

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 and out	1
Home	2
Tasks	2
Enrolling for courses	2
Dropping courses	4
Choose groups	4
View current study programme.....	5
View time table.....	5
Synchronize your timetable with your digital calendar	5
View credit transfer	6
View dates announcement of results	6
View grades	6
Submit requests.....	7
Re-enrolment for a new academic year	7
Change your current enrolment	8
Change your academic plan.....	9
Add or drop an academic subplan	9
Register for or cancel exam moments	10
Enroll for the second exam session	11
Request graduation in February	12
Confirm special facilities	12
Excuse oneself for an exam	12
Request mobility/ internship.....	13
Registration as an employed student	13
Submit a dissertation request.....	14
Change or cancel your dissertation request	15
Submit your dissertation	15
Manage personal information and privacy.....	16
Upload a photo	16
View financials	17
View holds	17
View learning account	18
Printing documents	18
Digital student card	18
Need help?.....	19

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 AND OUT

Go to: <https://sisastudent.uantwerpen.be>

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



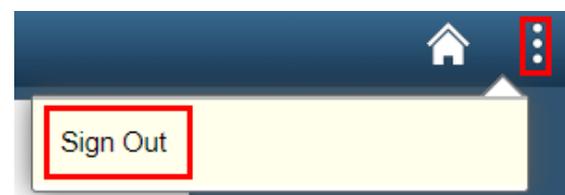
Single Sign-On

Username	<input type="text" value="Short username"/>
Password	<input type="password" value="Password"/>

Please choose your preferred language for applications

- Nederlands
 English

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!



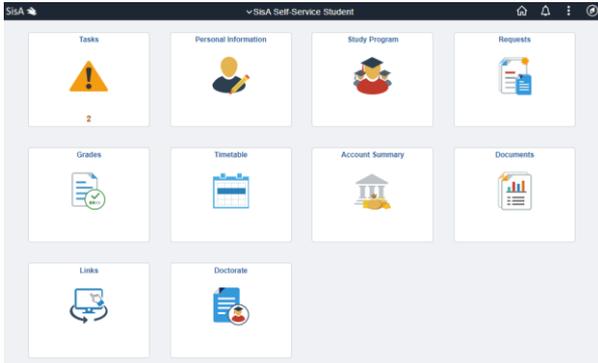
IMPORTANT!

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

HOME

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



TASKS

On the home page you will find your tasks. These are tasks that you still have to complete or actions that you need to take following a hold on your file. When you have completed the tasks they will disappear from your task list.

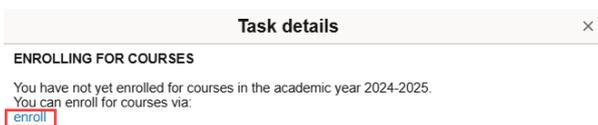
If you have more than one task this will appear in the number under the yellow triangle.



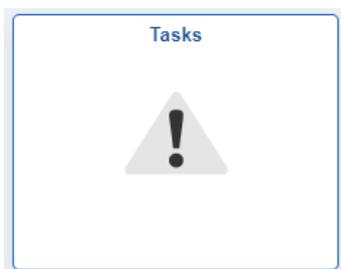
Click on the tile to see your task list.



Click on the task for more details.

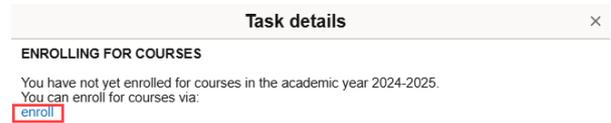


If you have no tasks, the triangle will be grey.

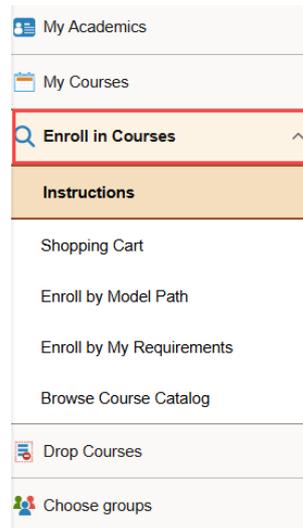


ENROLLING FOR COURSES

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 task to this effect under the tile "Tasks".



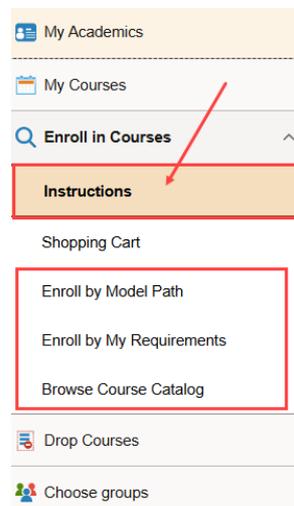
Click on the link or on the tile "Study program" and then choose "Enroll in courses".



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 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 **Enroll by Model Path** for an overview of the courses that constitute your programme (see on-screen instructions for more information).

Select the course that you want to take by ticking the corresponding box.

The screenshot shows the 'Enroll in Courses' interface. On the left, there are navigation options like 'My Academics', 'My Courses', and 'Enroll in Courses'. The main area displays a list of courses grouped by domain. Under 'Domain 1: Business Economics (9 ECTS-credits)', there are two courses: '1101TEWSES Accountancy' and '1107TEWBDK Intro. to financial markets'. Under 'Domain 2: Economic Analysis (6 ECTS-credits)', there is one course: '1102TEWSES Introduction to economics'. Under 'Domain 3: Philosophy and Ethics (3 ECTS-credits)', there is one course: '1009FSWSEP Social and Economic Philosophy', which is highlighted with a red box. At the top right of the course list, there are 'Select All' and 'Deselect All' buttons.

You can select all courses of the part of the model path at once by clicking “Select all”. Only do this if you want to select all the courses of a part of the model path in one go. If you have to choose courses, it is best to select the courses individually.

This screenshot shows the same 'Enroll in Courses' page, but now several courses are selected with checkboxes. Under 'Domain 1', both '1101TEWSES' and '1107TEWBDK' are selected. Under 'Domain 2', '1102TEWSES' is selected. Under 'Domain 3', '1009FSWSEP' is selected. The 'Add to Shopping Cart' button at the top right is highlighted with a red box. There are also 'Select All' and 'Deselect All' buttons for each domain.

Next click on “Add to Shopping Cart”.

You can also click on the course description. You will get a screen where you can see which activities (lecture, seminar, laboratory,..) constitute the course.

The screenshot shows the 'Classes' page for course 'SOCIAWET 1009FSWSEP Social and Economic Philosophy'. It provides details about the course, including units (3.00), grading scale (0 to 20), components (Exam, Lecture), and course career (Academic Bachelor). Below this, there is a table for 'Details classes' with columns for Status, Session, Classes, and Meeting Dates. The 'Add to Shopping Cart' button at the top right is highlighted with a red box.

Click on “More details” to see the scheduling information. A new window will open to show the schedule.

You can add the course to the shopping cart. When you **Enroll by My requirements** this is the way to add your courses one by one to the shopping cart.

Click on “Yes” to add the course to your shopping cart.

This screenshot shows the 'Classes' page for the same course, but with a confirmation dialog box overlaid. The dialog box asks 'Do you want to add this course to your shopping cart?' and has two buttons: 'Yes' (highlighted with a red box) and 'No'.

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

It will no longer be possible to select this course through Enroll by Model Path.

This screenshot shows the 'Enroll in Courses' page after the course has been added to the shopping cart. The course '1009FSWSEP Social and Economic Philosophy' is now listed in the 'Status' column as 'In Shopping Cart' with a star icon. The 'Add to Shopping Cart' button is no longer visible.

Add other courses to your shopping cart in one go or one at the time.

STEP 2: VIEW PROPOSED TIMETABLE

Go to your shopping cart. You get a list of the courses that you have added.

The screenshot shows the 'Your Shopping Cart' page. It displays a table of courses that have been added to the cart. The table has columns for Status, Description, Session, Units, and Academic Program. The 'Proposed Timetable' button at the top right is highlighted with a red box.

Select the courses for which you want to see the preliminary timetable. By ticking the box next to “Status” you select all. Click on “Proposed timetable” to view the scheduling information.

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 timetable.

Navigate through the weeks using the arrows or change the start date and end date to get a full overview. You can check if there are any time conflicts.

You can also view the scheduling information in a list by clicking on “Text” in the bottom right corner.

You can go back to the calendar view by clicking on “Graphical” in the bottom right corner.

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.

Attention: the enrolment button will not appear as long as you haven't confirmed your privacy settings.

Click “Yes” afterwards to confirm.

You get the following confirmation.

DROPPING COURSES

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

Go to the tile “Study program” and choose “Drop courses”. Select the course that you want to drop and click on “drop”.

Click “Yes” to confirm. You get the following confirmation.

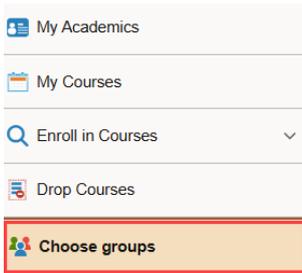
Please note that depending on the period in the academic year it may not be possible to drop courses. Dropping courses is regulated by the EER. Contact your faculty for more information.

CHOOSE GROUPS

If you have to choose groups you will get a task to this effect under the tile “Tasks”.

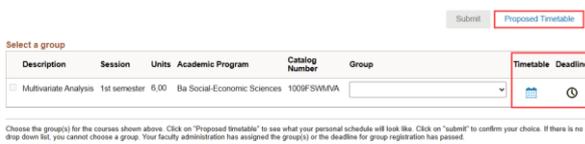
Your faculty determines when and for which courses you have to choose a group.

Click on the tile “Study program” and choose “Choose groups” in the menu.



You will see a list of courses for which there are groups. If you see active drop down menus you can choose a group.

If you don't see an active drop down menu, the faculty has organized the groups or the deadline for choosing groups has expired.

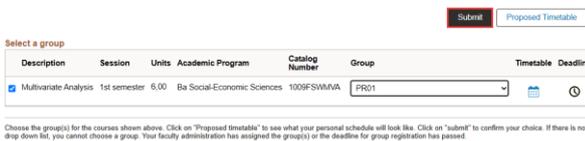


Choose the group(s) for the courses shown above. Click on "Proposed timetable" to see what your personal schedule will look like. Click on "submit" to confirm your choice. If there is no drop down list, you cannot choose a group. Your faculty administration has assigned the group(s) or the deadline for group registration has passed.

Click on the clock to check when you can choose groups for the course. Click on the calendar to see the scheduling information of the courses and to see which groups fits best into your timetable.

Choose your preferred groups. Click on "Proposed timetable" to see how your chosen groups fit in with the rest of your schedule.

Once you are happy with your choice, click on "Submit".



Choose the group(s) for the courses shown above. Click on "Proposed timetable" to see what your personal schedule will look like. Click on "submit" to confirm your choice. If there is no drop down list, you cannot choose a group. Your faculty administration has assigned the group(s) or the deadline for group registration has passed.

Click on "Yes" to confirm.

You will get a confirmation.

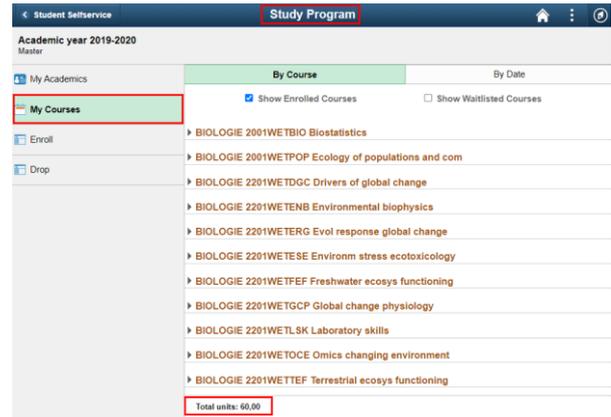


Click on "Back" to return to the page "Choose groups". As long as the deadline has not expired, you can still change your choice.

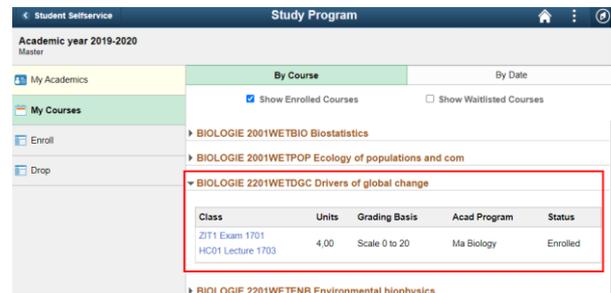
Select another group and click on "Submit" again. The "submit"-button will only become available again if you change your choice.

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.



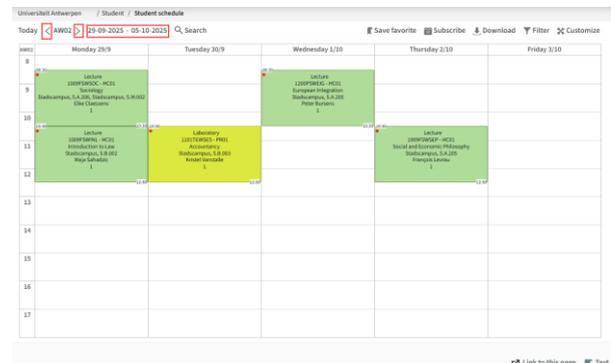
Click on a course to see more details.



VIEW TIME TABLE

You can view the weekly calendar for your enrolled classes.

Click on the tile "Timetable".

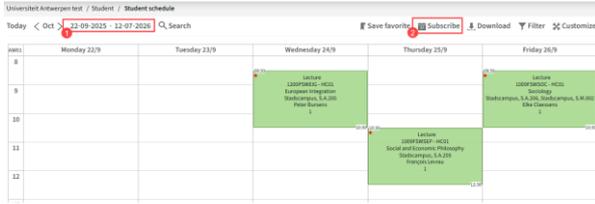


You can navigate between the weeks using the arrows or you can change the dates.

SYNCHRONIZE YOUR TIMETABLE WITH YOUR DIGITAL CALENDAR

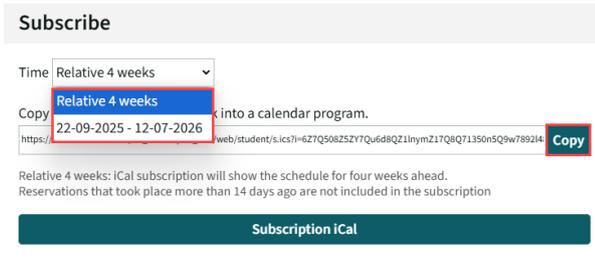
Click on the tile "Timetable".

First select the time frame that you want to synchronize by changing the dates. Click on "Subscribe" 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.

Choose the time frame.

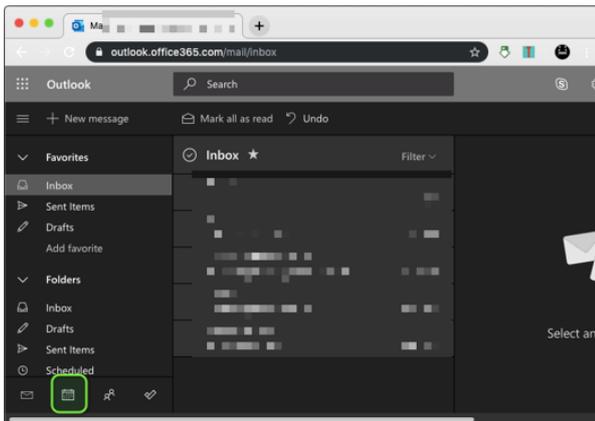


Copy the link that is also sent to your UA-mailbox.

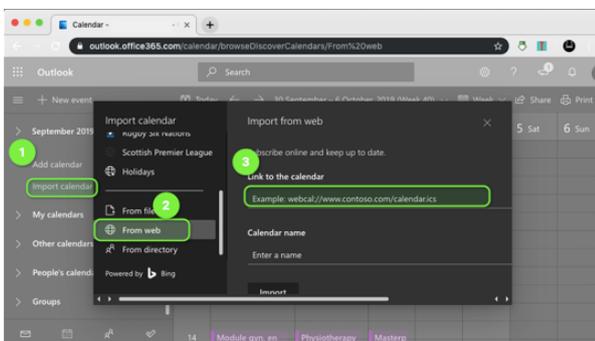
To add your timetable to the calendar of your UAAntwerpen webmail, log onto your UAAntwerpen webmail:

<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=GE&IE.Platform%3DDesktop&hl=nl&oco=1>

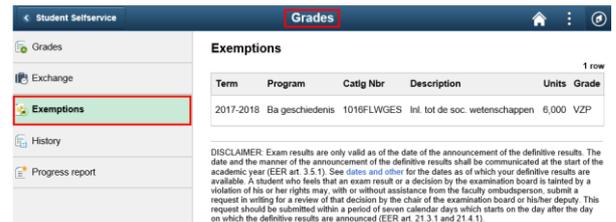
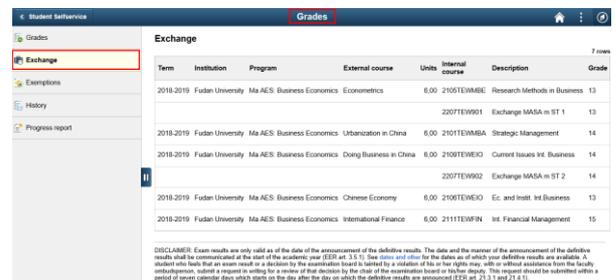
Outlook.com: <https://support.office.com/en-us/article/import-or-subscribe-to-a-calendar-in-outlook-on-the-web-503ffa6-7b86-44fe-8dd6-8099d95f38df>

Apple iCal: <https://support.apple.com/en-gb/HT202361>

VIEW CREDIT TRANSFER

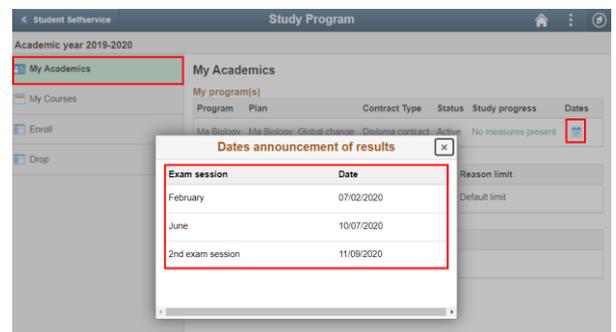
You can request an overview of exchange courses and of exemptions.

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.

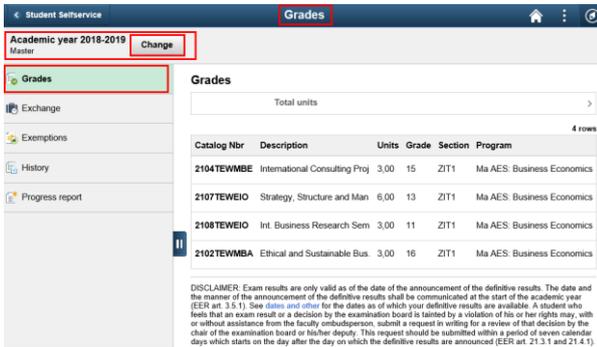


VIEW GRADES

You can view your grades per period.

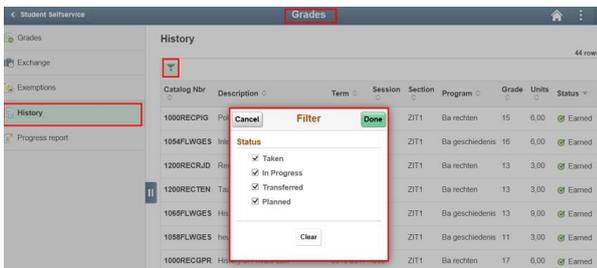
Click on the tile "Grades".

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.

Remark: 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:

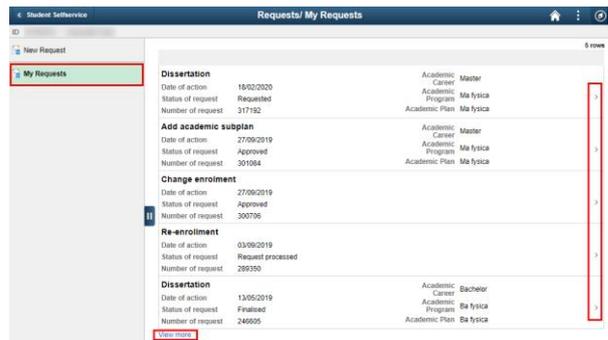
- **Re-enrolment for a programme** in a new academic year
- **Change your current enrolment**
- **Change your academic plan**
- **Enroll for an academic subplan** (if applicable for your programme) this means selecting a specialisation, an option, a major or a minor.
- **Delete an academic subplan** (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**.

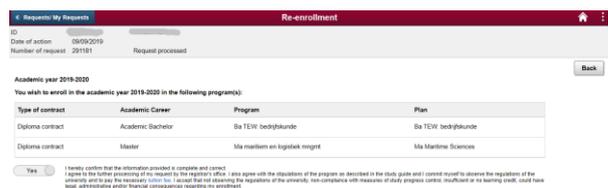
Click on the tile “Requests”. The requests are grouped per theme. Click on one of the arrows to open another theme.



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 have a task for this under the tile “Tasks”



Click on the task.

Task details

RE-ENROLLMENT

You have not yet re-enrolled for academic year 2021-2022
You can re-enroll via:

[re-enrollment 2021-2022](#)

Click on the link here or go to the tile "Requests".

Select "Re-enrollment 201#-201#" under "Career management"

You will get the following page.

This request allows you to renew your enrollment for the next academic year.
These are your active programs in the academic year 2019-2020 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	<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".

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

This request allows you to renew your enrollment for the next academic year.
These are your active programs in the academic year 2019-2020 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	<input type="radio"/> No
Diploma contract	Master	Ma Business Economics	Ma Business Economics	<input checked="" type="radio"/> 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".

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.

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

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.

You will get a message in your UA-antwerp-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 enrolment" 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".

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	<input checked="" type="radio"/> Yes

[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.uantwerpen.be/en/education/admission-and-enrollment/after-your-enrollment/after-enrollment/your-enrollment-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.
Drop: <https://www.uva.nl/en/education/admission-and-enrollment/drop-your-enrollment/drop-your-enrollment> 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".

Cancel Request end an enrollment and/or submit a new enrollment Confirm

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 5 rows

My Requests

Change enrollment	
Date of action	23/09/2020
Status of request	Requested
Number of request	308637

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

CHANGE YOUR ACADEMIC PLAN

Go to the tile "requests". Choose "Change academic plan" under "Career management".

New Request

My Requests

Choose which type of request you wish to submit:

Career management

- Re-enrollment 2019-2020
- Change current enrollment
- Change academic plan
- Add academic subplan
- Drop academic subplan
- Registration as an employed student

Exams

Mobility

Dissertations

Graduation

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".

4 Requests/ My Requests Change Academic Plan

ID

Academic Career	MASA	Master
Academic Program	M0047	Ma Biology
Academic Plan	M0047001	Ma Biology: Biodiversity
Number of request	NEW	Concept

Cancel Next

Academic year 2020-2021

With this request you can change your academic plan.

Please note that changing your academic plan could change your academic requirements and delay your graduation. Please contact the study advisor of your faculty first to discuss the implications of this change.

Please select your new academic plan:

Master of Biology: Global change biology (M0047002)

Select your new academic plan and click on "next".

Cancel Confirm change Academic Plan Confirm

Active Academic Plan:

Master of Biology: Biodiversity: conservation and restoration (M0047001)

New Academic Plan:

Master of Biology: Global change biology (M0047002)

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.

ID
New Request 1 row

My Requests

Change academic plan	
Date of action	07/07/2020
Status of request	Approved
Number of request	308649

Academic Career	Master
Academic Program	Ma Biology
Academic Plan	Ma Biology: Biodiversity

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. If you are enrolled in just one programme this section will be filled out automatically.

Click on "next".

New Request

My Requests

Choose which type of request you wish to submit:

Career management

- Re-enrollment 2019-2020
- Change current enrollment
- Change academic plan
- Add academic subplan
- Drop academic subplan
- Registration as an employed student

Exams

Mobility

Dissertations

Graduation

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".

Master

With this request you can enroll for academic subplans (major, minor, option or specialization) for the selected study program.

Following combinations are allowed:
1 Minor, 1 Major

At the moment you're not enrolled for any academic subplan.

Add line

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.

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".

Master

With this request you can drop academic subplans for which you previously enrolled.

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

Click on the request to view the details.

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.

Select the preferred exam group and next the preferred time slot for each course that is shown. Click on "next".

This request enables you to register for one or more exam moments for the next exam period. Labels below are all the exams for which it is possible to choose exam moments in the next exam period. Select an exam group and the preferred time slot for each course. You can only register for those moments that have places available.

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".

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

Your exams will be shown in your timetable in yellow.

Time	Monday 31 May	Tuesday 1 Jun	Wednesday 2 Jun	Thursday 3 Jun	Friday 4 Jun	Saturday 5 Jun	Sunday 6 Jun
08:00							
09:00			FYSICAWIE 1002WETPYS - ZIT1 Physics I Exam 09:00 - 11:30 CGB - gebouw Z 522 Instructors: Dirk Lamoen PC exam Exam group 2				
10:00							
11:00							
12:00							

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

Choose "Cancel exam moments" under "Exams".

Select the programme for which you wish to cancel exam moments.

Select the exam moment you want to cancel by sliding the button to "Yes". Click on "next".

Catalog Nbr	Description	Exam Type	Exam group	Date	Time slot	Cancel
1001WETBCM	Biochemistry	Oral	1	04/01/2021	11:00 - 12:00	Yes

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

You will get a confirmation message and will automatically be redirected to "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".

In the pop-up window 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".

On the next page, you can download the Education and Examination Regulation. Select the courses for which you want to enroll for the second exam session. Click on "Next" to proceed.

Academic year 2020-2021 | 2nd exam session

With this request you can enroll for the 2nd exam session and declare to be aware of the [Education and Examination Regulation](#).

Select courses for which you did not pass in the 1st exam session and click on the 'Next' button to register for the exams in the 2nd exam session.

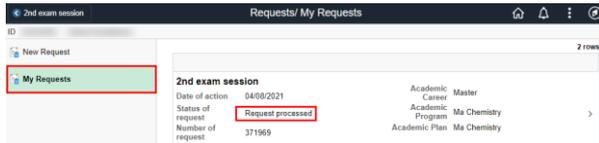
Catalog Number	Description	Units	Select
2001WETCHP	Chem react eng	3,00	Yes
2001WETDPS	Dynamic processes at surfaces	3,00	No
2001WETHKA	Heterogenous catalysis	3,00	No

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. OER: art. 3.4.3

Check and confirm your choice in the pop-up window.

You get a confirmation message.

If you close this window you will automatically be redirected to "My requests". Click on the request for more details.



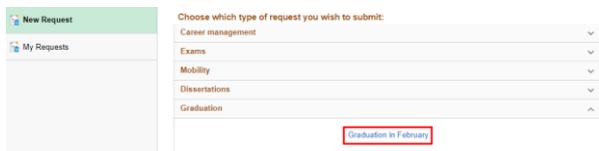
REQUEST GRADUATION IN FEBRUARY

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.

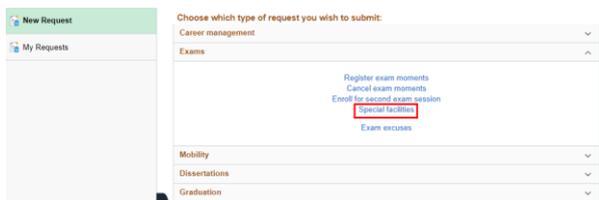
Click on the tile Requests. Choose the request "Graduation in February" under "Graduation".



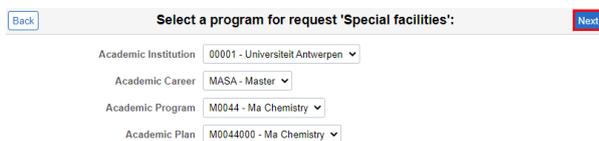
CONFIRM SPECIAL FACILITIES

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 confirm special facilities and click on "next".



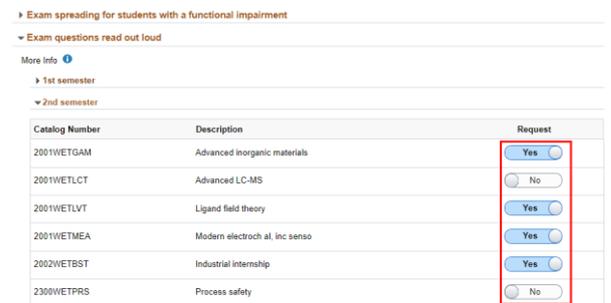
You get an overview of all the possible facilities. For each facility, select the courses for which you wish to avail of it.

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 sliding the button to "Yes". Click on "Next".

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



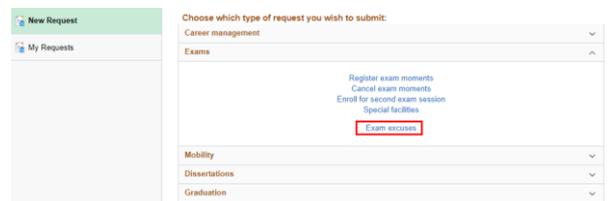
Click on "Submit" at the top of the page.

You'll get a confirmation that your request has been processed successfully.

Under the tile "Documents", under "Facilities", you can print a list of your facilities with the status for each of them. You will get a message under "Tasks" when the status has been changed by the faculty.

EXCUSE ONESELF FOR AN EXAM

Click on the tile "Requests". Choose "Exam excuses" under "Exams".



On the pop-up screen, select the relevant programme. Click on "Next".



You will see a list with the courses of the current exam period. Select the courses 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 from an exam result in this coming exam period. Search for exams for which you cannot be present before. Exams for which you can not (or longer) excuse yourself cannot be selected. You can't use this request to excuse yourself from past exams in January. Please contact the faculty.

Catalog Number	Description	Section	Session	Units	Select
1028FOWCOR	Introduction to Art History an	1st semester	0,00		<input type="checkbox"/>
1028FOWCOR	Introduction to Anthropology	1st semester	3,00		<input checked="" type="checkbox"/>
1028FOWCOR	Introduction to Chemistry	1st semester	6,00		<input type="checkbox"/>

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

Exam excuses

Cancel	Catalog Number	Description	Section	Session	Units	Confirm
	1058FOWCOR	Introduction to Antropology	ZIT1	1st semester	3,00	

After you have confirmed you cannot change this choice through Self Service. If you wish to take the selected exams notify the faculty and/or the lecturer in advance. In case of illness or force majeure, do not forget to submit the necessary certificates to the student administration office of the faculty, as stated in the EER.

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”.

New Request

Choose which type of request you wish to submit:

- Career management
- Exams
- Mobility
 - Request mobility/internship**
- Dissertations
- Graduation

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.

Select a program for request 'Request mobility/internship':

Academic Institution: 00001 - Universiteit Antwerpen

Academic Career: MASA - Master

Academic Program: M0044 - Ma Chemistry

Academic Plan: M0044000 - Ma Chemistry

Exchange program: Erasmus Study

Study or research at a European partner university (min 3 months)

Click on “Next”.
Fill out the required fields and click on “Submit”.

Request mobility/internship

Academic Career: MASA - Master
Academic Program: M0044 - Ma Chemistry
Academic Plan: M0044000 - Ma Chemistry
Number of request: NEW

Erasmus Study

With this request you can initiate your application form for mobility or internship in Mobility Online where you have to complete your application. Your personal and academic information will be added automatically to your application. Only the study data during the year of mobility (or internship) and contact information in case of emergency must be filled in the form below. After confirming this request, you will receive an email on your UA/antwerp address with a link. Click on this link to register in Mobility-Online. Use your UA/antwerp login and password.

Study data during academic year of mobility/internship:

Term: Academic year 2021-2022

*Career: Master

*Program: Ma Chemistry

*Graduation term: Academic year 2021-2022

Contact person in case of emergency:

*First Name: Test
*Last Name: Test
*Relationship: Father
*Telephone number: 0123456789
*E-mail address: test@test.com

Confirm in the pop-up window that you want to submit your request.

Request mobility/internship

Academic Career: MASA - Master
Academic Program: M0044 - Ma Chemistry
Academic Plan: M0044000 - Ma Chemistry
Number of request: NEW

Erasmus Study

With this request you can initiate your application form for mobility or internship in Mobility Online where you have to complete your application. Your personal and academic information will be added automatically to your application. Only the study data during the year of mobility (or internship) and contact information in case of emergency must be filled in the form below. After confirming this request, you will receive an email on your UA/antwerp address with a link. Click on this link to register in Mobility-Online. Use your UA/antwerp login and password.

Study data during academic year of mobility/internship:

Term: Academic year 2021-2022

*Career: Master

*Program: Ma Chemistry

*Graduation term: Academic year 2021-2022

Are you sure you want to submit the request for Erasmus Study?

Yes No

Contact person in case of emergency:

*First Name: Test
*Last Name: Test
*Relationship: Father
*Telephone number: 0123456789
*E-mail address: test@test.com

Your request has been submitted to Mobility Online. You can complete your request there. You will be directed to “My request”. Click on the request for more details.

Request mobility/internship

Date of action	Status of request	Number of request	Academic Career	Academic Program	Academic Plan
04/08/2021	Request processed	371970	Master	Ma Chemistry	Ma Chemistry

REGISTRATION AS AN EMPLOYED STUDENT

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

New Request

Choose which type of request you wish to submit:

- Career management
 - Re-enrolment 2019-2020
 - Change current enrolment
 - Change academic plan
 - Add academic subplan
 - Registration as an employed student**
- Exams
- Mobility
- Dissertations
- Graduation

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

ID
Number of request NEW Concept

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 W&S). 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 W&S.

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".

Cancel Registratie werkstudent Confirm

You have made the following choice:

I am a student who works MINIMUM 80 hours per month as an employee

Yes 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.

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
New Request 2 rows
My Requests
Reg. as an employed student
Date of action 07/07/2020
Status of request Request processed
Number of request 309650

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".

New Request
My Requests
Choose which type of request you wish to submit:
Career management
Exams
Mobility
Dissertations
Dissertation request
Graduation

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

Back Select a program for request 'Dissertation': Next
Academic Institution 00001 - Universiteit Antwerpen
Academic Career MASA - Master
Academic Program M0095 - Ma Business Economics
Academic Plan M0095000 - Ma Business Economics

The next page gives an overview of all the requested information about your dissertation. Complete all the required fields:

Requests/ My Requests Dissertation
ID
Academic Career MASA Master
Academic Program M0095 Ma Business Economics
Academic Plan M0095000 Ma Business Economics
Number of request NEW Not requested

Academic year 2020-2021

This application makes it possible to request a dissertation for the selected study program.

Dissertation type

For which term and for which study program do you want to submit a dissertation request?

*Dissertation type Add

Title

Title Add
Title in foreign language Add
Duo-thesis No
Extra info

Supervision

Type	ID	Name	Email Address
Promotor			

Select a promotor for your dissertation by clicking on the magnifier under 'ID'. You can search by name and by first name. The promotor you choose will either approve or refuse your request. If the promotor has refused your request you will be able to submit a new request choosing a different promotor. If the promotor has approved your request but you wish to change promoters, ask the promotor to release your initial request. Once this is done you can submit a new request.

Click on "Add" next to "Dissertation type". 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.

Cancel Dissertation type Apply
*Term 2021-2022
*Academic Career Master
*Academic Program Ma Business Economics
*Academic Plan Ma Business Economics
*Program component 2103TEWMBA - Master's thesis
Faculty regulation

For which term and for which study program do you want to submit a dissertation request?

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

Click on "Apply".

Click on "Add" next to "Title". 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.

Cancel Title Apply
Official title
Data Language: English
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Finally, select the promotor of your choice. Click on the magnifier. You can search for the promotor by name and first name.

▼ **Supervision**

Type	*ID
Promotor	<input type="text" value=""/>

Check if the information you filled out is correct and click on "submit". Click "Yes" in the pop-up window to confirm. 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		5 rows	
Dissertation			
Date of action	04/08/2021	Academic Career	Master
Status of request	Requested	Academic Program	Ma Business Economics
Number of request	371971	Academic Plan	Ma Business Economics

Click on the request to see the details of the dissertation.

Click on the button "Cancel request".

Request/ My Requests			Dissertation		
ID	MASA	Master	Academic Career	M0095	Ma Business Economics
Academic Program	M0095000	Ma Business Economics	Academic Plan	M0095000	Ma Business Economics
Number of request	371971	Requested			

Academic year 2020-2021

Academic year 2021-2022

Dissertation type: 2103TEW/MBA - Master's thesis

▼ Title

Title (official) Test

Title in foreign language

Duo-thesis No

Extra info

▼ Supervision

Type	ID	Name	Email Address
Promotor			

An e-mail is now sent to the lecturer confirming you have cancelled 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".

New Request		Choose which type of request you wish to submit:	
My Requests		Career management	▼
		Exams	▼
		Mobility	▼
		Dissertations	▲
		Dissertation request	▼
		Submit dissertation	▼
		Graduation	▼

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, slide the button to "Yes" next to "embargo".

Request/ My Requests			Dissertation		
ID	MASA	Master	Academic Career	M0095	Ma Business Economics
Academic Program	M0095000	Ma Business Economics	Academic Plan	M0095000	Ma Business Economics
Number of request	358050	Approved			

Academic year 2020-2021 | 1st exam session

This application makes it possible to submit a dissertation for the selected study program.

▼ Dissertation type

Title

Title (official)

Title in foreign language Add

Duo-thesis No

Abstract

Embargo No Yes

▼ Supervision

Type	ID	Name	Email Address
Co-promotor			
Promotor			

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Class Section	File Name	Upload Date
Z1T1		
Z1T1		

Add PDF file

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Per exam session you can upload maximum 2 files: at least 1 pdf-file (max: 50 Mb), and if required 1 zip-file (max: 300 Mb). The file name of each document can not exceed the maximum of 32 characters and should contain your name (and first name). You can find restrictions 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.

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 "Submit".

Click "Yes" in the pop-up window to confirm.

You are directed to "My requests".

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 task under the tile "Tasks".

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 task to this effect under the tile "Tasks".

Click on the link or go to the tile "Personal Information" and the menu item "Photo".

You will get the following 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 date 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 again get a task “Missing photo” 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.

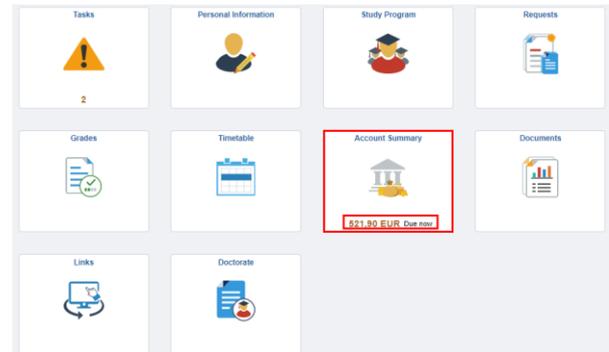


Once you have an approved photo and you have paid the study fees, your student card will be sent.

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”.

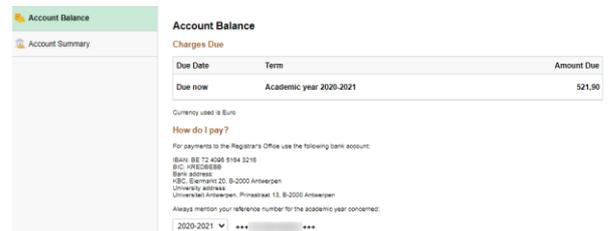
VIEW FINANCIALS

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

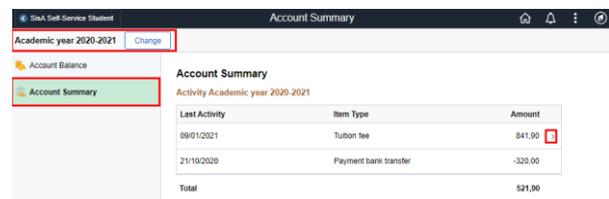


Under the tile you will find an overview of your account to date in relation to the calculated fees and the booked payments.

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 find the calculated study fees and payments in the current academic year. You can also view this for other academic years by changing the academic year at the top left.



Click on the row to get the details of the calculated study fees.

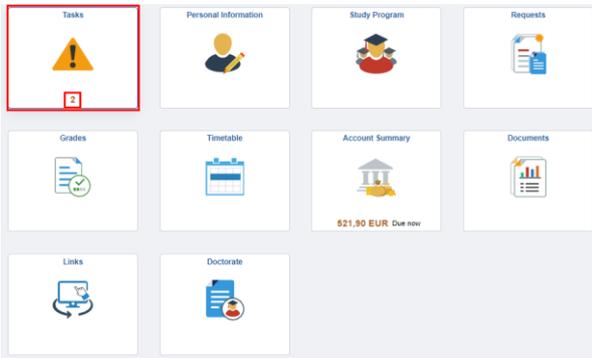
Consult the UA website and the helpdesk <http://www.uantwerpen.be/helpdesk-international/> for more information about study fees.

VIEW HOLDS

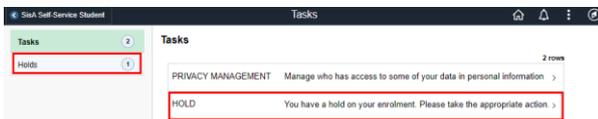
Your account may be on hold for a number of reasons such as: no/incomplete payment of study fees, file under consideration, study progress, etc.... In that case all your

enrolment actions are blocked until the problem has been resolved. Contact the relevant administration office.

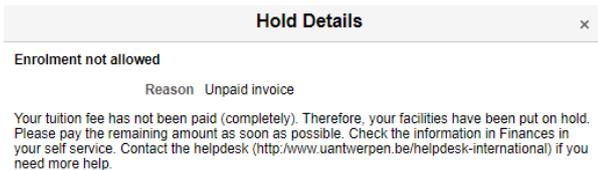
Go to your home page and click on the tile "Tasks".



Click on Holds and then on the hold 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: the Database Higher Education is only active during working hours. 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

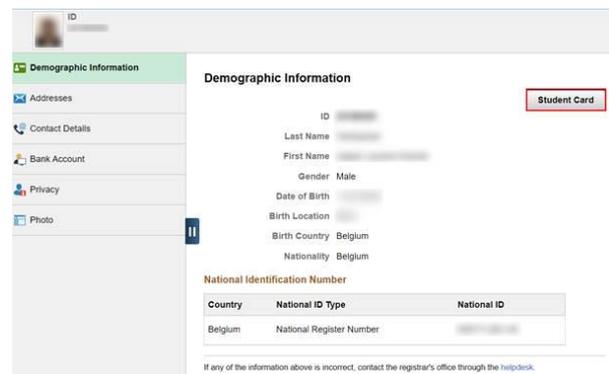
[Confirmed special facilities](#)

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 ID 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.

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://uahost.uantwerpen.be/helpdesk/ro_helpdesk/

For support in using SisA self-service.