

PRACTICAL INFORMATION EXCHANGE APPLICATION

3 December 2024

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BEFORE WE START

- **Urgent** questions (during session): raise your hand
- **Specific** questions
 - Mail to out.fbw@ugent.be
 - Make an appointment via the [online appointment tool](#)

STAY UP TO DATE

Ufora: Welcome abroad

Important announcements:

Deadlines

Infosessions

Interesting projects

Funding options

...

[Link to Welcome Abroad](#)

Facebookgroup:

Erasmusstudenten FBW

Community of fellow students to ask questions, share experiences, find Erasmus companions...

[Link to the facebookgroup](#)

Webpage:

Studying abroad

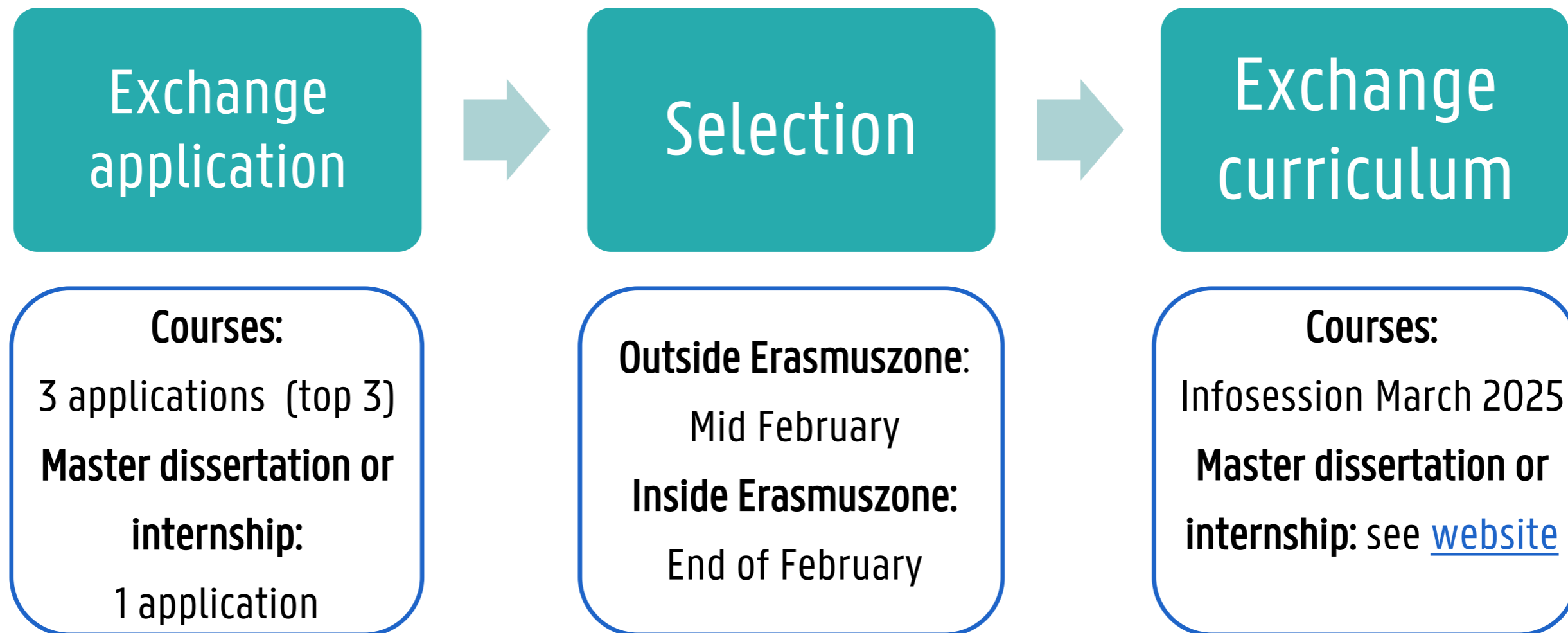
Timelines for all exchange procedures, detailed information for each step

[Link to Studying Abroad](#)

EXCHANGE APPLICATION IN OASIS

APPLICATIONPROCEDURE FOR AN EXCHANGE

- Via Oasis www.oasis.ugent.be



EXTRA INFO – DESTINATION(S)

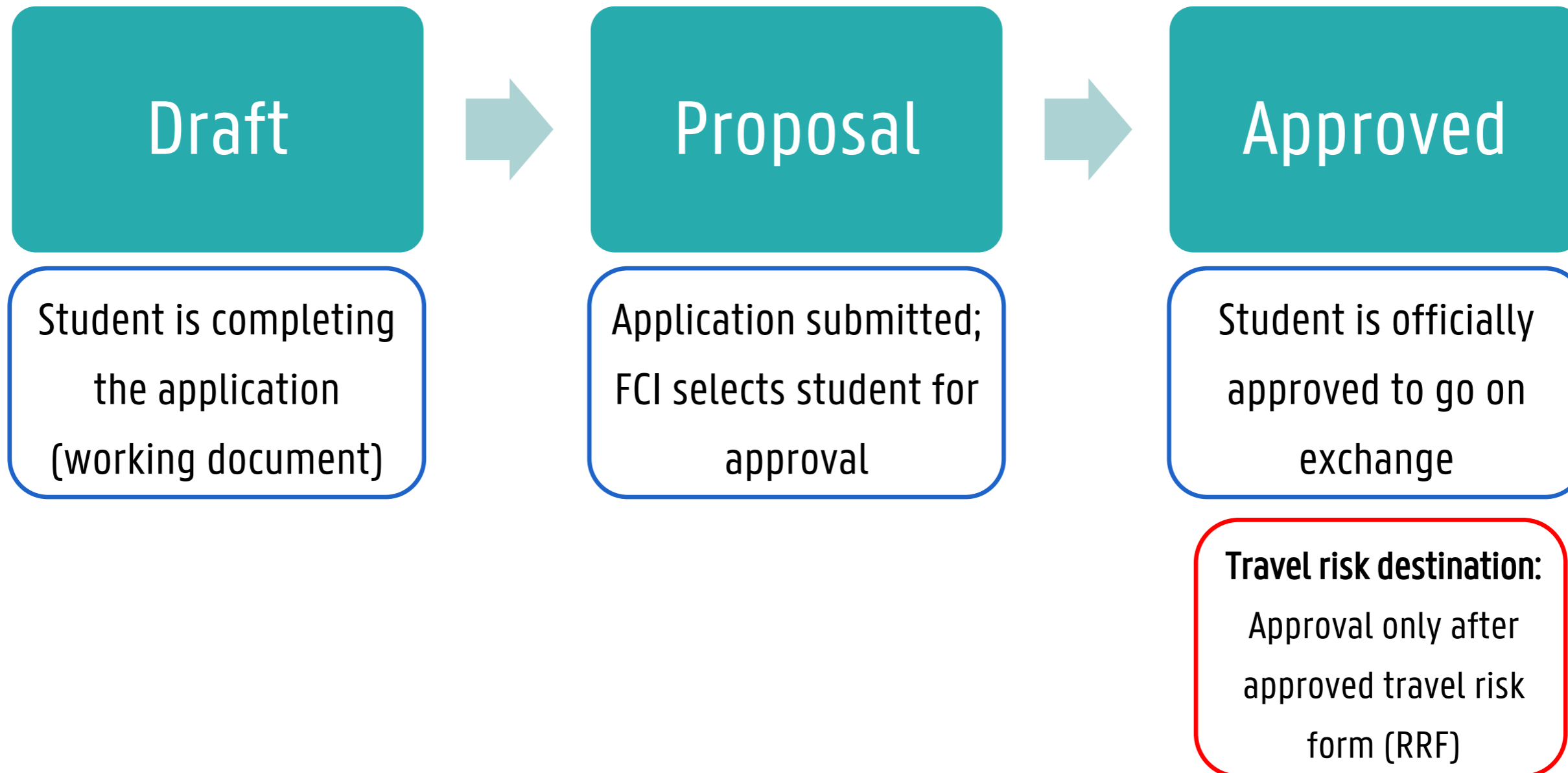
- **Exchange for courses (IMNUFS & IMCEGB)**
 - Put in 3 destinations (favorite on place 1)
 - For every destination: new application (you can change the order later on)
- **Exchange for master dissertation or internship**
 - Put in only the destination you discussed with your promotor/internship responsible!
 - Send your approval to out.fbw@ugent.be + cc fsa.fbw@ugent.be

STATUS OF THE APPLICATION

Exchange applications (outgoing) ⓘ
Use the 'New application' button to create a new exchange application.

[New application](#) [Submit applications](#)

Order	Academic Year	Number	Institution	Status application	Exchange curriculum	Actions
No exchange applications added yet.						



NAVIGATING TO OASIS

- [Oasis manual here!](#)
- Go to <https://oasis.ugent.be/>
- In the **menu on the left**, go to:
 - Academic year **2025-2026**
 - Curriculum
 - Exchange
 - **New application**

Exchange applications (outgoing) ?

Use the 'New application' button to create a new exchange application.

New application

Submit applications

Order	Academic Year	Number	Institution	Status application	Exchange curriculum	Actions
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No exchange applications added yet.

EXCHANGE APPLICATION – GENERAL INFORMATION

- Select your **study program** which you will follow in AY 2025-2026
- Language of instruction and location → **automatically added**



If you can not select your study program:
Tick checkbox 'Study program is not in the list'
and fill in your master program

Choose study programme

Please select the study programme of your exchange.

Study programme is not on the list

Exchange is in different study programmes

Please select the study programme of your exchange.

Programme language	English	↓
Location	Ghent	↓
Faculty	Faculty of Bioscience Engineering	↓
Programme type	Master's Programme	↓
Programme	Master of Science in Bioscience Engineering: Cell and Gene Biotechnology	↓

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Mobility type**

Mobility type *

Save **Cancel**

Blended Intensive Programme	
Clinical traineeship	
Courses	Courses
Courses combined with research	
Courses combined with traineeship	
Courses combined with traineeship and research	
Field trip	
Other	
Research	Master dissertation
Summer School	
Traineeship	Internship
Traineeship combined with reserach	

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Country and institution**

Country *

Institution *

Choose Institution

Name Search Cancel It's not in the list.

Name	Erasmus code	City	Actions
University of Natural Resources and Life Sciences, Vienna	A WIEN03	Vienna	Select

↓
d institutions

Clear

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Country and institution**



If no institution with agreement (e.g. for internship or master's thesis):
Select 'It is not in the list.' and add institution manually

Choose institution ✕

Name

Name	Erasmus code	City	Actions
No institutions found.			

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Field of study**

- Select field of study that most closely matches your program

- Look at the [Sharepoint](#) (courses)

Remarks

Field of study (vakgebied):

- Master of Science in Bioscience Engineering: Forest and Nature Management - **Forestry**
- Master of Science in Bioscience Engineering: Chemistry and Bioprocess Technology - **Biochemistry**
- Master of Science in Bioscience Engineering: Cell and Gene Biotechnology - **Biochemistry**
- Master of Science in Biochemical Engineering Technology - **Biochemistry**
- Master of Science in Bioscience Engineering: Land and Water Management - **Earth Sciences**
- Master of Science in Bioscience Engineering: Agricultural Sciences - **Agriculture, not further defined**
- Master of Science in Bioscience Engineering Technology: Agriculture and Horticulture - **Agriculture, not further defined**
- Master of Science in Bioscience Engineering: Environmental Technology - **Environmental Sciences**
- Master of Science in Bioscience Engineering: Food Science and Nutrition - **Food processing**
- Master of Science in Bioscience Engineering Technology: Food Industry - **Food processing**

Country	City	+ Add column
Field of study *		
Agriculture, forestry, fisheries and veterinary		
Agriculture, not further defined		
Biochemistry		
Earth sciences		
Environmental sciences		
Food processing		
Forestry		
Netherlands (the)	Delft	
Netherlands (the)	Wageningen	
Portugal	Lisbon	

[Save](#) [Cancel](#)

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Field of study**

- Select field of study that most closely matches your program

- Look at the [Sharepoint](#) (courses)

- Field of study internship or master dissertation: **Agriculture, not further defined**

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Funding**

	Courses	Traineeship	Research
Funding	<ul style="list-style-type: none"> • Within Erasmuszone: Erasmus+ studies • In Belgium: Erasmus Belgica • Outside Erasmuszone (incl. VLIR-UOS): Grant for outside Erasmuszone • Switzerland: Swiss-European Mobility Programme • Other (Grant from other institutions) • Own resources 	<ul style="list-style-type: none"> • Within Erasmuszone: Erasmus+ traineeship • In Belgium: Erasmus Belgica • IAESTE • Outside Erasmuszone (incl. VLIR-UOS): Grant for outside Erasmuszone • Other (Grant from other institution) • Own resources 	<ul style="list-style-type: none"> • Within Erasmuszone: Erasmus+ studies • Outside Erasmuszone (incl. VLIR-UOS): Grant for outside Erasmuszone • Commission Scientific Research (CWO) • Other (Grant from other institution) • Own resources

Grant outside Erasmuszone: you can only get 1

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Period**

➤ Select the correct semester

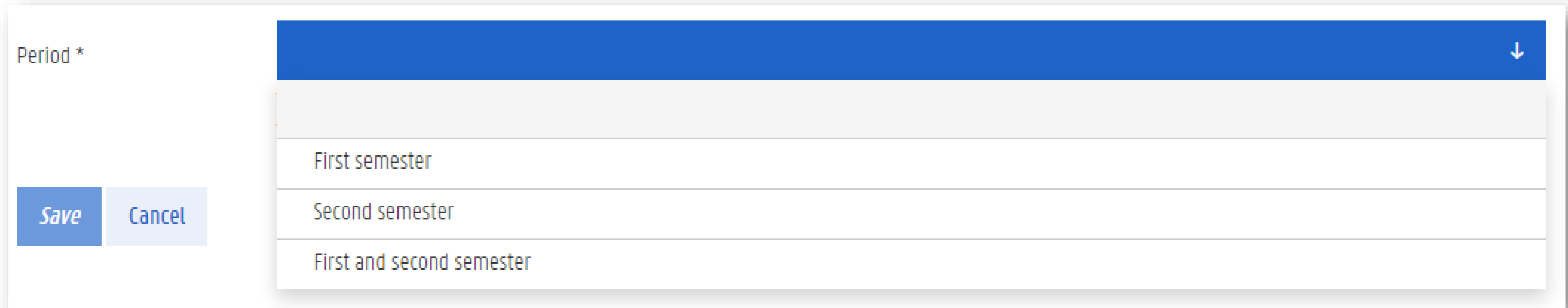
Period *

Save Cancel

First semester

Second semester

First and second semester



EXCHANGE APPLICATION – GENERAL INFORMATION

- **Planned starting and ending date**

- Search the academic calendar partner institution!

- Should not be exact but try to do this as correctly as possible: important for your scholarship!!!

(Effective start and end dates will be filled in later)

→ Contact me if you want to change these dates after submission (out.fbw@ugent.be)

Planned starting date *	<input type="text" value="dd/mm/yyyy"/>	
Planned end date *	<input type="text" value="dd/mm/yyyy"/>	

EXCHANGE APPLICATION – GENERAL INFORMATION

- **Extra questions (for grant)**

Have you ever received an Erasmus scholarship in the past? *

Yes
No
Car
Train
Bike
Bus
Carpool
Plane
Ship
Car
Motor
Other sustainable
Other not sustainable

Model of transport

Please choose your mode of transport to the host institution. Sustainable travel may lead to a higher grant (if applicable).

EXCHANGE APPLICATION – GENERAL INFORMATION

Car
Train
Bike
Bus
Carpool
Plane
Ship
Car
Motor
Other sustainable
Other not sustainable

Model of transport ↓

Please choose your mode of transport to the host institution. Sustainable travel may lead to a higher grant (if applicable).

Save Cancel

EXCHANGE APPLICATION – ADDITIONAL INFORMATION

Details of the exchange application

Exchange application



Motivation



Language skills



Contact person



Exchange curriculum



Documents



Submit



Must be completed for submission



Should **NOT** yet be completed for submission

EXCHANGE APPLICATION – ADDITIONAL INFORMATION

- **Motivation**

- Why do you want to go on exchange?
- Why do you want to go to this specific destination?
- Academic motivation

- **Language skills**

- Language certificate not compulsory (→ conditions of institution for which selected)
- Don't forget to fill in 'dutch= none/basic'

- **Contact person**

- For emergencies (family/friend)
- Ugent contact person

Details of the exchange application

Exchange application	✓
Motivation	!
Language skills	!
Contact person	!
Exchange curriculum	!
Documents	!
Submit	!

Courses	Internship	Master dissertation
IMRD: Stijn Speelman	Internship responsible (= who signs internship contract)	(Co)promotor or academic coordinator
IMSOGL0: Wim Cornelis		
SINReM: Gijs Du Laing		
AquaH: Annelies Declercq		

EXCHANGE APPLICATION – ADDITIONAL INFORMATION

- Exchange curriculum

- Courses: **Do not fill in yet** (guideline on [website](#))

- Info session March 2025 (TBA)

- Master dissertation: *Research in the framework of the Master's Dissertation*
[\(credits see website\)](#)

- Internship: *Practical training in the framework of the Internship*
[\(credits see website\)](#)

- Documents

- Infosession March 2025 (TBA)

Details of the exchange application

Exchange application



Motivation



Language skills



Contact person



Exchange curriculum



Documents



Submit



EXCHANGE APPLICATION – ADDITIONAL INFORMATION

- **Submission**


- When you submit, your application comes up for proposal

- you can no longer edit your application

- **Courses:** Wait with this until you have created your full top 3

Details of the exchange application

Exchange application	✓	<p>New application Submit</p> <p>Use the 'submit' button to submit your exchange application(s).</p>
Motivation	✓	
Language skills	✓	
Contact person	✓	
Exchange curriculum	⚠	
Documents	⚠	

Submit 

EXCHANGE APPLICATION – ADDITIONAL APPLICATION

- **Create additional exchange application**
 - **Courses:** a total of three exchange applications (top three)
 - Language knowledge and contact person only to be filled in once, other info to be filled in per application
 - Left menu - Curriculum - Exchange (**correct academic year!**) - New application

Exchange applications (outgoing) ?

Use the 'New application' button to create a new exchange application.

New application

Submit applications

Order	Academic Year	Number	Institution	Status application	Exchange curriculum	Actions
1	AY 2023	U00049864	University of Natural Resources and Life Sciences, Vienna	Draft	Draft	↑ ↓

EXCHANGE APPLICATION 'SUBMISSION'

- Exchange applications processed only when submitted:
 - Submit = application status from 'draft' to 'proposal'

Exchange applications (outgoing) ⓘ

Use the 'New application' button to create a new exchange application.

New application

Submit applications

Order	Academic Year	Number	Institution	Status application	Exchange curriculum	Actions
1	AY 2023	U00049864	University of Natural Resources and Life Sciences, Vienna	Draft	Draft	↑ ↓
2	AY 2023	U00049865	INP Toulouse	Draft	Draft	↑ ↓
3	AY 2023	U00049866	Aarhus University	Draft	Draft	↑ ↓

EXCHANGE APPLICATION 'SUBMISSION'

- **Exchange applications processed only when submitted:**
 - Submit = application status from 'draft' to 'proposal'
- **Some terms of agreement (for courses)**
 - Create all exchange application first, then submit!
 - Order of submission is important (reflects preference)
 - Place first choice at the top (order 1)
 - Change order with arrows in overview

Exchange applications (outgoing) ⓘ

Use the 'New application' button to create a new exchange application.

New application

Submit applications

Order	Academic Year	Number	Institution	Status application	Exchange curriculum	Actions
1	AY 2023	U00049864	University of Natural Resources and Life Sciences, Vienna	Draft	Draft	↑ ↓
2	AY 2023	U00049865	INP Toulouse	Draft	Draft	↑ ↓
3	AY 2023	U00049866	Aarhus University	Draft	Draft	↑ ↓

IMPORTANT DEADLINES FOR EXCHANGE APPLICATIONS – INTERNATIONAL MASTERS

- **Exchange for courses:**
 - Cell and Gene Biotechnology and Nutrition and Food systems
 - Deadline: **31 January 2025**

IMPORTANT DEADLINES FOR EXCHANGE APPLICATIONS

- **Courses (only IMRD, IMSOGLO, SINReM, IMAQHE) for mobility in SEM1 or SEM2 of 2025-2026:**

Courses are listed in the UGent course catalogue IMRD , IMSOGLO , SINReM , IMAQHE ?	You want to apply for a mobility grant	Deadline registration exchange application in OASIS
Yes	Yes	31/01/2025
Yes	No	No registration needed
No	Yes	31/01/2025
No	No	30/09/2025 (for UGent curriculum approval)

IMPORTANT DEADLINES FOR EXCHANGE APPLICATIONS

- **Internships**

You want to apply for a mobility grant	Deadline registration exchange application in OASIS
Yes	31/01/2025
No	Min. 6 weeks before departure

IMPORTANT DEADLINES FOR EXCHANGE APPLICATIONS

- **Master dissertation research**

Host university with which our faculty has a bilateral agreement (check website)?	You want to apply for a mobility grant via UGent	Deadline registration exchange application in OASIS
Yes	Yes	31/01/2025
Yes	No	31/01/2025
No	Yes	31/01/2025
No	No	Min. 6 weeks before departure

➤ **Several deadlines ([FBE-CWO](#))**

- Multiple deadlines in case of exchange for Master's thesis with mobility grant **Faculty Committee for Scientific Research**

SUPPORT

SUPPORT

- **Website Faculty:**

- <https://www.ugent.be/bw/en/for-students/exchange>

- **Website UGent:**

- <https://www.ugent.be/student/en/class-exam-exchange-intern/exchange-ugent-students>

SUPPORT

- **Ghent University International Support Team:**

- Non-academic business (mobility grants, insurance, confirmation of stay...)

- international@ugent.be

- **Faculty Education Services:**

- Academic business (destination, curriculum, learning agreement...)

- out.fbw@ugent.be

Catherine Mermans

International Relations Officer
FACULTY EDUCATION SERVICES
BUILDING A, ROOM A0.104
CAMPUS COUPURE

E out.fbw@ugent.be

[Online appointment tool](#)

<https://www.ugent.be/bw/nl/voor-studenten/buitenland/studying-abroad>

