

# MANUAL: HOW TO EDIT AND SUBMIT YOUR CURRICULUM IN OASIS

1. Go to the Oasis website (<http://oasis.ugent.be>).
2. Log in with your UGent username and password.
3. You are now at the Oasis home page.

**GHENT UNIVERSITY**

**OASIS** Griet Gaerhout In het Nederlands

STUDENT

**Links**

- Homepage
- Study guide
- Ufora
- Education and Examination Code
- My calendar

**General Information**

- Enrolments
- Examination results
- Special status
- Job student
- UCT enrolment
- Study financing

**My Oasis**

- Certificates
- Personal details
- Contact details
- Address
- Contacts
- Bank accounts
- Privacy
- Language Skills
- Learning account

**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.

4. Go to the menu of the correct academic year, choose Curriculum and click on the menu-option 'Edit Curriculum (PS)'.  
(PS)'

**AY 2021-2022**

**Curriculum**

- Exchange

**Housing**

- Housing applications

**AY 2020-2021**

**Curriculum**

- **Edit curriculum (PS)**
- Stop
- Exchange

**Courses**

- My courses

**Financials**

- Tuition fee

**Housing**

- Rental fee
- Housing applications

**Course feedback**

- My courses

- You can now see the name of the study programme you are enrolled in (KXGAEX). To edit your curriculum, go to 'actions' and click on 'curriculum'.

#### Enrollments 2020-2021

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.

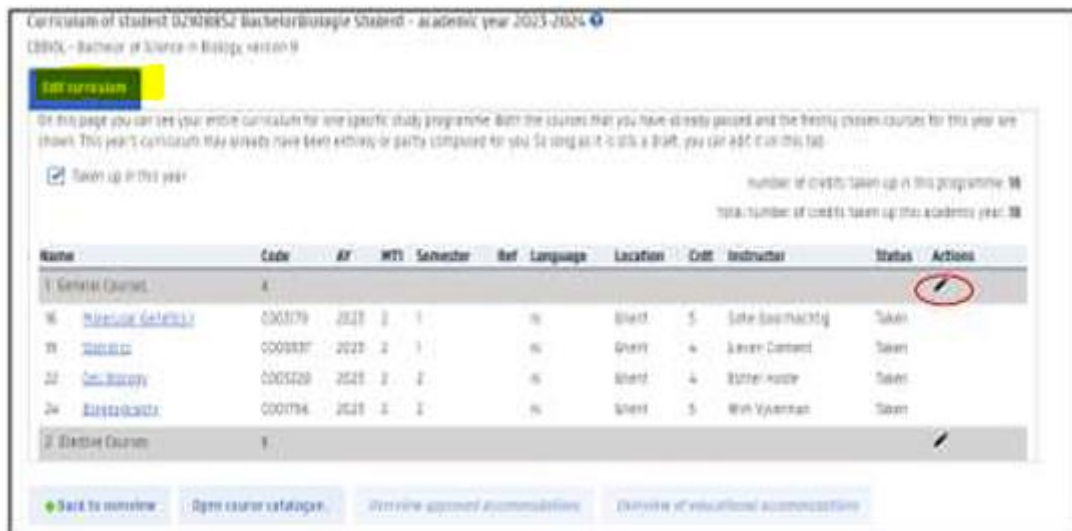
Possible actions on the selection:

<a href="#">Submit for approval</a>	<a href="#">Accept curriculum</a>	<a href="#">Print curriculum</a>	<a href="#">Print Transcript of Records</a>	<a href="#">Print document of admission</a>	<a href="#">Progress report</a>
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<input type="checkbox"/> Student No.	Student	Main subject code	Status	Actions
<input type="checkbox"/> 02050009	Griet Claerhout	KBPOLI - Bachelor of Science in Political Science	Draft	<a href="#">History</a> <a href="#">Curriculum</a>
<input type="checkbox"/> 02050009	Griet Claerhout	<b>KXGAEX - Guest and exchange students Faculty of Political and Social Sciences.</b>	Draft	<a href="#">History</a> <a href="#">Curriculum</a>

- A new screen appears where you can consult and edit your curriculum.



On this page you can see all the courses that are mentioned in your (Online) Learning Agreement. They have been automatically added to your curriculum. If the overview of the courses is not correct according to your (Online) Learning Agreement, please contact the faculty's international office (RIO) via [rio.psw@ugent.be](mailto:rio.psw@ugent.be).

#### Note

- You can only edit a curriculum when it is 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/submitted or approved curriculum, please contact the faculty's international office (RIO) via [rio.psw@ugent.be](mailto:rio.psw@ugent.be).

7. Click on the pencil to add and/or remove courses (if necessary):

Curriculum of student D230852 BachelorBiologie Student - academic year 2023-2024

UBOX - Bachelor of Science in Biology, version 9

**edit curriculum**

On this page you can see your entire curriculum for one specific study programme: both the courses that you have already passed and the freshly chosen courses for this year are shown. This year's curriculum may already have been entirely or partly compared to you. So long as it is still a draft, you can add it on this tab.

Taken up in this year

number of credits taken up in this programme: 18  
total number of credits taken up in the academic year: 18

Name	Code	AY	WTs	Semester	Ref	Language	Location	Crdt	Instructor	Status	Actions
1 Semester Courses											
16	<a href="#">Molecular Genetics I</a>	000179	2023	2	1	NL	Shert	5	Sofie Goormachtig	Taken	
18	<a href="#">Statistics</a>	000337	2023	2	1	NL	Shert	4	Lieven Carment	Taken	
22	<a href="#">Cell Biology</a>	000328	2023	2	2	NL	Shert	4	Esther Hoste	Taken	
24	<a href="#">Bioinformatics</a>	000796	2023	2	2	NL	Shert	5	Wim Vuurman	Taken	
2 Elective Courses											

[Back to overview](#) [Open course catalogue](#) [View more approved accommodations](#) [Overview of educational accommodations](#)

- To **remove** courses from your curriculum, click on the '-' sign next to a course. Fill in the reason and confirm your choice.

15	<a href="#">Databases</a>	000242	2022	2	1	NL	Shert	5	AnneMarie Verbeek	Realized	
16	<a href="#">Molecular Genetics I</a>	000179	2023	2	1	NL	Shert	5	Sofie Goormachtig	Taken	
17	<a href="#">Biochemistry I: Biochemistry</a>	000365	2022	2	1	NL	Shert	4	Bert Devereux	Realized	
18	<a href="#">Biochemistry II: Proteins &amp; Diversity</a>	000377	2022	2	2	NL	Shert	4	Leander Pleunis	Realized	
19	<a href="#">Statistics</a>	000337	2023	2	1	NL	Shert	4	Lieven Carment	Taken	-
20	<a href="#">Plant Biology</a>	000337	2022	2	1	NL	Shert	4	Bartel Vanhoose	Realized	
21	<a href="#">General Microbiology</a>	000266	2022	2	2	NL	Shert	5	Anne Wilkens	Realized	
22	<a href="#">Cell Biology</a>	000328	2023	2	2	NL	Shert	4	Esther Hoste	Taken	-
23	<a href="#">Evolutionary Biology</a>	000324	2022	2	1	NL	Shert	4	Lus Lant	Realized	
24	<a href="#">Bioinformatics</a>	000796	2023	2	2	NL	Shert	5	Wim Vuurman	Taken	-
25	<a href="#">Molecular Evolution</a>	000301	2022	2	1	NL	Shert	4	Jan Van Slycken	Realized	
26	<a href="#">Molecular</a>	000181	2022	2	2	NL	Shert	5	Marleen De Troch	Realized	

- To **add a course**, you first have to find the course concerned. It is recommended to search courses via "Find course free search".

UBOX > Curriculum composer >

**Add course**

On this screen you can find the courses you have chosen for this module. At the lowside you can search for courses to add to your curriculum. Use the buttons at the right-hand side to add or remove courses. [Back to curriculum](#)

2.2.2 Elective Courses UBent

Subscribe to courses for no more than 8 credit units to be chosen from the courses of UBent.

Course	Code	AY	Semester	Language	Location	Crdt	Instructor	Status	Actions
<a href="#">Find course by programme</a>									
<a href="#">Find course free search</a>									

Choose a programme

Fill in a search term and add one or more filters if necessary. A list of corresponding courses appears.

The screenshot shows a search interface for finding courses by programme. At the top, there is a search bar with the text "Find course by programme" and a placeholder "Find course here search". Below the search bar, there are several filter buttons: "Semester", "Language", "Location", and "Faculty". The "Semester" filter is currently set to "2nd sem. (7)", and the other filters are set to "Nothing selected". A red oval highlights the search bar and the filter buttons. Below the filters, there is a table of courses with columns: Course, Code, Semester, Language, Location, Crdt, Programme type, and Actions. The table lists several courses, including "Quantum Intro to Chemistry", "Quantum Computing", "Computational Quantum Chemistry", "Quantum Intro", "Strongly Correlated Quantum Systems", "Quantum Physics with Info", "Quantum Work, Policy and Pedagogy", "Quantum Intro", "Advanced Quantum Chemistry", "Experimental Techniques", and "Quantum for Kids I". Each course has a "+" sign in the Actions column.

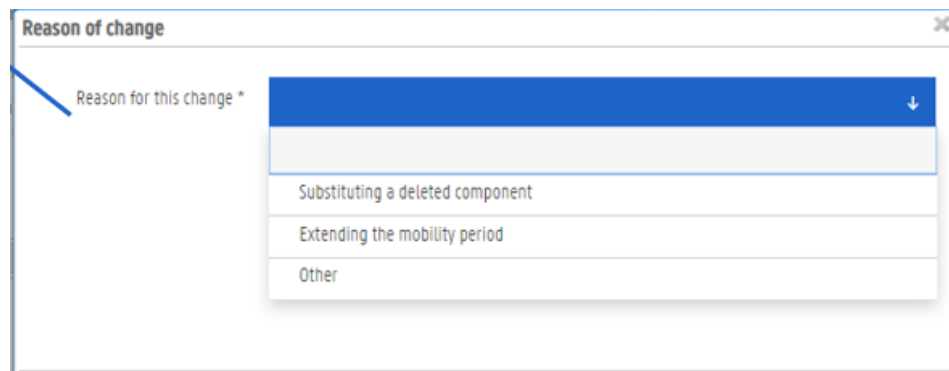
Course	Code	Semester	Language	Location	Crdt	Programme type	Actions
<a href="#">Quantum Intro to Chemistry</a>	004300	2nd sem.	en	Shert	4	VDP, DPA	+
<a href="#">Quantum Computing</a>	003648	2nd sem.	en	Shert	5	Paradise, ECR, EUPa	+
<a href="#">Computational Quantum Chemistry</a>	004448	2nd sem.	en	Shert	8	CR, EUPa, Paradise	+
<a href="#">Quantum Intro</a>	002033	2nd sem.	en	Shert	4	Paradise, HOB	+
<a href="#">Strongly Correlated Quantum Systems</a>	004497	2nd sem.	en	Shert	6	Paradise, ECR, EUPa	+
<a href="#">Quantum Physics with Info</a>	004350	2nd sem.	fr	Shert	5	Paradise	+
<a href="#">Quantum Work, Policy and Pedagogy</a>	003888	2nd sem.	en, fr	Shert	4	Paradise, EUPa	+
<a href="#">Quantum Intro</a>	002033	2nd sem.	en	Shert	4	Paradise	+
<a href="#">Advanced Quantum Chemistry</a>	004447	2nd sem.	en	Shert	4	EUPa, Paradise, ECR	+
<a href="#">Experimental Techniques</a>	000419	2nd sem.	fr	Shert	5	Paradise, EUPa	+
<a href="#">Quantum for Kids I</a>	002030	2nd sem.	en	Shert	5	Paradise, HOB, EUPa, HOB	+

- Choose/add a course by clicking on the + sign.

This screenshot is identical to the one above, but the "+" signs in the Actions column of the table are highlighted in yellow, indicating that a course has been selected.

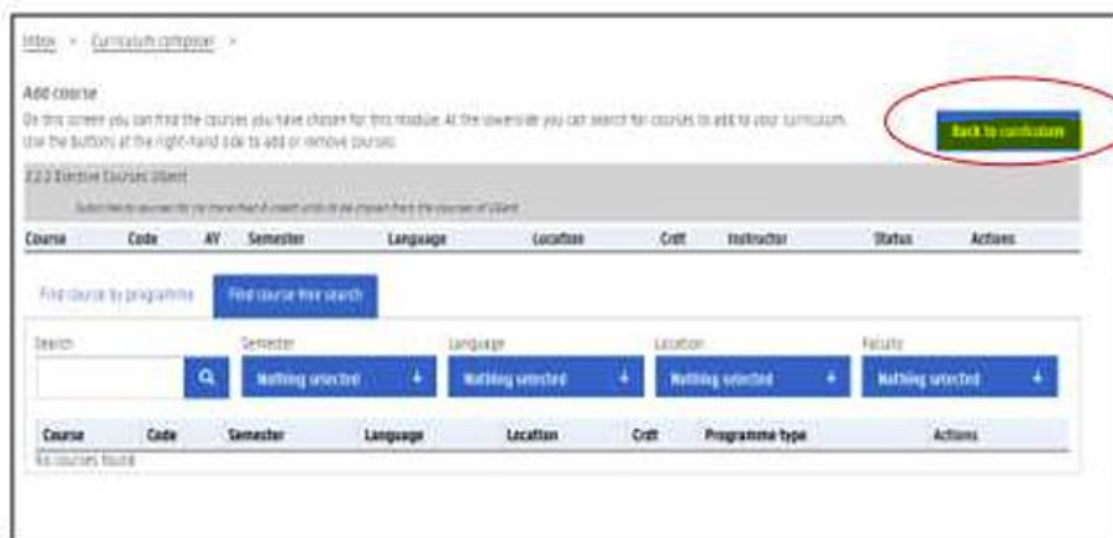
Course	Code	Semester	Language	Location	Crdt	Programme type	Actions
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<a href="#">Quantum Computing</a>	003648	2nd sem.	en	Shert	5	Paradise, ECR, EUPa	+
<a href="#">Computational Quantum Chemistry</a>	004448	2nd sem.	en	Shert	8	CR, EUPa, Paradise	+
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<a href="#">Experimental Techniques</a>	000419	2nd sem.	fr	Shert	5	Paradise, EUPa	+
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- Fill in the reason why you are adding this course, and confirm your choice.



Note: Dutch language courses from the UCT (university language center) can't be selected from the programme catalogue. Please contact RIO via [rio.psw@ugent.be](mailto:rio.psw@ugent.be) so we can add this course to your curriculum on your behalf.

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



9. When you are sure that your curriculum is correct, you can continue to the final step: submitting your curriculum to the faculty for approval. Select your study programme and click 'submit for approval'. This button will only be visible once you have ticked the box in front of your programme.

#### Enrollments 2020-2021 [🔗](#)

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:

<input type="checkbox"/>	Student No.	Student	Main subject code	Status	Actions
<input type="checkbox"/>	02050009	Griet Claerhout	KBPOLI - Bachelor of Science in Political Science	Draft	<a href="#">History</a> <a href="#">Curriculum</a>
<input checked="" type="checkbox"/>	02050009	Griet Claerhout	KXGAEX - Guest and exchange students Faculty of Political and Social Sciences	Draft	<a href="#">History</a> <a href="#">Curriculum</a>

- Oasis will show you all courses you have registered for. Check once more if this is correct. You will also see a commentary window. Add comments if necessary, and click the 'Continue curriculum submission' button to submit your curriculum for approval. Click the 'Cancel' button if you reconsider.

**Comment window** ✕

You are about to submit a curriculum of 15 credit units.

Are you sure that your curriculum for this year is complete and that you want to submit it in this way? If that is not the case, please select the cancel button on this page to return to the previous page to adjust your curriculum.

course	credits
Media, Culture and Diversity	5
Interactive Media and Entertainment	5
Sociology of Globalization	5

Below you can add a comment addressed to the administration regarding the curriculum you are about to submit. Note that once you have submitted the curriculum, you can no longer edit it yourself and you should contact the faculty's Student Administration.

Continue curriculum submission
Cancel

- Once you have submitted your curriculum for approval, it is sent to the faculty's international office (RIO). The status of your curriculum changes from 'draft' to 'proposal' and you cannot edit it yourself anymore. RIO will check your curriculum (together with - if applicable - your 'Learning Agreement changes' and the 'approval of lecturer' document(s)) and either approve it, or return it to you and ask you to change it. This could take up to a few weeks.
- You will be informed via your UGent email address whether your curriculum has been approved or refused, so check your UGent emails regularly.
- When you receive an e-mail (automatic e-mail from Oasis) that the faculty has approved your curriculum, you have to accept your curriculum. This is done by clicking on the button 'Accept curriculum'.

The screenshot shows the OASIS interface for a student. At the top, it says 'OASIS' and 'BachelorBiologie Student'. Below that, it says 'STUDENT' and 'Enrollment's 2023-2024'. There is a section for 'Possible actions on the selection' with buttons: 'Submit for approval', 'Accept curriculum' (circled in red), 'Print curriculum', 'Print document of submission', and 'Self reflective report'. Below this is a table with columns: 'Student No.', 'Student', 'Main subject code', 'Status', and 'Actions'. The first row shows a student with ID 1152, name 'BachelorBiologie Student', subject code 'CB010 - Bachelor of Science in Biology', status 'Approved', and an 'Accept Curriculum' button (circled in red).

#### Questions?

- Questions about the content of your curriculum? Contact RIO via [rio.psw@ugent.be](mailto:rio.psw@ugent.be).
- If you encounter any problems while using Oasis, please contact the Oasis helpdesk at [helpdesk.oasis@ugent.be](mailto:helpdesk.oasis@ugent.be).