

Manual to apply for exemptions

Content

1. Opening the exemption module	2
2. Applying for an exemption	2
3. Your submitted exemption request.....	7

In this manual we show you how you can apply for an exemption as a student. You can apply for an exemption online via the exemption module.

New students can open this module after finalising their enrolment and receiving their student number (s-number) and password.

This module can run simultaneously with your SPA module that you use to prepare your study-programme. You find this module also in iBamaflex.

1. Opening the exemption module

You can reach the exemption module via iBamaflex: <https://ibamaflex.ap.be> .
Sign up with your AP e-mail address and password.

2. Applying for an exemption

When opening the exemption module, you will see the page below (screenshot 3). **To apply for an exemption, you have two possibilities.**

Firstly, we may be able to propose a number of exemptions. To do so, you must first consult the Higher Education Database. You can do this by clicking on 'Click here' (see screenshot 3). Attention: in order to carry out a consultation, you must have filled in your national registration number during your online registration.

After the consultation, you will see next to the green trophy how many credit certificates you have obtained and next to/under the green star are the exemptions we propose to you. You can then very easily apply for an exemption by clicking on 'Apply now'.

Secondly, you can manually apply for an exemption. This is an exemption that we have not proposed, but to which you may be entitled. You can do this by clicking on 'apply for another exemption...' at the bottom of the page (see screenshot 3).

The screenshot shows the 'Registration' page in iBamaflex. At the top, there is a red navigation bar with a back arrow, the 'AP' logo, and the text 'Registration'. On the right side of the bar, the user's name 'Tim Derboven' is displayed with a dropdown arrow. Below the navigation bar, there is a green checkmark icon followed by the text 'Studenten: aanvragen van vrijstellingen' and a red box containing '2020-21'. The main content area is light gray and contains several sections:

- A blue information box titled 'HOW TO APPLY FOR AN EXEMPTION?' with a close button (X). It contains two options: Option 1 (already obtained certificates) and Option 2 (apply for additional exemptions). It also includes a section for tracking application status and a 'DO YOU HAVE A QUESTION ABOUT YOUR APPLICATION FOR EXEMPTION?' section with a text balloon icon.
- A white box titled 'Request exemptions following your registration for academic year 2020-21 in:' containing two rows: 'Programme: Bachelor in de chemie' (highlighted in yellow) and 'Section: Full-time programme: 3 x 60 ECTS' (highlighted in light brown).
- A light blue box with a database icon and text explaining that historical enrollments and results were consulted 'yesterday' in the 'Flemish central database for higher education (DHO)'. It includes a 'Click here' link for a new consultation.
- A list of four items with icons: a trophy (45 credit certificates), a star (no exemptions suggested), a trophy (no additional credit certificates), and a star (no additional rights to exemptions).
- A blue box with a plus icon and the text 'Here you can request additional exemptions', followed by a blue button with a plus icon and the text 'Request another exemption...'.

Screenshot 1: the exemption module

Applying for an exemption manually is done in six steps. **Under the title of each page there is always a help text** with some points of attention.

In the first step (screenshot 4) you choose the course (= "opleidingsonderdeel") for which you want to apply for an exemption. You can only select one exemption per application. For multiple exemptions you have to go through this process several times.

← AP Registration Tim Derboven ▾

Studenten: aanvragen van vrijstellingen 2020-21

Exemption request

- Unit
- Flemish certificates
- Other certificates
- Resume
- Results & contents
- Support documents

Exemption request for

Attention: be sure to consult the study guide of the course for which you wish to apply for exemption. You can do this by clicking on the i-icon next to the name of the course.
You can only apply for one exemption at a time. If you wish to apply for more than one exemption, you must go through this process several times.

> Full-time programme: 3 x 60 ECTS: Chemistry bachelor 1 - 60 ECTS ★ ▾

Filter...

- Applied mathematics & statistics 3cr TS1 ⓘ
- Applied Physics 1 3cr TS1 ⓘ
- Applied Physics 2 3cr TS1 ⓘ
- General Chemistry 1 9cr TS1 ⓘ
- General Chemistry 2 6cr TS1 ⓘ
- Labportfolio semester 1 10cr TS1 ⓘ

✕ Close → Continue

Screenshot 2: step 1

In step 2 you can only choose a Flemish credit certificate on the basis of which you apply for the exemption. Only Flemish credit certificates obtained under a diploma contract from 2008-09 are shown in the list. Attention: this list is always empty if you have not consulted the Higher Education Database.

Is this list empty or you wish to use another study certificate (older study certificate, foreign study certificate, ...)? Then you can enter this in the next step.

← AP Registration Tim Derboven

Studenten: aanvragen van vrijstellingen 2020-21

Applied mathematics & statistics 3 cr TS 1

1 Unit 2 **Flemish certificates** 3 Other certificates 4 Resume 5 Results & contents 6 Support documents

Select the Flemish credit certificates on which you wish to apply for this exemption

Attention: take the weight of courses into account when applying for an exemption. A course worth 3 credits cannot in itself replace a course worth 10 credits.

Credit certificates (obtained under diploma contract) only appear if they were obtained at a Flemish higher education institution, as of academic year 2008-09. Other study certificates (e.g. foreign credit certificate,...) can be entered in the next step.

Filter...

- Administratief recht 5 cr
In 2017-18 achieved at Katholieke Universiteit Leuven in overheidsmanagement en -beleid (Master)
- Financieel management in de overheid 5 cr
In 2017-18 achieved at Katholieke Universiteit Leuven in overheidsmanagement en -beleid (Master)
- Masterproef 20 cr
In 2017-18 achieved at Katholieke Universiteit Leuven in overheidsmanagement en -beleid (Master)
- Personeelsmanagement in de overheid 5 cr
In 2017-18 achieved at Katholieke Universiteit Leuven in overheidsmanagement en -beleid (Master)
- Beleidsevaluatie 5 cr
In 2016-17 achieved at Katholieke Universiteit Leuven in overheidsmanagement en -beleid (Master)

Screenshot 3: step 2

In step 3 you can manually fill in a study certificate or diploma. This step only applies if you were unable to upload any or sufficient evidence in the previous step. In this step you do not have to enter any evidence yet. You will do so in a later step.

The screenshot shows a registration interface for 'Applied mathematics & statistics'. At the top, a red navigation bar contains a back arrow, the 'AP' logo, the text 'Registration', and the user's name 'Tim Derboven'. Below this, a teal header displays the course title 'Applied mathematics & statistics' with '3 cr' and 'TS1' icons. A progress bar below the header shows six steps: 1. Unit, 2. Flemish certificates, 3. Other certificates (highlighted in red), 4. Resume, 5. Results & contents, and 6. Support documents. The main content area has a teal background and contains the following text: 'Enter study certificates on which you wish to apply for exemption (optional!)', 'Attention: this step only applies if you couldn't upload sufficient evidence in the previous step. Otherwise you may skip this step.', 'If applicable, you fill in the other study certificates (e.g. foreign credit certificate, CVO certificate,...) on the basis of which you're applying for an exemption here. If you're applying for an exemption based on a diploma, fill in 'Diploma obtained'.', and 'The evidence itself is to be uploaded in the next step.' Below the text is a form with the following fields: 'Academic year' (dropdown menu with '2019-20'), 'Country' (dropdown menu with 'Netherlands'), 'Institution' (dropdown menu with 'Amsterdamse Hogeschool voor de Kunsten (NL) [AHvdK]'), 'Programme' (text input with 'Test'), 'Study certificate' (text input with 'Testcourse'), and 'Credits' (text input with '6' and a checkbox for 'Not relevant / I do not know'). At the bottom right of the form are 'Cancel' and 'Add' buttons. A teal footer bar contains 'Interrupt', 'Back', and 'Continue' buttons.

Registration

Tim Derboven

Studenten: aanvragen van vrijstellingen 2020-21

Applied mathematics & statistics 3 cr TS1

1 Unit 2 Flemish certificates 3 Other certificates 4 Resume 5 Results & contents 6 Support documents

Enter study certificates on which you wish to apply for exemption (optional!)

Attention: this step only applies if you couldn't upload sufficient evidence in the previous step. Otherwise you may skip this step.

If applicable, you fill in the other study certificates (e.g. foreign credit certificate, CVO certificate,...) on the basis of which you're applying for an exemption here. If you're applying for an exemption based on a diploma, fill in 'Diploma obtained'.

The evidence itself is to be uploaded in the next step.

Academic year: 2019-20

Country: Netherlands

Institution: Amsterdamse Hogeschool voor de Kunsten (NL) [AHvdK]

Manual input...

Programme: Test

Study certificate: Testcourse

Credits: 6 Not relevant / I do not know

Cancel Add

Interrupt Back Continue

Screenshot 4: step 3

Step 4 gives a summary of your application.

The screenshot shows a registration interface for 'Applied mathematics & statistics' (3 cr, TS1). A progress bar at the top indicates six steps: 1. Unit, 2. Flemish certificates, 3. Other certificates, 4. Resume (highlighted in red), 5. Results & contents, and 6. Support documents. Below the progress bar, the text reads 'Summary overview of your request' and 'Exemption request for:'. A search bar contains 'Applied mathematics & statistics' (3 cr, TS1). Underneath, it says 'Based on these study certificates:'. Two certificates are listed: 'Testcourse' (6 cr) from the Amsterdamse Hogeschool voor de Kunsten (2019-20) and 'Administratief recht' (5 cr) from Katholieke Universiteit Leuven (2017-18).

Screenshot 5: step 4

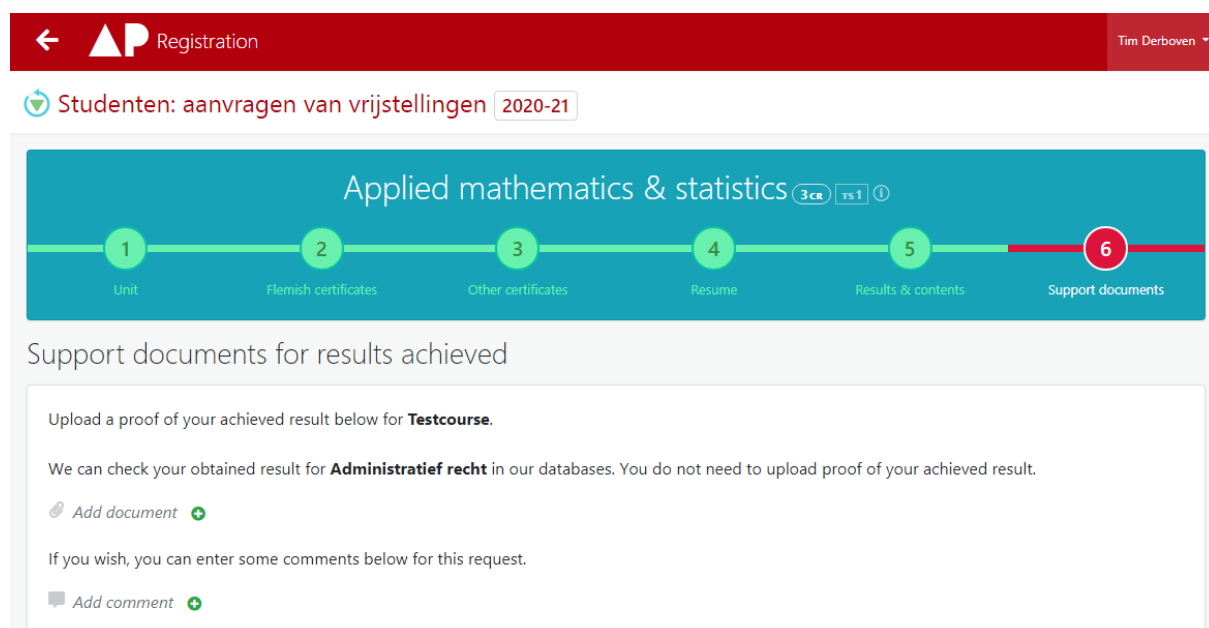
In step 5 you have to attach the lesson content of your study certificates. To do this, you can add a link to the website (=URL) with the study sheet or the study programme. Or you can add a document with the lesson content. You have to add at least one URL or document.

If you have added a manual proof of study, you must also give the result: 'passed' or 'not yet known'.

The screenshot shows the 'Results & contents' step of the registration process. The progress bar now highlights step 5. The text reads 'Results & contents' and 'Attention: on this page you have to upload the course content of your study certificates. You can upload the course content by pasting a link (=URL) to the website with the study sheet or the study program OR by uploading a document containing the course content of the obtained credit certificates. Adding a comment is optional.' Below this, two certificate entries are shown. The first is 'Testcourse' (6 cr) from the Amsterdamse Hogeschool voor de Kunsten (2019-20), with a result of 'Succeeded'. It offers options to 'Add URL', 'Add document', or 'Add comment'. The second is 'Administratief recht' (5 cr) from Katholieke Universiteit Leuven (2017-18), with a result of 'Succeeded (source: Flemish Database Higher Education)'. It also offers options to 'Add URL', 'Add document', or 'Add comment'.

Screenshot 6: step 5

Finally, add your supporting documents in step 6. With these you have to prove that you passed the study certificate you filled in. This can be the transcript of records or overview of the obtained results from your previous studies. **Please mark the correct course for this specific exemption!** This step only applies if you have filled in a study certificate manually (step 3). If you have used a Flemish credit certificate from the Databank Hoger Onderwijs (step 2), you may skip this step and simply submit it.



← AP Registration Tim Derboven ▾

📍 Studenten: aanvragen van vrijstellingen 2020-21

Applied mathematics & statistics 3 cr TS1 ⓘ

1 Unit 2 Flemish certificates 3 Other certificates 4 Resume 5 Results & contents 6 Support documents

Support documents for results achieved

Upload a proof of your achieved result below for **Testcourse**.

We can check your obtained result for **Administratief recht** in our databases. You do not need to upload proof of your achieved result.

📎 Add document +

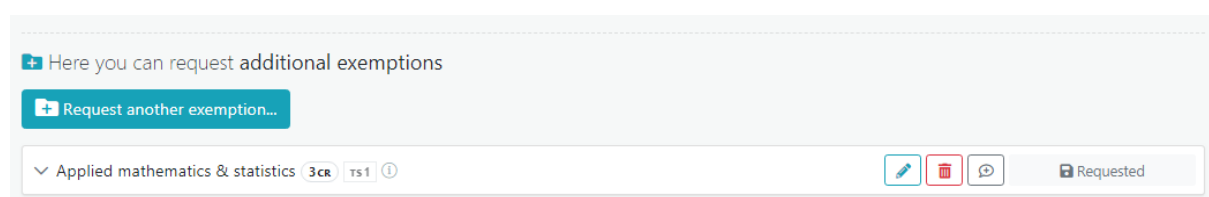
If you wish, you can enter some comments below for this request.

💬 Add comment +

Screenshot 7: step 6

3. Your submitted exemption request

You can consult and follow up your submitted applications at the bottom of the start page of the exemption module in iBamaflex. As long as a request is not pending, you can change it (pencil) or remove it (dustbin). You can also send a message to the study programme counsellor via the text balloon.



+ Here you can request additional exemptions

+ Request another exemption...

▼ Applied mathematics & statistics 3 cr TS1 ⓘ ✎ 🗑️ 💬 🔒 Requested

Screenshot 8: submitted exemption application

The study programme counsellor will examine your request and can send you a message via the text balloon to request more information, for example. You will then be informed of the study programme counsellor's decision by e-mail. On this page the status will be changed from 'requested' to 'approved' or 'refused'. Your granted exemptions will automatically be included in your study programme and your study contract. In your SPA module (the other module you find on iBamaflex where you prepare the content of your study programme) you will also see your requested exemptions. At the end of your enrolment you have to sign this study contract.