

# 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).

**GHENT UNIVERSITY**

**OASIS** Bachelor Biologie Student In het Nederlands

**STUDENT**

**Home page**

Welcome to OASIS. Whether you are a student or an employee, you will find a great deal of valuable information on the OASIS website. Throughout the academic year, you will also have to take care of several important administrative matters on this website.

In the menu on the left, choose what you want to do. Please note: the menus can vary according to the menu you have chosen at the top of the page (Student, Lecturer in Charge, Chairman...).

**General information**

- Enrolments: enrol in a new or current programme in this menu. You will also find your enrolment applications here.
- UCT enrolment: enrol in a course at the University's Language Centre.
- Examination results: you can print your transcript of records here.

**My Oasis**

Consult and edit your personal information in this menu: your address, contact information, language skills... You can also print certificates in this menu, such as a certificate of enrolment or a certificate for the Belgian Railways (NMBS).

**Choice of study**

You can request brochures or register for the information activities of Ghent University.

**Menus available per academic year**

- Curriculum: consult and edit your curriculum for a specific academic year.
- Exchange: if you want to go abroad during your studies, apply for enrolment in this menu.
- My courses: this is a list of the courses in your curriculum, with extra information available about each course.
- Tuition fee: this menu contains information about the tuition fee.
- Course feedback: participate in the course feedback of the courses that you are following.
- Housing applications: apply for a room or apartment at Ghent University here.

**Re-enrolment**

Go to General information - Enrolment to re-enrol after the the examination results have been announced.

**Transcript of Records**

Go to the menu Examination results to see your examination marks.

**Curriculum**

- Edit curriculum (WE)
- Exchange
- Exemptions

**Housing**

- Housing applications

**AY 2023-2024**

**Curriculum**

- Edit curriculum (WE)
- Schedule groups
- Stop
- Exchange
- Exemptions

**Courses**

- My courses

**AY 2022-2023**

**Curriculum**

- Edit curriculum (WE)
- Schedule groups
- Stop
- Exchange
- Exemptions

**Courses**

- My courses

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

**STUDENT**

**Enrollments 2023-2024**

Click the button Curriculum in the programme or main subject line to access its curriculum.  
As soon as the curriculum is ready, select it by clicking its checkbox, then hit the button Submit for approval to send it to the faculty's Student Administration.

Possible actions on the selection:

[Submit for approval](#) [Accept curriculum](#) [Print curriculum](#) [Print document of admission](#) [Self-reflection report](#)

<input type="checkbox"/>	Student No.	Student	Main subject code	Status	Actions
<input type="checkbox"/>	02108852	Bachelor Biologie Student	CBBIOI - Bachelor of Science in Biology	Draft	History Curriculum

## 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](mailto:int.feb@ugent.be)

5. Click the **Curriculum** link next to the name of your study programme (FXGAEX) to edit your curriculum (status 'draft') or to consult it (status 'proposal' or 'approved').

6. On this page, you see all the courses that are in your curriculum.

To change courses, click on the pencil next to the module of which you want to choose courses.

Name	Code	AY	WTs	Semester	Ref	Language	Location	Crdt	Instructor	Status	Actions
1) General Courses	4										
16	Introduction Genetics	000179	2023	2	1	nl	Shert	5	Sofie Boeckhuyt	Taken	
18	Statistics	000337	2023	2	1	nl	Shert	4	Loren Content	Taken	
22	Cell Biology	000328	2023	2	2	nl	Shert	4	Bonne Hude	Taken	
24	Biochemistry	000174	2023	2	2	nl	Shert	5	Wim Vlaerman	Taken	
2) Elective Courses	1										

7. To **remove courses** from your curriculum click the – sign

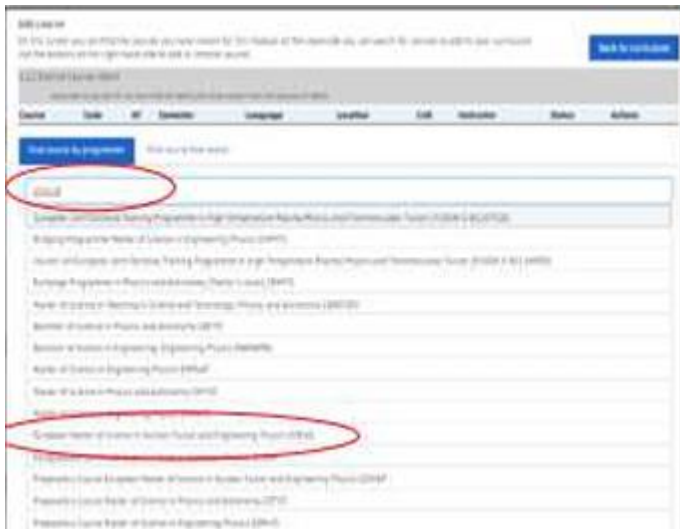
8. To **add courses**: click the pencil next to the module from which you want to add courses to your curriculum. You can then search for courses, either via programme or via free search

Find course by programme

Find course free search

Choose a programme

9. **Search for a course via programme**: fill in a search term to find a programme > f.e. Exchange programme Faculty of Economics and Business Administration



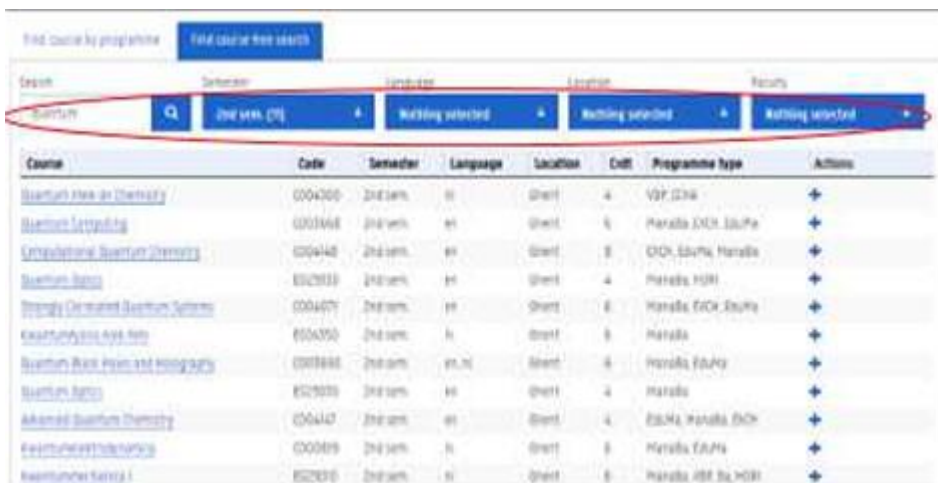
10. The programme appears. Choose a course by clicking on the + sign.  
 You can consult the course specifications by clicking on the course name



**Note**

- For language courses taken at the University Language Centre (UCT) f.e. 'Dutch for exchange students', you need to select the course F000983 'Course University Language Centre'(0 crdt). We will link and add the actual credits once we process your curriculum for approval.

11. **Search** for a course by **free search**: Fill in a search term and add one or more filters if necessary. A list of corresponding courses appears. Choose a course by clicking on the + sign. You can consult the course details by clicking on the course name.



12. Click the button 'back to curriculum' to go back to the overview of your programme

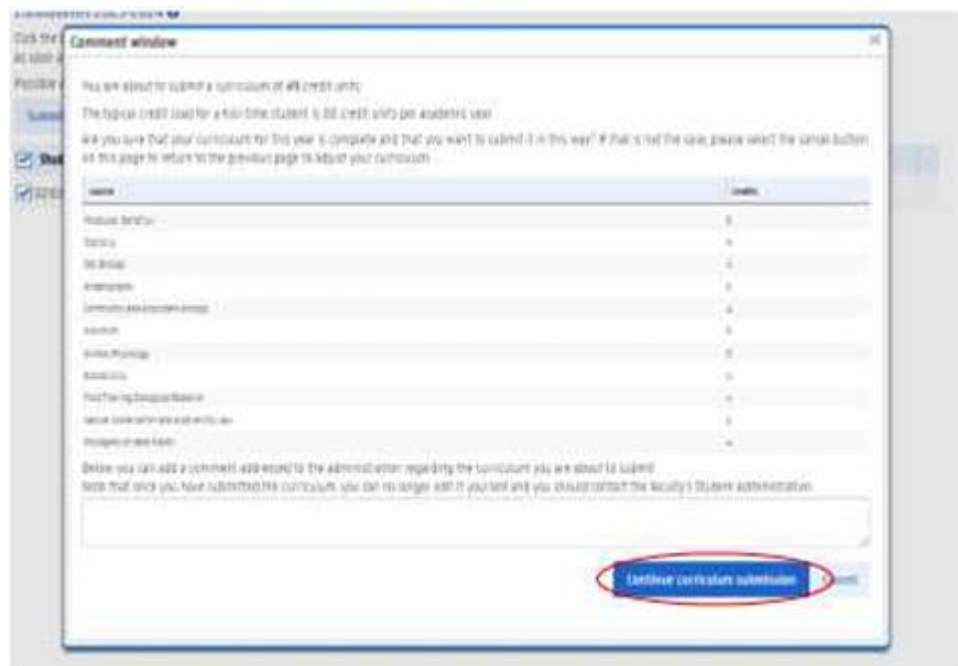


13. When you have completed your curriculum, go to the menu 'edit curriculum', select your enrolment and click the button 'submit for approval'



14. An overview of your curriculum appears. Click the button 'continue curriculum submission' to confirm. As soon as you have done this, your curriculum reaches the status 'proposal' and you cannot edit it anymore.

**Deadline = end of week 2 of the semester**



## Questions

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