

CURRICULUM SUBMISSION – 2017-2018

The information in this document is relevant for our Master programmes in English (and associated Linking Courses / Preparatory Courses): Economics, Business Economics, Business Engineering.

In academic year 2017-2018 all students of the faculty of Economics and Business Administration must submit their **curriculum online** via <http://OASIS.UGent.be>. They will have until **September 30, 2017** to do this.

Students in a standard learning track

Students who have enrolled in a standard learning track must carefully read **this document**.

For **standard learning track students**, the curriculum will already be quasi correct in OASIS. They will only have to check it for errors and add any language and elective courses if necessary.

Lists of elective courses can be found on <http://www.UGent.be/eb> > Information for degree students > under student administration: 'elective courses'

Students in a personalised learning path (PLP)

Students who have enrolled in a PLP do not need to go through this document. A separate manual has been written for them.

PLP students must go through all the information on the faculty website www.UGent.be/eb > Information for degree students > under monitoring service: 'Personalised Learning Path (PLP)'

What do standard learning track students need to submit online?

Master in Economics: complete your curriculum online with three major courses (18 ECTS-credits) and 6 ECTS-credits in elective courses (see list of elective courses). When complete, submit your curriculum for approval.

Master Business Economics: complete your curriculum online with 6 ECTS-credits in elective courses (see list of elective courses). When complete, submit your curriculum for approval.

Master Business Engineering: complete your curriculum online with elective courses (6 ECTS-credits in 1st master - 5 ECTS-credits in 2nd master) (see list of elective courses). When complete, submit your curriculum for approval.

Linking Course / Preparatory Course in Economics, Business Economics, Business Engineering: check your curriculum. When complete, submit your curriculum for approval.

How to edit and submit the curriculum?

Editing the curriculum is only possible after the student has enrolled in the programme(s) via <http://OASIS.UGent.be> > left-hand menu "academic year 2017-2018" > re-enrol. (Students who are new at Ghent University, will be enrolled by the Registrar's Office – Sint-Pietersnieuwstraat 33. They don't need to enrol via OASIS; they only need to follow the following steps to submit their curriculum.)

The enrolment must happen before September 30, 2017. After that, OASIS will need processing time to accept the enrolment. As soon as this processing time has passed the student will again be able to log in to <http://OASIS.UGent.be> to edit and submit the curriculum.

To add or remove courses in your curriculum, you log in to OASIS and follow the following steps:

Step 1: go to the left-hand menu AY 2017-2018 and click on **'edit curriculum EB'**

Step 2: At the top of your screen you will see an overview of the programmes you have enrolled in at our faculty. On the right-hand side click on **'curriculum'** for the programme you wish to submit the curriculum for.

Step 3: At the top you will see a bar **'edit curriculum for this year'**. Click on that to do anything for academic year 2017-2018.

Step 4: OASIS will suggest some courses to take.

If you want to **add** courses (e.g. language, elective courses, ...) you must click in the left-hand column under 'programme modules' on the relevant category and afterwards you can add courses with 'the green plus sign/add'.

Step 5: Once all the courses you will take in 2017-2018 have been added to your curriculum, you must click on **'save and exit'** at the top. This is not yet the final step, you can still return later if you wish.

Step 6: When you are sure that the curriculum has been entered correctly, you must click on the button **'submit for approval'**. This button will only be visible after you have **ticked the box** in front of the relevant programme.

Step 8: After you have clicked on 'submit for approval' you will see a **commentary window**. This is an opportunity to enter any additional comments, for example: 'I have applied for an alternative elective course', 'I will go on Erasmus in the 2nd semester', ...

Step 9: After adding any additional comments, click on **'continue'** and **then your curriculum has been submitted** (= from draft status to proposal status) and you will no longer be able to make any changes in OASIS!

Should you still want to make any changes, you can contact the faculty student administration to request that they return your curriculum to draft. We want to emphasise that this step is to be avoided, so think carefully before you submit your curriculum for approval.

Approving the curriculum

After your curriculum has been submitted for approval, our faculty administration can evaluate your curriculum. This process can take **a few days to a few weeks**, since our faculty needs to check thousands of curricula. Therefore, please do not contact the administration right away if the evaluation of your curriculum takes a while.

The curriculum commission can make two decisions:

- **Your curriculum is approved:** you will receive an automatic e-mail about this on your Ghent University address with the notification that your curriculum has been approved.
After receiving this e-mail, you need to check your curriculum one last time in OASIS. If you agree with the approved curriculum, then you must click on **'accept curriculum'** in OASIS (again you must first tick the box in front of the programme). If there are errors in your curriculum, you must contact the faculty student administration immediately.
- **Your curriculum has not (yet) been approved:** you will receive an e-mail on your Ghent University address with the notification that your curriculum cannot be approved. Normally this e-mail will also contain the reason for the rejection (e.g. an elective course is missing, ...). If the reason is not visible, you can also look it up in OASIS by clicking on 'curriculum EB' and then on 'curriculum history' for the curriculum that was rejected.
Your curriculum will be returned to 'draft', giving you the opportunity to submit a new curriculum.

Should the administration notice mistakes in your submission process or curriculum formation, we will always contact you via the Ghent University e-mail address. This means it is very important to check the **Ghent University e-mails** daily!