

Managing your curriculum in Oasis as a PhD student

1. Go to <https://oasis.ugent.be/> and log in with your username and password. For a general overview of which items can be added by PhD students, please check the schedule at the very end of this document.
2. Select 'Curriculum' for the current academic year (in the left margin).

Links

- Home page
- Exam schedule
 - » LW
 - » RE
- AY 2010-2011**
- Curriculum
 - » Curriculum (PP)
 - » Certificates
- Doctorates
 - » Change Doctoral Training Programme
- AY 2011-2012**
- Curriculum
 - » Re-enrol
 - » Curriculum (PP)**
 - » Certificates

Complete curriculum for academic year 2011-2012 ?

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:

	Student number	Student	Main subject code	Status	Actions
<input type="checkbox"/>	01101857	Sofie Christiaens	HTDOCO - Doctoral Training Programme Ghent University	Draft	History Curriculum

3. Check whether the status of your curriculum for the Doctoral Training Programme is 'Draft' ('Ontwerp') and select 'curriculum' (right margin). In case the status is marked differently, please contact the Doctoral Schools Coordination Unit (doctoralschools@ugent.be) to change the status. Otherwise you will not be able to update your curriculum.

Possible actions on the selection:

	Student number	Student	Main subject code	Status	Actions
<input type="checkbox"/>	01101857	Sofie Christiaens	HTDOCO - Doctoral Training Programme Ghent University	Draft	History Curriculum

4. Select the second tab ('Edit this year's curriculum').

Curriculum of student 01101857 Sofie Christiaens - academic year 2011-2012 ?

HTDOCO - Doctoral Training Programme Ghent University, version 2

The complete study programme is shown on the left. On the upper right-hand side are the courses that are already in your curriculum. To add other courses:

1. Select a programme module on the left. The courses of this module are shown on the lower right-hand side. The number in the column MT refers to the model track year in which the course is taught.
2. Click **Add** to add courses to your curriculum. You can remove them with the button **Remove**.

For more information, open the online help with the ?-button.

Programme Modules

[Collapse all](#) / [Expand all](#)

1 Specialist Courses

In accordance with the regulations laid down in the resolution pertaining to the organisation of the Ghent University Doctorate study programme and in the additional Faculty examination code governing the doctorate:

- 1.1 Required to obtain the certificate and/or imposed by the faculty
- 1.2 Optional (neither required for the

This year's curriculum

number of credits taken up in this programme: **0**
total number of credits taken up this academic year: **0**

	Curriculum Code	MT1	Ref	CR	Course	Action	
	No courses to show.						
	Nr	MT1	Ref	CR	Course	Status	Action
	No courses to show.						

5. Select the module from which you want to pick a course. In case you want to add a specialist course you will have to indicate whether you want to add it to your minimum set or compulsory programme (1.1; in many cases you will also need an approved application for recognition: please check the schedule at the very end of this document) or to your maximum set (1.2).

View entire curriculum Edit this year's curriculum

The complete study programme is shown on the left. On the upper right-hand side are the courses that are already in your curriculum. To add other courses:

1. Select a programme module on the left. The courses of this module are shown on the lower right-hand side. The number in the column MT refers to the model track year in which the course is taught.
2. Click **Add** to add courses to your curriculum. You can remove them with the button **Remove**.

For more information, open the online help with the ?-button.

Programme Modules **This year's curriculum** number of credits taken up in this programme: **29**
total number of credits taken up this academic year: **29**

[Collapse all](#) / [Expand all](#)

▼ 1 Specialist Courses

In accordance with the regulations laid down in the resolution pertaining to the organisation of the Ghent University Doctorate study programme and in the additional Faculty examination code governing the doctorate:

- 1.1 Required to obtain the certificate and/or imposed by the faculty
- 1.2 Optional (neither required for the certificate nor imposed by the faculty)

Curriculum Code	MT1	Ref	CR	Course	Action
ALENGL2.1-16			4	Writing Skills NS	Remove
DMBIOM3.1-1	1		5	Laboratory Animal Science I	Remove
HTDOCO2.2.1-1			0	Publication and/or Conference Contributions	Documents
HTDOCO2.2.4-1			0	Doctoral Defence	Documents
XHDOCO3.1.2-9			3	Gender Research Seminar	Remove
XHDOCO3.1.3-1			8	Causal Inference in Microeconomics with Application to Program Evaluation	Remove
XHDOCO3.2.1.2-			1	Qualitative data analysis using NVivo	Remove

In case there are fixed courses for the module, you can only add the pre-defined 'courses'.

2.1 Research Related Activities

▶ 2.2 Transferable Skills Seminars

Required to obtain the certificate and can be imposed by the faculty:

Three transferable skills seminars organised or recognised by the Doctoral School the doctoral student is associated with
(<http://www.ugent.be/doctoralschools/en/courses>).
Regular courses and items pertaining to permanent training programmes can also be recognised as a transferable skills seminar. These three transferable skills seminars must be taken from the below listed clusters, each one pertaining to a different cluster:

- Communication Skills
- Research and Valorization
- Career Management
- Leadership and Efficiency

Optionally, three additional transferable skills seminars organised by the Doctoral Schools
(<http://www.ugent.be/doctoralschools/en/courses>)
can be taken subject to vacancies being available and subject to the promoter's consent.

2.3 Annual Progress Report

2.4 Doctoral Defence

HTDOCO2.2.3 Annual Progress Report

Each doctoral student is **obliged** to report annually on the progress of his/her doctoral research.

Nr	MT1	Ref	CR	Course	Status	Action
1			0	X000002 Progress Report	Available	Add

For the example above, you can add documents (the actual research report, in PDF format) after you have added it to your curriculum (by clicking the green plus sign).

6. In case there are no fixed courses for the module, you can select a course from the programme catalogue of the year 2011-2012. You are advised to check the UGent programme guide first on the website <http://studiegids.ugent.be/2011/EN/studiegids.html> in order to know where to find the course you want to choose, as only this website has a search function. In order to add a course you will have to know in which module (and in which faculty) it is taught.

Courses organised by the Doctoral School can be found under 'Courses Doctoral Schools'. All other courses can be found in the relevant faculty.



7. Always select 'Complete programme' (left margin) to see all the courses of the Doctoral Schools or a study programme from a specific faculty. Then add the course you want to follow by clicking the green plus sign. If a particular course is not scheduled in this academic year, the course will be greyed out and you will not be able to add the course to your curriculum.

Academic Year 2011-2012
COURSES ON OFFER BY THE DOCTORAL SCHOOLS GHENT UNIVERSITY

Complete programme (0 credits)
 Language of instruction - English-taught track available

1 - Specialist Courses

▼ **1.1 - All Doctoral Schools**

▶ **1.2 - Doctoral School of Arts, Humanities and Law**

▼ **1.3 - Doctoral School of Social and Behavioural Sciences**

No.	Course	Ref	Semester	Mt1	Mt2	Dept.	Instructor	Contact	Study	Crdt
+	Programming of Computer-driven Experiments in the Social and Behavioural Sciences [en]		NVT			PP02	Wouter Duyck	30	120	4

8. Go back to your curriculum overview to check whether you have added all the desired courses. After you have completed your curriculum, you still have to submit it for approval. Only when the status of the added courses is 'approved', these courses will officially become part of your curriculum. You can check the status by clicking the tab 'View entire curriculum'.

View entire curriculum | **Edit this year's 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 composed for you. So long as it is still a draft, you can edit it selecting the tab **Edit this year's curriculum**.

Internal appeal
 You may file an internal appeal against the examination decisions of the past examination session with the Internal Appeals Commission. The appeal has to be filed by means of a signed and dated petition that is sent to the Rector of Ghent University (Sint-Pietersnieuwstraat 25, 9000 Gent) by registered post, on penalty of non-admissibility of the appeal.
 At the same time, you have to send an electronic version of your petition by e-mail to ombuds@ugent.be by way of information.

The appeal has to be filed within the peremptory time limit of five calendar days, starting on the calendar day after the examination results announcement. (More information: article 95 of the [Education and Examination Code](#)).

This year's curriculum

[Collapse all](#) / [Expand all](#)

number of credits taken up in this programme: **4**
 total number of credits taken up this academic year: **4**

Module	AY	Status	CR	Realis	Res1	Res2	Actions
2 Other Courses							
2.1 Research Related Activities							
1 X000001 Publication and/or Conference Contributions	2011	Draft	0				Documents
2.2 Transferable Skills Seminars							
2.2.1 Communication Skills							
3 X000004 Programming of Computer-driven Experiments in the Social and Behavioural Sciences (XHDOCO2.1.3-1)	2011	Draft	4				

- Save and close the pop-up screen, and to go back to the page 'Complete curriculum for academic year 20xx-20xx'. To submit your curriculum for approval, select the Doctoral Training Programme and click the button 'Submit for approval'.

Complete curriculum for academic year 2011-2012 ?

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 Transcript of Records

Student number	Student	Main subject code	Status	Actions
<input checked="" type="checkbox"/> 01101857	Sofie Christiaens	HTDOCO - Doctoral Training Programme Ghent University	Draft	History Curriculum

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- Should you wish to add a comment before submitting your curriculum, you can do so in the available comment window (optional).

Comment window

Comments

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.

I would like to submit my curriculum in order to follow some courses in AY2011-2012

- Having submitted your curriculum, you will notice that the status of your curriculum as well as the newly added courses has changed to 'Proposal' ('Voorstel'). Courses organised by the Doctoral Schools have to be approved by the Doctoral Schools. Regular courses from a particular faculty will need to be approved by both the teacher of the course and the Doctoral Schools.

Student number	Student	Main subject code	Status	Actions
<input type="checkbox"/> 01101857	Sofie Christiaens	HTDOCO - Doctoral Training Programme Ghent University	Proposal	History Curriculum

2.2 Transferable Skills Seminars				
2.2.1 Communication Skills				
3 X000004 Programming of Computer-driven Experiments in the Social and Behavioural Sciences (XHDOCO2.1.3-1)		2011	Proposal	4

12. As soon as the status of the added courses is 'approved', these courses will officially become part of your curriculum.

2.2 Transferable Skills Seminars						
2.2.1 Communication Skills						
3	X000004 Programming of Computer-driven Experiments in the Social and Behavioural Sciences (XHDOCO2.1.3-1)	2011	Approved	4		

13. The procedure for adding documents (progress report, publication, conference contribution, proof of participation) and metadata to particular courses is as follows: first of all select 'documents' (still within the tab 'Edit this year's curriculum').

View entire curriculum | **Edit this year's curriculum**

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For more information, open the online help with the ?-button.

Programme Modules **This year's curriculum**

[Collapse all](#) / [Expand all](#) number of credits taken up in this programme: **29**
total number of credits taken up this academic year: **29**

1 Specialist Courses

In accordance with the regulations laid down in the resolution pertaining to the organisation of the Ghent University Doctorate study programme and in the additional Faculty examination code governing the ...

Curriculum Code	MT1	Ref	CR	Course	Action
ALENGL2.1-16			4	Writing Skills NS	Remove
DMBIOM3.1-1	1		5	Laboratory Animal Science I	Remove
HTDOCO2.2.3-1			0	Progress Report	Documents Remove

Then select 'new', specify the type, and provide the necessary metadata (compulsory only for conferences and articles). **Do not forget to save all new items separately.**

Documents ✕

X000002 Progress Report [Close](#)

Type	Value/Title	Creation Date	URL	Remarks	Actions
No documents have been added yet.					

[New](#) | [Link Document](#) | [Delete Document](#) | [Show](#) | [Save](#)

Type: Progress Report

Value/Title:

Linked document:

Creation date:

URL:

Remarks:

If an additional PDF is needed (the actual research report or proof of participation), you will have to click the button 'Link Document' and upload the relevant PDF.

[New](#) | [Link Document](#) | [Delete Document](#) | [Show](#) | [Save](#)

Type: Progress Report

Value/Title: annual research report

Linked document:

Creation date: 26-1

URL:

Remarks:

Link Document ✕

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Adding Courses in Oasis: General Overview (1)

Curriculum in Oasis		Who?	When?	Forms/proofs?
Courses organised by Doctoral Schools	Minimum set	Administration or PhD Student	During academic year (AY)	None
	Maximum set	Administration or PhD Student	During AY	None
Regular course units UGent	Minimum set	PhD Student	Enrolment period	'Application for recognition'
	Maximum set	PhD Student	Enrolment period	None
Regular course units outside UGent	Minimum set	Administration	After approval of application for recognition	'Application for recognition' Phd Student: 'Proof of succesful participation' (pdf in Oasis)
	Maximum set	Administration	Prior to submission for final evaluation	None Phd Student: 'Proof of succesful participation' (pdf in Oasis)
Courses recognised by Doctoral Schools	Minimum set	- Administration (generally approved)	During AY	- None (launched on website) Phd Student: 'Proof of succesful participation' (pdf in Oasis)
		- Administration (individual recognition)		- 'Application for recognition' Phd Student: 'Proof of succesful participation' (pdf in Oasis)
	Maximum set	/	/	/

Adding Courses in Oasis: General Overview (2)

Curriculum in Oasis	Who?	When?	Forms/proofs?
Annual Progress Report: X000002	PhD student Document to X000002: -type: Progress Report	Yearly: 1 April – 30 June	Only the <u>research report</u> (in pdf) is to be linked to X000002
Research related activities: X000001 Publication and/or Conference contributions	PhD student Documents to X000001: -type: Publication (1x) -type: Conference (3x)	Submission for final evaluation : 20 days prior to Faculty Board meeting	None
Doctoral defence: X000003	PhD student	Submission for final evaluation : 20 days prior to Faculty Board meeting	None

Annual Progress Report: X000002

- ▶ Compulsory for all UGent DS members!
- ▶ Approval by supervisor = condition for re-enrolment for next AY