

## Final submission of your curriculum in Oasis as a PhD student

1. Go to <https://oasis.ugent.be/> and log in with your username and password.
2. Select 'Curriculum' for the current academic year (in the left margin).

**Links**

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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	<a href="#">History</a> <a href="#">Curriculum</a>

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](mailto: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	<a href="#">History</a> <a href="#">Curriculum</a>

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 'Other Courses', and then select '2.4 Doctoral Defence' (X000003). Add the actual 'Doctoral Defence' course by clicking the green plus sign.

[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** number of credits taken up in this programme: **24**  
total number of credits taken up this academic year: **24**

[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)

▼ **2 Other 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:*

**This year's curriculum**

Curriculum Code	MT1	Ref	CR	Course	Action
ALENGL2.1-16			4	Writing Skills NS	<a href="#">Remove</a>
DMBIOM3.1-1	1		5	Laboratory Animal Science I	<a href="#">Remove</a>
XHDOC03.1.2-9			3	Gender Research Seminar	<a href="#">Remove</a>
XHDOC03.1.3-1			8	Causal Inference in Microeconometrics with Application to Program Evaluation	<a href="#">Remove</a>
XHDOC03.2.1.2-4			1	Qualitative data analysis using NVivo	<a href="#">Remove</a>
XHDOC03.2.5.3-1			3	The secret skills of the innovative entrepreneur	<a href="#">Remove</a>

**HTDOC02.2.4 Doctoral Defence**  
**Required** to obtain the certificate:  
Successful defence of the doctoral dissertation

Nr	MT1	Ref	CR	Course	Status	Action
1			0	X000003 Doctoral Defence	Available	<a href="#">Add</a>

6. Select the module '2.1 Research Related Activities'. Then add the course 'Publication and/or Conference Contributions' (X000001) by clicking the green plus sign.

[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** number of credits taken up in this programme: **24**  
total number of credits taken up this academic year: **24**

[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)

▼ **2 Other 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:*

2.1 Research Related Activities

▼ **2.2 Transferable Skills Seminars**

**This year's curriculum**

Curriculum Code	MT1	Ref	CR	Course	Action
ALENGL2.1-16			4	Writing Skills NS	<a href="#">Remove</a>
DMBIOM3.1-1	1		5	Laboratory Animal Science I	<a href="#">Remove</a>
HTDOC02.2.4-1			0	Doctoral Defence	<a href="#">Documents</a> <a href="#">Remove</a>
XHDOC03.1.2-9			3	Gender Research Seminar	<a href="#">Remove</a>
XHDOC03.1.3-1			8	Causal Inference in Microeconometrics with Application to Program Evaluation	<a href="#">Remove</a>
XHDOC03.2.1.2-4			1	Qualitative data analysis using NVivo	<a href="#">Remove</a>
XHDOC03.2.5.3-1			3	The secret skills of the innovative entrepreneur	<a href="#">Remove</a>

**HTDOC02.2.1 Research Related Activities**  
Compulsory part for the obtainment of the certificate:

- one publication (at least accepted for publication) complying with the criteria qualifying for the doctoral bonus in the doctoral student's research domain
- three oral presentations or posters on national or international conferences

Nr	MT1	Ref	CR	Course	Status	Action
1			0	X000001 Publication and/or Conference Contributions	Available	<a href="#">Add</a>

**Remark:** We strongly recommend that the required publication and conference contributions be added only when submitting your curriculum for final evaluation. Only at this point you will be able to select your three most prestigious conference contributions and your best publication.

7. Include each publication or conference contribution and its metadata as follows: first of all select 'documents' (still within the tab 'Edit this year's curriculum').

### This year's curriculum

number of credits taken up in this programme: 5  
total number of credits taken up this academic year: 5

Curriculum Code	MT1	Ref	CR	Course	Action
ITDOCO2.2.1-1			0	Publication and/or Conference Contributions	<a href="#">Documents</a> <a href="#">Remove</a>

Then select 'new', specify the type (conference or publication), and provide the necessary metadata. Please be careful when specifying the metadata (cf. the examples below). You do not have to link any additional documents (e.g. the full text of the publication, the conference programme, etc.) to the added items. You can add the required publication and three conference contributions to one single X000001 course. **Do not forget to save all new items separately.**

Documents ✕

**X000001 Publication and/or Conference Contributions** Close

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

**New** Link Document Delete Document Show Save

Type: Publication

Value/Title: Title of the publication (obligatory)

Linked document:

Creation date:

URL: URL of the publication (optional)

Remarks: Full reference of the publication: author(s), title, journal/book title, editors, volume/issue nr., pages, publisher, year (obligatory)

Documents ✕

**X000001 Publication and/or Conference Contributions** Close

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

**New** Link Document Delete Document Show Save

Type: Conference

Value/Title: Title of the presentation of poster (obligatory)

Linked document:

Creation date:

URL: URL of the conference (programme) (optional)

Remarks: Full description: authors, title, congress, venue, date, presentation or poster, national or international conference (obligatory)

8. Proceed to 'View entire curriculum' for final inspection. The status of the courses X000001 and X000003 that you have just added will be 'Draft' ('Ontwerp'). The status of all previously added courses for the current academic year should be marked as 'Approved' ('Goedgekeurd') or empty. **Please verify whether you have uploaded a proof of successful participation for all courses of the type 'uitwisselingsvak' (generally with an empty status) by clicking the button 'Documents'.** If no proof has been uploaded yet, you should return to the second tab ('Edit this year's curriculum') and add it.

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](mailto: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: **24**  
total number of credits taken up this academic year: **24**

Module	AY	Status	CR	Realis	Res1	Res2	Actions
<b>1 Specialist Courses</b>							
<b>1.1 Required to obtain the certificate and/or imposed by the faculty</b>							
3 X000057 Gender Research Seminar (XHDOCO3.1.2-9)	2011	Approved	3				<a href="#">info</a>
4 X000173 Causal Inference in Microeconometrics with Application to Program Evaluation (XHDOCO3.1.3-1)	2011	Approved	8				<a href="#">info</a>
5 Research Seminar 2011 uitwisselingsvak	2011						<a href="#">info</a>   <a href="#">Documents</a>
<b>1.2 Optional (neither required for the certificate nor imposed by the faculty)</b>							
1 D002122 Laboratory Animal Science I (DMBIOM3.1-1)	2011	Approved	5				<a href="#">info</a>
<b>2 Other Courses</b>							
<b>2.1 Research Related Activities</b>							
1 X000001 Publication and/or Conference Contributions	2011	Proposal	0				<a href="#">info</a>   <a href="#">Documents</a>
<b>2.2 Transferable Skills Seminars</b>							
<b>2.2.1 Communication Skills</b>							
2 A002772 Writing Skills NS (ALENGL2.1-16)	2011	Approved	4				<a href="#">info</a>
<b>2.2.2 Research and Valorization</b>							
1 X000181 Qualitative data analysis using NVivo (XHDOCO3.2.1.2-4)	2011	Approved	1				<a href="#">info</a>
<b>2.2.3 Career Management</b>							
1 X000200 The secret skills of the innovative entrepreneur (XHDOCO3.2.5.3-1)	2011	Approved	3				<a href="#">info</a>
<b>2.4 Doctoral Defence</b>							
1 X000003 Doctoral Defence	2011	Proposal	0				<a href="#">info</a>   <a href="#">Documents</a>

9. Save and close the pop-up screen, and go back to the page 'Complete curriculum for academic year 20xx-20xx'. To submit your curriculum for final 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	<a href="#">History</a>   <a href="#">Curriculum</a>

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    - Re-enrol
    - Curriculum (PP)
    - Certificates

10. 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 for final approval. I believe I have fulfilled all the requirements for the certificate of the doctoral training programme.]

**Continue curriculum submission**Cancel

11. 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'). Both your supervisor and Doctoral School director will now give their advice on your entire curriculum. As soon as their advice has been given, you will be able to check this by clicking the button 'History'.

Student number	Student	Main subject code	Status	Actions
19953176	Dieter De Bruyn	HTDOCO - Doctoral Training Programme Ghent University	Proposal	<a href="#">History Curriculum</a>

# Doctoral Training Programme: final submission of your curriculum in Oasis

## For Whom?

- Compulsory curriculum
- Certificate of the UGent doctoral training programme

## When?

- 20 days prior to the faculty board meeting deciding upon the admittance to the doctoral exam

## How?

- Add course **X000003** (Doctoral Defence) to your curriculum
- Add course **X000001** (Publication and/or Conference Contributions) to your curriculum and specify the metadata for **1 Publication and 3 Conferences** (or for those conferences and/or publication that are still missing in your curriculum)

## Procedure?

- Student: Submit curriculum for approval
- Supervisor: Advice (through Oasis)
- Doctoral School Director: Advice (through Oasis)
- Doctoral Schools Coordination Unit: Advice will be sent to your faculty
- FSA: **Certificate and supplement of the UGent doctoral training programme**