



**UNIVERSITEIT  
GENT**

# CHANGES TO THE LEARNING AGREEMENT

iWISE of the Faculty of Engineering and Architecture


# Making changes to your curriculum

- Check the schedules of the courses in your Learning Agreement. You can find your personal course schedule in [Oasis](#).
- If some courses overlap in the schedule, you have to change either one of them. Overlap (even if it is only for 1 hour) will not be allowed.
- Schedule of all courses can be found in the [course catalogue](#).
- You need at least 20 ECTS if you stay for 1 semester, and at least 40 ECTS if you stay for 1 year, and at least 15 ECTS of your courses (per semester) have to be course from our faculty (course codes starting with E). If your total ECTS is less, your changes will not be accepted.
- Language courses from the University Language Center can be taken by all exchange students, but they will not show in your Transcript of Records. However, you can request an official certificate from the Language Center, stating your grade and the number of ECTS.
- Please note that language courses do not count towards the minimum of 20 ECTS per semester.
- You do not have to make any changes in Oasis. We will do this for you after receiving your document.

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## Procedure

The procedure is described below and in [this presentation](#).

1. Use the [excel sheet "Learning Agreement 2nd semester 2023-2024"](#) .
2. In the first table of the document, fill all courses you want to add and ask the lecturer of these courses to sign electronically. Also write all courses that you are taking from other faculties (course codes NOT starting with E) and ask the lecturers to sign electronically.
3. In the second table, fill your complete and final curriculum (all courses for the current semester). Sign and date the document and send it to the [International Relations Office](#) before the **deadline of Friday 1 March**.



# ATTENTION!

- Learning Agreement = curriculum!
  - Any changes (earlier or now) must be reported
  - EWP- students: also change LA through EWP within home university
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- agreement LA/curriculum will be checked
  - not identical: curriculum cannot be approved → incorrect TOR

# HOW TO USE THE FORM

Learning Agreement 2nd semester 2023-2024	
<b>Name:</b>	
<b>First (given) name:</b>	
<b>Student number:</b>	

**Courses from other faculties (non E-codes)**

Code	Course	ECTS	SEM	Lecturer	Signature of lecturer

**Added courses during mobility (add extra rows if necessary)**

Code	Course	ECTS	SEM	Lecturer	Signature of lecturer

**Master thesis # of ECTS**

Number of ECTS that should be awarded to the thesis by UGent:	
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**I declare that I will take the subjects in this Learning Agreement**

**I agree that:**

- \* If I do not participate in the examination of one of these courses, an "ABSENT" mark will be given.
- \* The results can only be used once (double use will not be accepted).
- \* Only the result(s) of the course(s) on this Learning Agreement will be sent to my home university.

**Signature of the student**

**Date**

# TIMETABLE ADMINISTRATIVE PROCESS

1. You deliver the document with the changes to the Learning Agreement before **1 March** ([international.ea@ugent.be](mailto:international.ea@ugent.be) or at the office).
2. We check if all the signatures are there.
3. FSA will make the changes in Oasis.
4. Within two weeks after the deadline, your curriculum in Oasis will be changed → adjusted Learning Agreement.
5. EWP students have to make the changes within their home university through the EWP portal in order to be able to retrieve a signed version of the Learning Agreement during mobility.

# CERTIFICATE OF ARRIVAL

- Via email ([international.ea@ugent.be](mailto:international.ea@ugent.be))
- At our office
- During the iWISE