MANUAL: HOW TO REGISTER YOUR CURRICULUM IN OASIS

1. Go to the OASIS website at http://oasis.ugent.be

2. Log in with your UGent username and password.

3. If necessary, choose the function **Student** at the top of the page, in the grey menu bar.

4. Go to the menu **for the current academic year**, choose **Curriculum** and choose the menu-option **Edit Curriculum**, followed by the letters of the faculty in which you are enrolled (F).

An overview of the study programme in which you are enrolled appears:

Note

— It is possible that some or all of the courses that you will follow in the new academic year have already been added to your curriculum. This is because each curriculum is initialized immediately after enrolment, based on your learning agreement 'before mobility'.

— You can only edit a curriculum in 'draft' status. If you have already submitted your curriculum to the faculty's approval, or if your curriculum has been approved, you cannot edit it any more.

— Should you wish to edit a proposed or approved curriculum, please contact the faculty's international office via int.feb@ugent.be

5. Click the **Curriculum** link next to the name of your study programme (FXGAEX).
   A pop-up window with two tab pages appears: **View entire curriculum** and **Edit this year's curriculum**.

6. Select the page **Edit this year's curriculum**.
   Go to 'Add and Remove Courses' for more information on adding and removing courses to and from your curriculum.

7. Select the **programme module** from which you want to add courses to your curriculum: a pop-up window displaying the UGent programme catalogue appears.

8. Browse the **programme catalogue** and go to the **faculty of Economics and Business Administration > exchange programme**

9. Click the **green plus-sign** before each course that you want to add to your curriculum. You can add more than one course from the programme catalogue.

Note

— 'Dutch for exchange students' can't be selected from the programme catalogue, just as other language courses from the UCT (university language center). **Put them on your learning agreement so we can add them manually to your study programme!**

10. Click the **Back to editing screen** button ![Back to editing screen] to close this window and return to your curriculum.

Note

— In the upper right-hand corner of the editing screen is a button to open the **programme catalogue**. This does not allow you to add courses to your curriculum, it is merely a tool to consult the programme catalogue. You can only add courses from the programme catalogue to your curriculum via a programme module allowing this.

11. To remove courses from your curriculum, click the **Remove** button next to a course in your curriculum on the upper right-hand side of the window.

You can only remove courses from your curriculum which you added yourself or which were added to your curriculum during the initialization. You cannot remove courses added to your curriculum by the faculty. If you want to change the curriculum composed for you, please contact the faculty international office.

12. When you have completed your curriculum, click the **Save and close** button in the upper right-hand corner of the window .
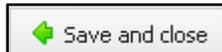
13. When you have completed your curriculum, you have to **submit it for the faculty's' approval**. As soon as you have done this, your curriculum reaches the status '**proposal'** and you cannot edit it anymore.

Deadline 1st and 2nd semester = Saturday of week 2 of the semester concerned

14. **Select** the study programmes of which you want to submit the curriculum by checking the check box in the left column. The button **Submit for approval** is now available.

15. Click the button **Submit for approval**.

    A pop-up window appears, allowing you to send an accompanying **message** to the faculty.

16. Add comments if necessary, and click the **Continue curriculum submission** button to submit your curriculum for approval. Click the **Cancel** button if you reconsider.
    As soon as you have submitted your curriculum for approval, it is sent to the **faculty international office**. Your curriculum is now in status '**proposal'** and you cannot edit it yourself anymore. The faculty international office will now check your curriculum (with your learning agreement document 'during mobility') and either approve it, or return it to you and ask you to change it. They may also change the curriculum themselves.

Questions

With questions about the contents of your curriculum, please contact the faculty's international office: int.feb@ugent.be
If you encounter any problems while using Oasis, please contact the helpdesk at helpdesk.oasis@ugent.be