

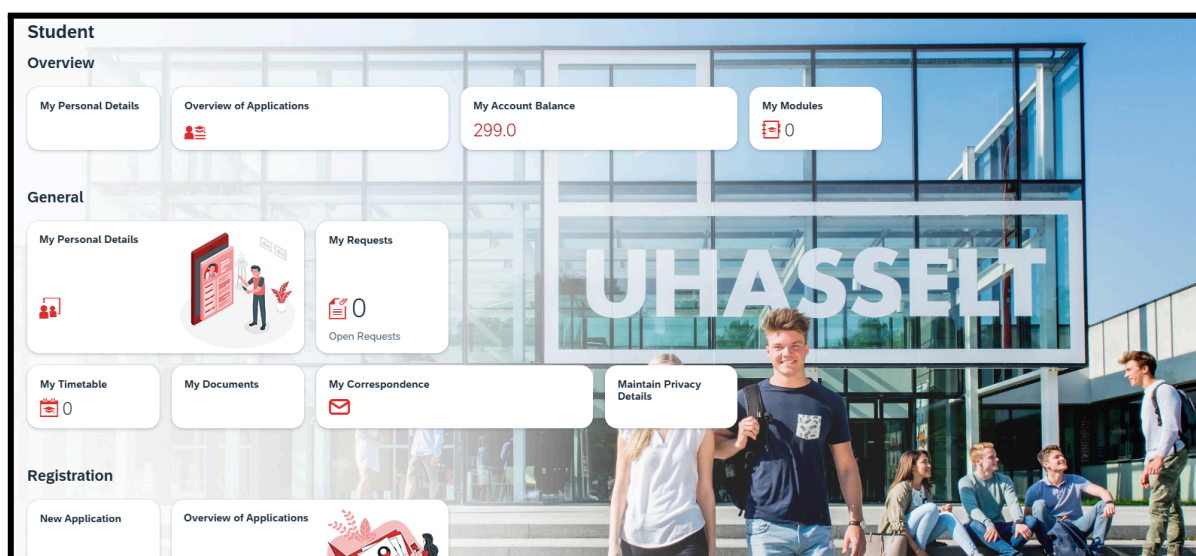
INSTRUCTIONS REQUESTING YOUR ACADEMIC PROGRAMME

 First, change the language to English using this button  at the top right corner of the screen.

Enrolling for a New Academic Year

Have you previously been enrolled at Hasselt University? If so, you must [first re-enrol](#) for the next academic year via the student portal.

Wait until you have received confirmation that your re-enrolment has been approved (see 'My Correspondence') before submitting a new study programme request.



Compose Your Personal Study Programme

Important practical tips for submitting your study programme:

- Use a laptop or PC. It is not possible to complete all steps on a smartphone or tablet.
- If possible, use an external mouse instead of the touchpad.

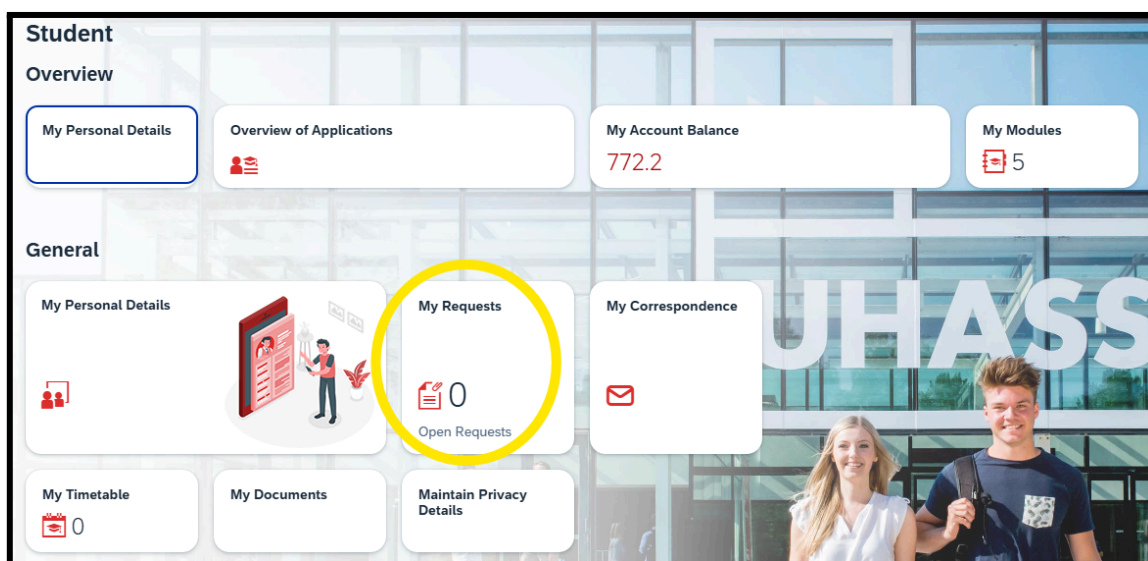
All students must compile their personal study programme for the new academic year via:
Student Portal → Maintain Study Routes

- If you are a **new student**, this is the last part of the enrollment process. Skip directly to **Step 2**.
- If you wish to request a tolerance, [first consult the conditions on our website](#). If eligible, complete **Step 1** below. If not, skip to **Step 2**.

Optional: Step 1 - Tolerance Request

Go to **Student Portal** → **My Requests** → **Create Request**

Select "**Tolerance**" under *Type of Request*, fill in the necessary details, and click **Submit**.



Requests

Search

No requests available

My Requests

Request Information

Type of Request: **Tolerance**

Request Form Attachments

Groep hernoemen

Belangrijke informatie i.v.m. tolereren

Het aanvragen van een tolerantie betekent niet dat deze automatisch wordt goedgekeurd. Je studieloopbaanbegeleider keurt je aanvraag namens de examencommissie alleen goed als je voldoet aan de tolerantievoorwaarden. Controleer daarom vooraf of je aan deze [voorwaarden](#) voldoet en wat de [gevolgen](#) van tolereren zijn.

Indien je beslist een tolerantie in te zetten, dan is [deze keuze definitief](#). De betreffende tolereerbare onvoldoendes blijven dan behouden in je studieloopbaan.

Indien je ervoor kiest om het vak opnieuw op te nemen in plaats van te tolereren, behaal je in het volgende academiejaar een nieuw examenresultaat. Je kan geen beroep meer doen op de behaalde 8 of 9 van het vorige academiejaar.

Kan je hier geen aanvraag indienen? Dan zijn er op dit moment geen vakken waarvoor je een tolerantie kan inzetten.

Studierichting:

Opleidingsonderdeel:

☐ Ja

Ik verklaar dat ik me bewust ben van het inzetten van deze tolerantie en alle gevolgen hiervan.*

! This decision is final.

If you request a tolerance, you cannot reverse this decision later in the academic year or in future registrations for the same programme.

If you do **not** request a tolerance, you are obliged to re-enroll for the course unit. The new result will replace the previous one.

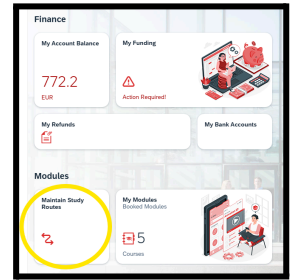
Step 2 - Compose Your Study Programme (Content & Planning)



This step consists of **two parts: a. Content** and **b. Planning**. Both must be completed before submitting your study programme!

Go to **Student Portal** → **Maintain Study Routes**.

- If there is a study programme in "Draft", go to Step 2: A. Content.
- If there is no "Draft", click the button **New academic programme**



A. Content

You will see an overview of the full curriculum: compulsory courses, electives, options... Electives/options planned for a **future academic year** can still be adjusted in **September** of that year.



Click **Edit** (top right) to make changes. You will now see all course units ("modules") in the entire programme.

Module	Module Code	Credits	Status	Result	Exemption
Business English 1	03-001178	3	Booked		Request Exemption
Advanced Mathematics 1	03-001536	6	Booked		Request Exemption
Microeconomic optimisation 1	03-002112	6	Booked		Request Exemption

You can find information about the courses in the programme on uhasselt.be/studyguide. Pay extra attention to **electives** and **mandatory sequentiality/prerequisites** of courses, if any.

Click **Add Modules** to add courses to your current programme. Save your draft once finished.

Module	Module Code	Credits	Status	Result	Exemption
Marketing	03-001312	6	Unplanned		Request Exemption
Database management	03-001338	6	Unplanned		Request Exemption



Do **NOT** click "Submit" yet, but click **Go to Planning** (top right) (see B. Planning)

Bachelor Handelsingenieur Beleidsinform (Sebastien Legein, 2507220) Delete Download Go to planning X

Version	Status	Type of academic programme	Submission date
002	Draft	Within Boundaries	

General Information Requirements Year 1 Requirements Year 2 Requirements Year 2 & 3 Requirements Year 3 Comments Attachments

Bachelor of Business and Information Systems Engineering

B. Planning

i This is where you indicate **which courses you will take during the current academic year**.

What do you need to do?

- Zoom out (using "Ctrl" + "-") so you can see the full schedule to drag your courses.
- **Click on a course, hold it, and drag it to the left into the schedule. Do this for all the courses you want to take this academic year.**
- Made a mistake? Want to remove a course from your schedule? Click on the course, hold it, and drag it down to the button  **Delete**
- Are you receiving an **error message**? Check the course prerequisites and sequentiality requirements in the uhasselt.be/studyguide.

If you are not requesting a tolerance (see above), you must re-enroll in any course you did not pass in the previous academic year. These courses are automatically included in your planning.

i Quartile 1 and 2 = Semester 1 (P1). Quartile 3 en 4 = Semester 2 (P2). See uhasselt.be/studyguide.



This step is crucial. If you do not drag your courses into the planning, your study programme is not valid.

When done, you can return to content via the **Go to Content** button.

Study Route Planning Courses to be planned Close

	Quartile 1	Quartile 2	Quartile 3	Quartile 4
2025/2026 27 EC	Business English 1 03-001178 3 EC		Microeconomic optimisation 1 03-002112 6 EC	
	Advanced Mathematics 1 03-001536 6 EC		Exploratory & descript. data analysis 03-003365 6 EC	
			Business IT 03-003512 6 EC	

Mandatory Courses Year 1

- Business (03-003511)
6 EC
- Financial accounting (03-003872)
6 EC
- Macroeconomics (03-003873)
6 EC
- Aca. Dutch: writing & presenta. tech. (03-003874)
3 EC

[Go to Content](#)

Optional: Step 3 - Request an Exemption

Only if applicable! If so, it is important to **read [these instructions](#) first**.

Only if you received approval to be exempted from a course, then follow these instructions:

1. Go to your study plan and click **Request Exemption** next to the relevant course.
2. Complete the form and upload the approval email.
3. Click **Send**.

 Repeat these steps **for each exemption request**.

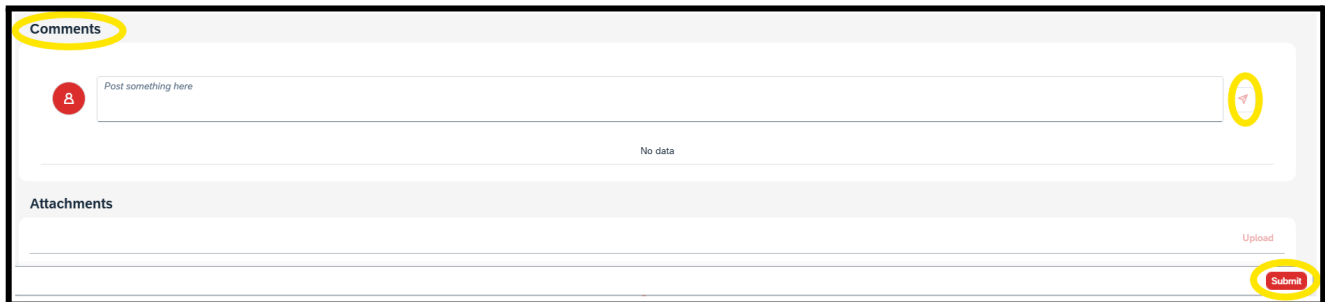
Step 4 - Submit and Follow Up Your Study Plan

Need to ask a question or report an issue (e.g., a course you cannot add)?

Click the **kite icon** to send a **note** to your academic advisor. However, if you would like to avoid the long response times that are typical from the end of August through September, we recommend **contacting your academic advisor during their daily telephone consultation hour**.

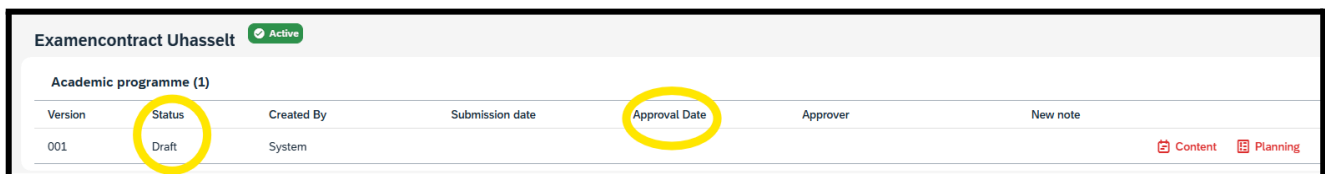
When everything is correct, click **Submit** (bottom right).

⚠ After submission, you can no longer make changes!



The screenshot shows a form with a 'Comments' section at the top, followed by an 'Attachments' section. A text input field is present in the comments section. A 'Submit' button is located at the bottom right. A kite icon is also visible in the comments section.

You can follow the status of your study plan via: **Student Portal** → **Maintain Study Routes**
Also check updates in **My Correspondence**.



Examencontract U Hasselt Active						
Academic programme (1)						
Version	Status	Created By	Submission date	Approval Date	Approver	New note
001	Draft	System				
Content Planning						

Once your academic advisor has reviewed and approved your study plan, your programme will be included in your **Study Contract**. You are required to check this contract once available.



Approval may take some time! Once your study plan has been submitted (both **Content** and **Planning**), you will gain access to the courses you requested this academic year in Blackboard/Toledo within 24 hours.

Need Extra Help?

- Questions about **re-enrollment, the application process, or other administrative matters?** Contact Student Administration via stua@uhasselt.be.
- Questions about **your study programme request?** Contact [your academic advisor](#).