agree to the further processing of my request by the registrar's office. I also agree with the stipulations of the program as described in the study guide and I commit myself to observe the regulations of the university and to pay the necessary tuition fee. I accept that not observing the regulations of the university, non-compliance with measures of study progress control, insufficient or no learning credit, could have legal, administrative and/or financial consequences regarding my enrolment.

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”.

To Do

RE-ENROLLMENT
You have not yet re-enrolled for academic year 2019-2020
You can re-enroll via:
requests: re-enrollment 2019-2020

Click on the link or go to the tile “Requests”.

Select “Re-enrolment 201#-201#” under “Career management”.

You will get the following overview.

Type of contract	Academic Career	Program	Plan	Select
Diploma contract	Master	Ma Computer Science	Ma Comp.Sc: Computernetworks	<input type="radio"/> No

Extra Program

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”.

Cancel

Extra Program

Add Program

*Type of contract

Diploma contract

i

*Academic Career

Master

i

*Program

Ma Business Economics

i

*Plan

Master of Business Economics

i

Language of instruction

English

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

ID

Cancel

Next

Academic year 2019-2020

This request allows you to renew your enrollment for the next academic year.

These are your active programs in the academic year 2018-2019 which are not completed. Select the program(s) you wish to continue. Click on 'Extra Program' to add a new program to the list. Click 'Next' to continue the request.

You wish to enroll in the academic year 2019-2020 in the following program(s):

Type of contract	Academic Career	Program	Plan	Select
Diploma contract	Master	Ma Computer Science	Ma Comp Sc: Computernetworks	No
Diploma contract	Master	Ma Business Economics	Ma Business Economics	Yes

Extra Program

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”.

Cancel

Check and confirm your request

Confirm

Type of contract	Academic Career	Program	Plan
Diploma contract	Master	Ma Business Economics	Ma Business Economics

Yes

I hereby confirm that the information provided is complete and correct. I agree to the further processing of my request by the registrar's office. I also agree with the stipulations of the program as described in the study guide and I commit myself to observe the regulations of the university and to pay the necessary [tuition fee](#). I accept that not observing the regulations of the university, non-compliance with measures of study progress control, insufficient or no learning credit, could have legal, administrative and/or financial consequences regarding my enrollment.

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.

ID

New Request

My Requests

1 row

Re-enrollment
Date of action 23/03/2020
Status of request Requested
Number of request 308580

You can click on the request to review the details.

ID

Date of action 23/03/2020
Number of request 308580 Requested

Back

Academic year 2019-2020

Your request to enroll in the selected program(s) has been forwarded to the registrar's office for verification and processing.

Your request can not be cancelled.
You will receive an email in your UA-mailbox when your request has been processed.

You wish to enroll in the academic year 2019-2020 in the following program(s):

Type of contract	Academic Career	Program	Plan
Diploma contract	Master	Ma Business Economics	Ma Business Economics

☒ Yes

I hereby confirm that the information provided is complete and correct.
I agree to the further processing of my request by the registrar's office. I also agree with the stipulations of the program as described in the study guide and I commit myself to observe the regulations of the university and to pay the necessary tuition fee. I accept that not observing the regulations of the university, non-compliance with measures of study progress control, insufficient or no learning credit, could have legal, administrative and/or financial consequences regarding my enrollment.

You will get a message in your UAAntwerp-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".

ID
Number of request NEW Concept

Cancel Next

Academic year 2019-2020

This request makes it possible to end an enrollment under diploma contract and/or to add an enrollment for a new program. Select the required action(s) below and click Next.

I wish to end enrollment for the following selected programs:

Contract Type	Career	Program	Plan	Drop
Diploma contract	Master	Ma Business Economics	Master of Business Economics	Yes <input type="checkbox"/>

Extra program

Please note:
Ending an enrollment means that you are no longer a student in that specific programme and that you no longer can participate in lectures and exams. Read <https://www.uantwerp.be/en/education/admission-and-enrolment/after-your-enrolment/still-unsure/ending-your-enrolment/> for more information. Furthermore, changing an academic plan is not possible with this request. Use the request "Change academic plan" instead.

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".

ID
Number of request NEW Concept

Cancel Next

Academic year 2019-2020

This request makes it possible to end an enrollment under diploma contract and/or to add an enrollment for a new program. Select the required action(s) below and click Next.

I wish to end enrollment for the following selected programs:

Contract Type	Career	Program	Plan	Drop
Diploma contract	Master	Ma Business Economics	Master of Business Economics	Yes <input type="checkbox"/>

Delete extra program

I wish to enroll for a new/additional program:

Contract Type ▾	Career ▾	Program ▾	Plan ▾	Enroll ▾
Diploma contract	Master	Ma Computer Science	Master of Computer Science: Data Science	Yes <input type="checkbox"/>

Please note:
Ending an enrollment means that you are no longer a student in that specific programme and that you no longer can participate in lectures and exams. Read <https://www.uantwerp.be/en/education/admission-and-enrolment/after-your-enrolment/still-unsure/ending-your-enrolment/> for more information. Furthermore, changing an academic plan is not possible with this request. Use the request "Change academic plan" instead.

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

Request end an enrollment and/or submit a new enrollment

Drop:

Contract Type ▾	Career ▾	Program ▾	Plan ▾
Diploma contract	Master	Ma Business Economics	Master of Business Economics

Enroll:

Contract Type ▾	Career ▾	Program ▾	Plan ▾
Diploma contract	Master	Ma Computer Science	Master of Computer Science: Data Science

☒ **Yes**

I hereby confirm that the information provided is complete and correct.
 I agree to the further processing of my request by the registrar's office. I also agree with the stipulations of the program as described in the study guide and I commit myself to observe the regulations of the university and to pay the necessary [tuition fee](#). I accept that not observing the regulations of the university, non-compliance with measures of study progress control, insufficient or no learning credit, could have legal, administrative and/or financial consequences regarding my enrollment.

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

ID

New Request

My Requests

5 rows

Change enrollment

Date of action 23/06/2020

Status of request Requested >

Number of request 308637

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.

Add academic subplan		
Date of action	23/06/2020	Academic Career: Master
Status of request	Approved	Academic Program: Ma Business Economics
Number of request	308636	Academic Plan: Ma Business Economics

Click on the request to view the details.

ID		
Academic Career	MASA	Master
Academic Program	M0095	Ma Business Economics
Academic Plan	M0095000	Ma Business Economics
Number of request	308636	Approved

The following academic subplans were added:

Major Strategy and organisation
M009500005

Minor Marketing
M009500009



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".

Academic Sub-Plan Type	Academic Sub-Plan	Description	Drop
Major	M009500005	Strategy and organisation	Yes <input checked="" type="checkbox"/>
Minor	M009500009	Marketing	Yes <input checked="" type="checkbox"/>

Click "Confirm" on the pop-up screen.

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

ID				4 rows
 New Request				
 My Requests				
	<div> <div>Drop academic subplan</div> <div> <div>Date of action</div> <div>23/06/2020</div> </div> <div> <div>Status of request</div> <div>Approved</div> </div> <div> <div>Number of request</div> <div>308635</div> </div> </div> <div> <div>Academic Career</div> <div>Master</div> </div> <div> <div>Academic Program</div> <div>Ma Business Economics</div> </div> <div> <div>Academic Plan</div> <div>Ma Business Economics</div> </div>			>

Click on the request to view the details.

ID		
Academic Career	MASA	Master
Academic Program	M0095	Ma Business Economics
Academic Plan	M0095000	Ma Business Economics
Number of request	308635	Approved

The following academic subplans were dropped:

Major Strategy and organisation
M009500005

Minor Marketing
M009500009

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”.

Catalog Nbr	Description	Exam Type	Exam group	Date	Time slot
1001WETBCM	Biochemistry	Oral	Groep 2: 12-01-2021 (13:00 - 16:00)	12/01/2021	14:00 - 15:00 (4 free)

On the next screen, click on “confirm”.

Catalog Nbr	Description	Exam Type	Exam group	Time slot
1001WETBCM	Biochemistry	Oral	Groep 2: 12-01-2021 (13:00 - 16:00)	14:00 - 15:00 (4 free)

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.

The screenshot shows the 'Requests/ My Requests' interface. On the left, there's a sidebar with 'New Request' and 'My Requests'. The main area has a heading 'Choose which type of request you wish to submit:'. Under 'Career management', the 'Exams' option is highlighted with a red box. Below 'Exams', the 'Cancel exam moments' option is also highlighted with a red box. Other options like 'Special facilities' and 'Exam excuses' are visible but not selected.

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

This screenshot shows the 'Select a program for request 'Cancel exam moments'' page. It features three dropdown menus: 'Academic Institution' (00001 - Universiteit Antwerpen), 'Academic Career' (BACA - Academic Bachelor), and 'Academic Program' (B0005 - Ba chemie). The 'Next' button in the top right corner is highlighted with a red box.

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

The screenshot displays the 'Cancel Exam moments' page. It shows a summary of the request at the top, including the academic year (2020-2021) and the exam session (January). Below this, a table lists the exam moments. The first row shows an exam moment for 'Biochemistry' on '04/01/2021' from '11:00 - 12:00'. The 'Cancel' button for this exam moment is highlighted with a red box, and the 'Yes' option is selected.

Catalog Nbr	Description	Exam Type	Exam group	Date	Time slot	Cancel
1001WETBCM	Biochemistry	Oral	1	04/01/2021	11:00 - 12:00	<input checked="" type="radio"/> Yes

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

This screenshot shows a confirmation popup titled 'Cancel exam moments'. It contains a table with the details of the exam moment to be cancelled. The 'Confirm' button in the top right corner is highlighted with a red box.

Catalog Nbr	Exam Type	Exam group	Time slot	Description
1001WETBCM	Oral	1	11:00 - 12:00	Biochemistry

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

Cancel Exam moments		Requests/ My Requests			
ID [REDACTED]					
New Request				5 rows	
My Requests					
		Cancel exam moments			
Date of action		04/11/2020		Academic Career: Bachelor	
Status of request		Request processed		Academic Program: Ba chemie	
Number of request		308751		Academic Plan: Ba chemie	

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.

DISCLAIMER: In order to be able to take part in second-session exams, a student should register with the examination board of the training program or study year by the deadline specified in the academic calendar (Education and Examination Regulation art. 13.3). Before 1 July of the previous academic year, the faculty will announce which courses or exam units of courses, due to their specific nature, do not offer a second exam opportunity during the same academic year. CER art. 3.4.3.

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 taken the course in a previous academic year.

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

 New Request	Choose which type of request you wish to submit:
 My Requests	<div>Career management ▾</div> <div>Exams ▾</div> <div>Mobility ▾</div> <div>Dissertations ▾</div> <div>Graduation ▴</div>
	<div>Graduation in February</div>

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.

► Exam questions read out loud

▼ Use of graph paper during exams

More Info ⓘ

▼ 1st semester

Catalog Number	Description	Request
2001GENVEV	Management & innovation 5	<input checked="" type="radio"/> Yes
2006GENVEV	expert evid based care process	<input checked="" type="radio"/> Yes
2009GENVEV	prof as manager quality care	<input type="radio"/> No
2011GENVEV	Syst. research of literature	<input type="radio"/> No

► 2nd semester

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.

Academic year 2020-2021

With this request you can request special facilities for each course.

Please select for each course which specific special facilities you think you need. Please note that your selection entails a commitment: if your request is approved, the faculty/lecturer expects you to avail of these facilities! Enter your selection per semester and/or exam sessions during the following periods:

[More info](#)

► Audio recordings of lectures/classes

► Use of a digital watch or clock during exam

Back

Submit

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”.

Academic year 2020-2021 | 1st exam session January

This request allows you to excuse yourself for one or more exams in the coming exam period.
Select the exams for which you cannot be present below. Exams for which you can not (no longer) excuse yourself cannot be selected. You can't use this request to excuse yourself from partial exams in January. Please contact the faculty.

Catalog Number	Description	Session	Units	Select
1057FOWCOR	Introduction to Art History an	1st semester	6,00	<input type="radio"/>
1058FOWCOR	Introduction to Antropology	1st semester	3,00	<input checked="" type="radio"/> Yes
1059FOWCOR	Introduction to Chemistry	1st semester	6,00	<input type="radio"/> No

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: 00001 Universiteit Antwerpen
Institution:
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.

Request mobility/internship 1 2 3

Student ID:

Academic: 00001 Universiteit Antwerpen

Institution:

Academic Career: MASA Master

Academic Program: M0084 Ma Political Science

Academic Plan: M0084000 Master of Political Science

Number of request: NEW

Status of request: Concept


 You wish to request mobility. Click 'confirm' to submit your request. Click 'cancel' to abort your request.

Data concerning the application

Exchange program: Erasmus Study

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

Request mobility/internship 1 2 3

 Your request has been successfully submitted to Mobility Online.
You can complete your request in [Mobility Online](#).

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”.

ID	Number of request	NEW	Concept
<input type="button" value="Cancel"/> <input type="button" value="Next"/>			

Academic year 2020-2021

The University of Antwerp supports the employed student and his/her student life through the Centre for Work and Studies (Centrum WeST). Those who register as an employed student can request certain facilities and can use the services for employed students. You can obtain more information about the facilities at [Centrum WeST](#).

Please select below the situation that applies to you. If none of the situations apply you cannot register as an employed student. Please note that a student job does not qualify for this registration.

I am a student who

is a job-seeker entitled to benefits. The training programme DOES NOT fit in a path to work proposed by the VDAB

is a job-seeker entitled to benefits. The training programme fits in a path to work proposed by the VDAB

is self-employed (or professional) as main occupation

receives a scholarship from the Flemish Community and has the status of independent student

works LESS than 80 hours per month but at least half of a full time contract as an employee

works LESS than half of a full time contract as an employee, in the framework of family-related burdens or volunteer care

works MINIMUM 80 hours per month as an employee

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

Registratie werkstudent	
<input type="button" value="Cancel"/>	<input type="button" value="Confirm"/>
You have made the following choice:	
I am a student who works MINIMUM 80 hours per month as an employee	
<input checked="" type="radio"/> Yes	<p>I declare on my honour that this information is correct and that I have the necessary documents to prove my employment situation. The university may request these documents for verification at any time. I confirm that I voluntarily make the information above available to the university for statistical processing. The university guarantees that this information is processed anonymously.</p>

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

ID	2 rows
<div> <div>New Request</div> <div>My Requests</div> </div>	<div> <div>Reg. as an employed student</div> <div> Date of action: 07/07/2020 Status of request: Request processed Number of request: 308850 </div> </div>

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 programme 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”.

Dissertation request 1 2 3

Student ID:
 Email Address:
 Academic Career: MASA Master
 Academic Program: M0084 Ma Political Science
 Academic Plan: M0084000 Master of Political Science
 Number of request: NEW
 Status of request: Not requested

Information You wish to submit a 'Dissertation request'. Click on 'submit' to forward the request to the chosen promotor. Click on 'Cancel' to abort the request.

Dissertation type
 Term: 2018-2019
 Academic Career: Master
 Academic Program: Ma Political Science
 Academic Plan: Master of Political Science [Faculty regulation](#)
 Programme component: 2900FSWMPS - Master Thesis

Title
 Title: test
☒ Official title
 Title in foreign language:
☐ Official title
 Extra info (optional):

Supervisors

Type	ID	Name	Email Address
1 Promotor			

You will get the following screen.

Dissertation request 1 2 3

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: Requested
 Date of request: 01/02/19 14:29:50
 Date of last change: 01/02/2019 14:29:50

☒ Your have successfully submitted your dissertation request.

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.

New Request

My Requests

5 rows

Dissertation		Academic Career	Master
Date of action	18/02/2020	Academic Program	Ma fysica
Status of request	Requested	Academic Plan	Ma fysica
Number of request	317192		

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

Click on the button “delete request”.

Dissertation

Student ID: [redacted]
 Email Address: [redacted]
 Academic Career: MASA Master
 Academic Program: M0084 Ma Political Science
 Academic Plan: M0084000 Master of Political Science
 Number of request: 258512
 Status of request: Requested
 Date of request: 01/02/19 14:29:50
 Date of last change: 01/02/19 14:29:50

Dissertation type

Term: 2018-2019
 Academic Career: Master
 Academic Program: Ma Political Science
 Academic Plan: Master of Political Science [Faculty regulation](#)
 Programme component: 2900FSWMPS - Master Thesis

Title

Title: test
☒ Official title
 Title in foreign language:
☐ Official title
 Extra info (optional): [text area]

Supervisors

Type	ID	Name	Email Address
1 Promotor	[redacted]	[redacted]	[redacted]

cancel
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 promotor, 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”.

The image shows a sidebar on the left with two buttons: 'New Request' (highlighted in green) and 'My Requests'. To the right is a dropdown menu titled 'Choose which type of request you wish to submit:'. The menu is open, showing options: 'Career management', 'Exams', 'Mobility', 'Dissertations' (which is expanded), and 'Graduation'. Under the 'Dissertations' section, there are two links: 'Dissertation request' and 'Submit dissertation', both of which are highlighted with a red box.

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.

The image shows the 'Submit dissertation' form. At the top, there's a header 'Submit dissertation' with a page indicator '1'. Below this, there's a section for student information: 'Student ID:', 'Email Address:', 'Academic Career: MASA', 'Academic Program: M0084', 'Academic Plan: M0084000', 'Number of request: 258512', 'Status of request: Approved', 'Date of request: 01/02/19 14:29:50', 'Date of approval: 01/02/19 14:37:44', and 'Date of last change: 01/02/19 14:37:44'. A profile picture placeholder is on the right. Below this is the 'Dissertation type' section, which includes 'Term: 2018-2019', 'Academic Career: Master', 'Academic Program: Ma Political Science', 'Academic Plan: Master of Political Science', 'Programme component: 2900FSWMP5 - Master Thesis', and 'ZIT1'. There's a link for 'Faculty regulation'. The 'Title' section has a text area with 'test' and 'body p', a 'Title in foreign language' section, and an 'Abstract (required):' section. Below the abstract, there's a checkbox for 'Embargo' which is highlighted with a red box and an arrow. The 'Supervisors' section shows a table with columns 'Type', 'ID', 'Name', and 'Email Address', and one row for 'Promotor'. The 'Uploaded documents' section has instructions and a list of attachments. At the bottom, there are buttons for 'cancel', 'next', 'delete file', 'show log', 'add pdf-file', and 'add zip-file'.

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”.

Submit dissertation

123

Student ID: [blurred]

Email Address: [blurred]

Academic Career: MASA Master

Academic Program: M0084 Ma Political Science

Academic Plan: M0084000 Master of Political Science

Number of request: 258512

Status of request: Approved ZIT1

Date of request: 01/02/19 14:29:50

Date of approval: 01/02/19 14:37:44

Date of last change: 01/02/19 14:46:39

i You wish to submit your dissertation. Click on 'submit' to upload your dissertation onto the system. Click on 'cancel' to abort the submission. If you cancel, your uploaded documents will remain on the server. You may have to delete them when you submit your dissertation at a later stage.

Dissertation type

Term: 2018-2019

Academic Career: Master

Academic Program: Ma Political Science

Academic Plan: Master of Political Science [Faculty regulation](#)

Programme component: 2900FSWMP5 - Master Thesis ZIT1

Title

Title: test

☒ Official title

Title in foreign language:

☐ Official title

Abstract (required): test

Tick the box next to “Embargo” if there is a confidentiality agreement and when your dissertation may not be consulted through the library.

☐ Embargo

Supervisors

Type	ID	Name	Email Address
1 Promotor			

Uploaded documents

Per exam session you can upload maximum 2 files: at least 1 pdf-file (max. 0 Mb), and if required 1 zip-file (max. 0 Mb). The file name of each document can not exceed the maximum of 32 characters. You can find instructions on file types acceptable within the ZIP-file and tips on reducing the size of your files on [this page](#).

If you have uploaded a file before but you have not yet completed the dissertation submission request you have to delete this file if you want to upload another file. Tick the relevant box below and click on the button “delete file”.

Attachment(s)			
1	<input type="checkbox"/> ZIT1	Test_thesis.pdf	01/02/2019
2	<input type="checkbox"/> ZIT1		

delete file

show log

The file was uploaded successfully.

cancel

submit

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

Submit dissertation

1 2 3

Student ID: [blurred]
Email Address: [blurred]
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”.

Personal Information

Demographic Information

ID [redacted]
Last Name [redacted]
First Name [redacted]
Gender Female
Date of Birth [redacted]
Birth Location [redacted]
Birth Country Belgium
Nationality Belgium

National Identification Number

Country	National ID Type	National ID
Belgium	National Register Number	[redacted]

If any of the information above is incorrect, contact the registrar's office through the [helpdesk](#).

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.

Privacy

Offer

Please indicate if you want to make use of the following offer:

UAntwerpen Plus Pass (sport- and culture offer) [Select](#) [i](#)

Contact details and study results

Please indicate if we are allowed to pass on your Contact details and study results to the following organisations:

UAntwerpen Alumni Office [Select](#) [i](#)

Contact details

Please indicate if we are allowed to pass on your Contact details to the following organisations:

Student associations [Select](#) [i](#)
GATE16 [Select](#) [i](#)

Study results

Please indicate if we are allowed to pass on your study results to the following organisations:

Secondary school [Select](#) [i](#)

The University of Antwerp values your privacy. In accordance with the relevant laws on the protection of the privacy the student can give the University of Antwerp permission or not to provide his/her details to the organisations below upon their request and if the university considers this to be to the advantage of the students.

Choose 'Permission' or 'No permission' for each organisation. Don't forget to **SAVE** your choices by clicking on the **Save** button! It's possible to change your choice at any time.

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.

To Do

MISSING PHOTO
Your photo is missing from your personal information.
Please upload a photo in SisA via:
[Upload Photo](#)

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 your 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.

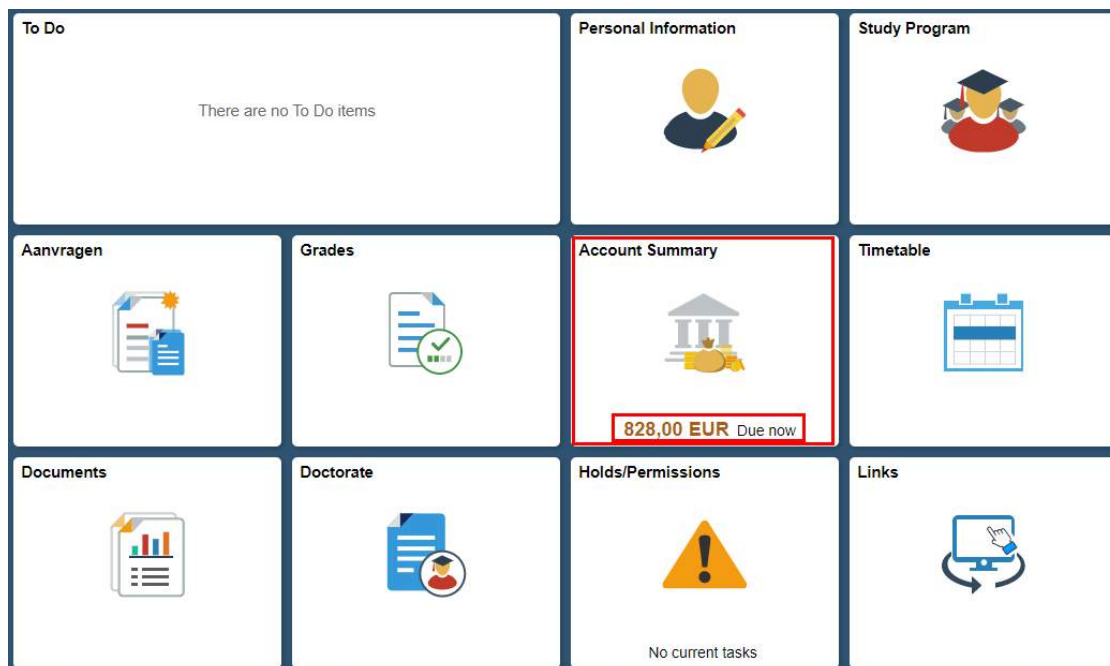


Once you have an approved photo and you have paid the study fees, your student card will be sent.

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.

Account Balance
Account Summary

Account Balance

Charges Due

Due Date	Term	Amount Due
Due now	Academic year 2019-2020	828,00

Currency used is Euro

How do I pay?

For payments to the Registrar's Office use the following bank account:

IBAN: BE 72 4096 5164 3216
BIC: KREDBEBB
Bank address:
KBC, Eiermarkt 20, B-2000 Antwerpen
University address:
Universiteit Antwerpen, Prinsstraat 13, B-2000 Antwerpen

Always mention your reference number for the academic year concerned:

2019-2020
+++
+++

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.

Student Selfservice
Account Summary

Academic year 2019-2020
Change

Account Balance
Account Summary

Account Summary

Activity Academic year 2019-2020

Last Activity	Item Type	Amount
27/08/2019	Payment bank transfer	-938,80
28/07/2019	Tuition fee	938,80
Total		0,00

Currency used is Euro

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

28/07/2019 - Tuition fee - 938,80 EUR

Details tuition fee per programme

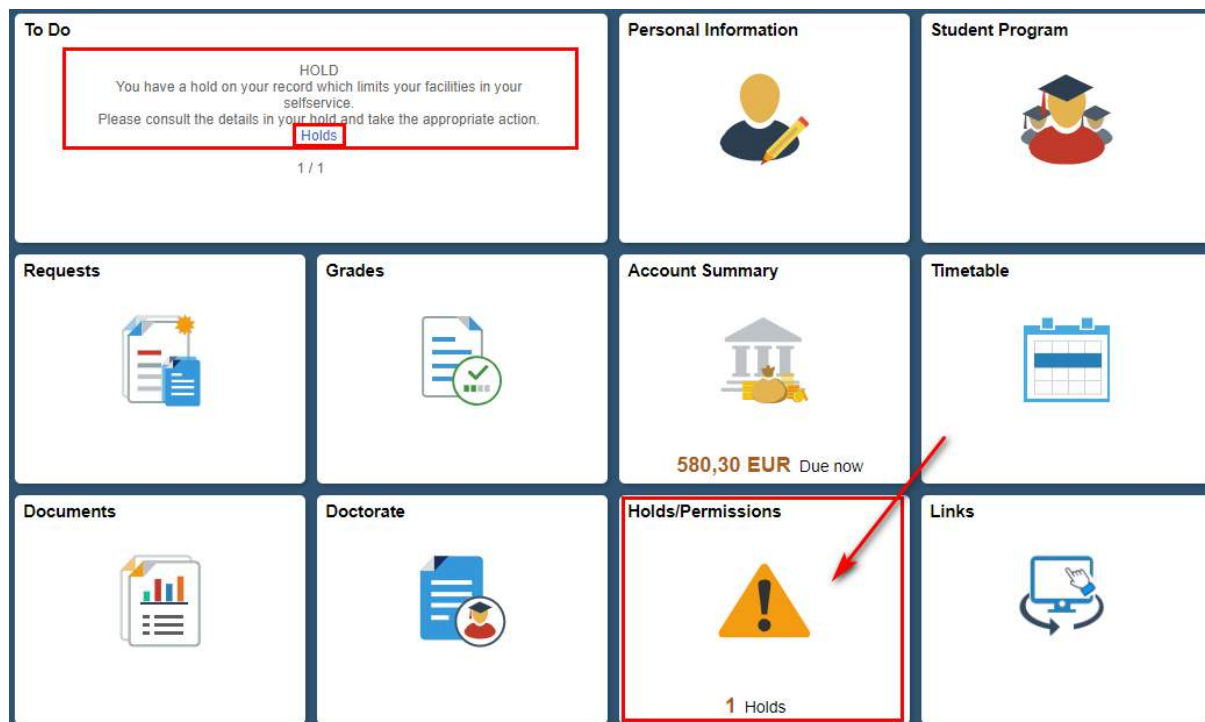
Academic Program	Type of contract	Units
Ba wijsbegeerte	Diploma contract	24,00
Ma wijsbegeerte	Diploma contract	36,00

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.

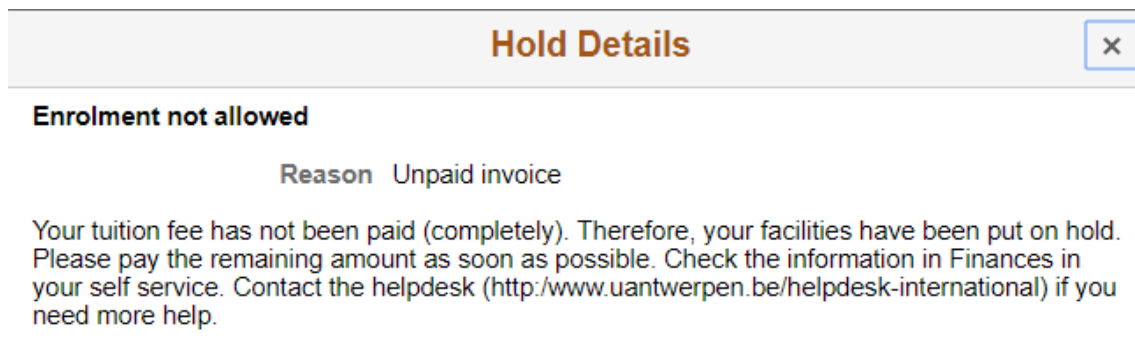
Go to your home page and click on the tile “Holds/Permissions” or on the link “Holds” under To Do.



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".

Student Selfservice **Study Program**

Academic year 2019-2020

My Academics

My Courses

Enroll

Drop

My Academics

My program(s)

Program	Plan	Contract Type	Status	Study progress	Dates
Ma Biology	Ma Biology: Global change	Diploma contract	Active	No measures present	

Term Enrollment Limits

Career	Max Total Units	Reason limit
Master	66,00	Default limit

My learning account

Obtain learning account	The current amount
Obtain learning account ⓘ	

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

My learning account

Obtain learning account	The current amount
Obtain learning account ⓘ	164

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.

Documents

The documents are opened in a new window or tab. Make sure the pop-up blocker is turned off in your browser.

▼ Study progress

[Unofficial transcript of records](#)

▼ Certificates

[Studiebewijs](#)
[Study certificate](#)
[Attest studieverloop](#)
[Certificate study progress](#)
[Study cert. Foreign Students' Office](#)
[Election certificate](#)
[Election certificate assessor](#)
[Certificaat studentenmandaat](#)

▼ Facilities

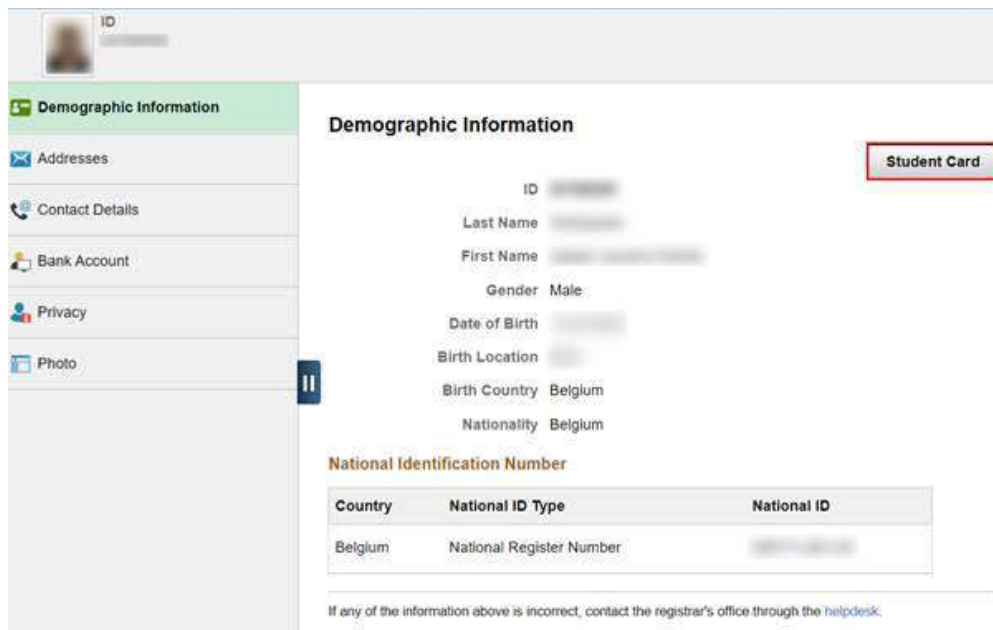
[Confirmed special facilities](#)

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".



Demographic Information

ID [REDACTED]

Last Name [REDACTED]

First Name [REDACTED]

Gender Male

Date of Birth [REDACTED]

Birth Location [REDACTED]

Birth Country Belgium

Nationality Belgium


National Identification Number




Country	National ID Type	National ID
Belgium	National Register Number	[REDACTED]

If any of the information above is incorrect, contact the registrar's office through the [helpdesk](#).

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

Student Card ✕


Academic year 2019-2020


Bachelor in de rechten
valid 
29/05/2020 12:02:12

4 1 8 0 0 0 6 0 1 0

Your physical student card was printed and sent to your postal address on 05/08/2019. Please use our [helpdesk](#) for questions.

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.