

PRACTICAL INFO SESSION: CURRICULUM IN EXCHANGE

24 March 2025

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STAY UPDATED

Ufora: Welcome abroad

Important announcements:

Deadlines

Infosessions

Interesting projects

Funding options

...

[Link to Welcome Abroad](#)

Facebookgroup:

Erasmusstudenten FBW

Community of fellow students to ask questions, share experiences, find Erasmus companions...

[Link to the facebookgroup](#)

Webpage:

Studying abroad

Timelines for all exchange procedures, detailed information for each step

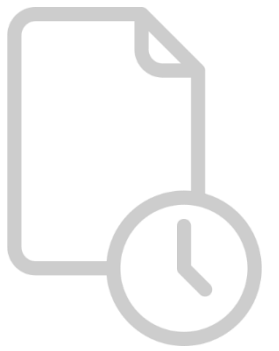
[Link to Studying Abroad](#)

HOW TO CONTACT US?

- Through e-mail out.fbvw@ugent.be
- Make an appointment! [Online appointment tool](#)
- Who can help you?
Catherine Mermans
International Relations Officer
Campus Coupure
Building A – A0.104
FDO

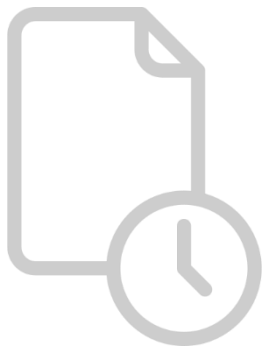
MASTER'S DISSERTATION AND INTERNSHIP

CURRICULUM IN EXCHANGE



- **Master's dissertation:** [website – Exchange curriculum](#)
 - Exchange course: 'Research in the framework of the Master's Dissertation'
 - Indicate that the subject 'Master's thesis' from your UGent program is **partly** realised abroad.
- **Amount of credits?**
 - **All** your practical work on exchange → **2/3 of the credits** (20 out of 30)
 - **Part of** the practical work on exchange → **1/3 of the credits** (10 out of 30)
 - Less than two months abroad → **1 credit per week**

CURRICULUM IN EXCHANGE



- **Internship:** [website – Exchange curriculum](#)
 - Exchange course: 'Practical training in the framework of the Internship'
- **Partial** realisation of a UGent course:
 - International internship (5 credits – 20 working days)
 - Extended international internship (10 credits – 40 working days)
- **Credits for the exchange course = Credits the internship course – 2 (defence)**

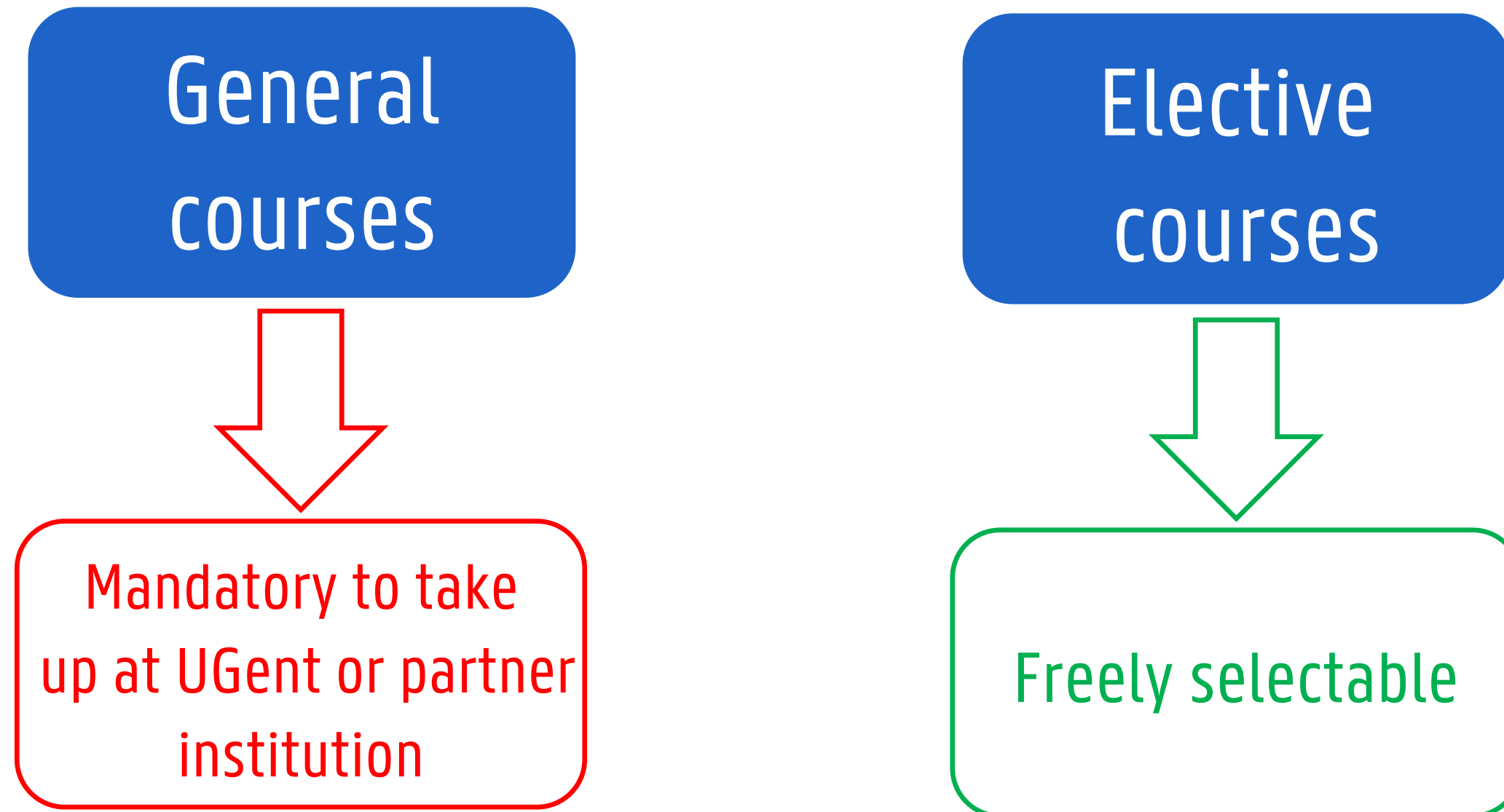
EXCHANGE FOR COURSES

1. CONSULT THE STUDY GUIDE

- Check out the [study guide](#) of the academic year of your exchange ('25-'26)

+ First year (version 1)						
- Second year (version 1)						
- 1 General Courses						
Course	Ref	MTI	Semester	Language	Instructor	Crdt
Food and Nutrition Policies	2		sem 2	en	Joost Dessen	5
Professional Conduct in Biosciences: Business, Consultancy and Research	2		sem 2	en	Christine Yung Hung	5
- 2 Elective Courses						
Subscribe to 25 credit units from no less than 1 and no more than 3 modules from the following list.						
+ 2.1 Master Specific Courses						
+ 2.2 Internship						
+ 2.3 Ghent University Courses						
+ 3 Master's Dissertation						

2. PROGRAM STRUCTURE



2. PROGRAMME STRUCTURE: MASTER



- To be taken into account when putting together your program proposal (!)

- Min. **120 credits** needed to obtain a Master's degree (less is not possible here!)
- You can choose whether to take a course from the **1st or 2nd master year**
- You can take equivalent courses during an exchange in **SEM1 for UGent courses in SEM2** (or vice versa)

EQUIVALENT COURSES

GENERAL COURSES

- What do you have to pay attention to?
 - ALL final competences of these general courses (study file) must be obtained (either at UGent or at the host institution)
 - Equivalence is not required per course but can also be spread over several courses at the host institution (or vice versa)

ELECTIVE COURSES

- The exchange course you want to take as an elective **does not have to correspond** to a course from the elective list in the UGent study guide
- Open choice remains **available** at UGent after the exchange
- **Language courses: max. 8 ECTS** over the whole programme (with the approval of the chairman of your programme)

STUDY GUIDE PARTNER INSTITUTION

COURSES AT THE PARTNER INSTITUTION

- Which subjects are you allowed to take as an exchange student?

➤ Depends on host institution, but be sure to pay attention:

- Guidelines for 'incoming exchange students'
- If agreement with one faculty/school of host institution: follow the rules of this faculty/school → Not sure? Ask (out.fbw@ugent.be)
- Usually you may combine courses from different programmes/faculties (see website exchange partner)

MAKING UP A PROGRAMME PROPOSAL

WHY IS IT IMPORTANT?

- Provides **clear overview** of your entire programme
- Handy to **check** if you meet all requirements
 - Do you meet enough credits? Can you accommodate all general courses and electives within your study programme? ...
- Gives a clear overview of all **equivalent courses**

HOW DO I PUT TOGETHER MY PROGRAM PROPOSAL?

- Download the right program proposal template [via this page](#) or below:

Campus Coupure

- Exchange in 1st master year – SEM1 (120 cr): [template](#)
- Exchange in 1st master year – SEM2 (120 cr); [template](#)
- Exchange in 2nd master year – SEM1 (120 cr): [template](#)
- Exchange in 2nd master year – SEM 2 (120 cr): [template](#)

Programmavoorstel uitwisseling 1ste semester master AJ2X-2X (Ma 120 SP)

Naam student:
 Opleiding:
 Gastinstelling:

AJ2X-2X

SEMESTER 1	AV/KV/MV	Naam vak (gastinstelling)	# SP	Equivalent UGent-vak (indien van toepassing)	#SP	WIJZIGINGEN (indien van toepassing)	#SP
Aantal studiepunten semester 1 (Ma1)			0,0		0		0
SEMESTER 2	AV/KV/MV	Naam vak (UGent)	# SP				
Aantal studiepunten semester 2 (Ma1)			0				
JAARVAKKEN	AV/KV/MV	Naam vak (UGent)	# SP				
Aantal studiepunten jaarvakken (Ma1)			0				



You only fill this in if there are changes
 AFTER arrival at host institution!

EXAMPLE PROGRAMME PROPOSAL

Programmavoorstel uitwisseling 1ste semester master AJ2X-2X (Ma 120 SP)

Naam student: [REDACTED]

Opleiding: Master of Science in de bio-ingenieurswetenschappen: bos- en natuurbeheer

Gastinstelling: University of Eastern Finland

AJ2X-2X

SEMESTER 1	AV/KV/MV	Naam vak (gastinstelling)	# SP	Equivalent UGent-vak (indien van toepassing)	#SP
	KV	3123244: Contemporary evolution and behavioural ecology	3		
	KV	3122239: Introduction to biology of environmental change	4		
	AV	3513142: Basics of Wood Materials Science	3	Houttechnologie: materiaaleigenschappen	4
	KV	3513127: Current issues in forest conservation and biodiversity	3		
	AV	3513170: Forest ecosystem modelling, concepts and applications	5	Vegetation modelling	4
	KV	3513174: Forest Health Management (independant study)	3		
	KV	3513040: Economics of multiple-use forestry	3		
	KV	3513149: Intensive Forest Management and Production of Forest Biomass	3		
	KV	8014300 Survival Finnish	2		
Aantal studiepunten semester 1 (Ma1)			29,0		8

SEMESTER 2	AV/KV/MV	Naam vak (UGent)	# SP
	AV	Geïntegreerd bosbouwpracticum	4
	AV	Forest and Nature Management Planning	5
	KV	Economics and Management of Natural Resources	4
	KV	Tropical Forestry	5
	KV	Sustainable development	5
	KV	Klimaatverandering: processen	5
Aantal studiepunten semester 2 (Ma1)			28

JAARVAKKEN	AV/KV/MV	Naam vak (UGent)	# SP
	AV	Bosbouw	4
Aantal studiepunten jaarvakken (Ma1)			4

HOW DO I PUT TOGETHER MY PROGRAM PROPOSAL?

- Enter in your template all the courses you want to take (at the host institution and at UGent)
- Name of the courses at the host institution
 - Add a link to the study file via a hyperlink (How? [Click here!](#))
- Indicate which courses you think you have an **equivalent** for
- Export your program proposal template to **PDF** (for upload in Oasis)
- Stay within the limits of **2 pages** (clearer)
- Make sure **hyperlinks** are functional and **clickable**



HOW DO I PUT TOGETHER MY PROGRAM PROPOSAL?

- **To be included in the program proposal:**
 - Target is 30 ECTS per semester BUT this is not compulsory (only for scholarship applicants outside EU)
 - Min. ECTS for Erasmus scholarship = 27 ECTS
 - All credits taken at the partner institution are officially added to your curriculum at UGent
 - The program proposal **must be** signed by the [contact person of internationalisation](#)
(deadline see further in the ppt)

Must be signed by the contact person of
internationalisation (your program)

GOEDKEURING VANUIT DE OPLEIDING (versie 1)	
Naam:	
Datum:	
Handtekening:	
GOEDKEURING VANUIT DE OPLEIDING (wijziging)	
Naam:	
Datum:	
Handtekening:	

If changes AFTER arrival of host institution: submit under 'changes' and have
them signed here by the contact person of internationalization

HOW DO I PUT TOGETHER MY PROGRAM PROPOSAL?

- **Prepare for changes**

- Final study guide and timetable for next academic year will not be **announced until later**
- Some courses have **limited number of students** (enrolments)
- You may **not be able to take all subjects** as you had planned
- Look for **additional subjects** you find interesting! (backup)

CIU AND LA IN OASIS

OASIS: CURRICULUM IN EXCHANGE (CIU)

- **Online manual:**

https://oasis.ugent.be/webstart/oasis_web_handleiding_studenten_en.pdf

- After approval of the program proposal: in OASIS

- Upload program proposal as PDF at 'Documents' in exchange application

- Fill in curriculum in exchange (check credits and name)

- Master's dissertation: *Research in the framework of the Master's Dissertation*

- Internship: *Practical training in the framework of the Internship*

OASIS: LEARNING AGREEMENT

- **Learning Agreement is automatically completed** with info from the completed curriculum in exchange (OASIS)
 - **After CIU's online approval** in Oasis, a **signature and stamp of UGent automatically appears** on the document
 - Still have to sign it yourself and send to partner (via email) for their signature
- OR**
- EWP (Erasmus without papers) sign in Oasis, LA is send automatically to partner

OASIS: LEARNING AGREEMENT

- Oasis:

Details van de uitwisselingsaanvraag

Uitwisselingsaanvraag	✓
Motivering	✓
Taalkennis	✓
Contactpersoon	✓
Curriculum in uitwisseling	✓
Documenten	⚠
Voorleggen	!

Documenten afdrukken

Learning agreement

Documenten opladen

Learning agreement

Contract

Elektronisch goedkeuren

Documenten opladen – andere

Wijzigen

type	aanmaakdatum	download	opmerking
Geen documenten			

Download learning agreement with automatic UGent signature

Upload fully signed learning agreement (3 in total)

OASIS: LEARNING AGREEMENT

EWP (Erasmus without papers)

- Oasis:

Details van de uitwisselingsaanvraag

Uitwisselingsaanvraag	✓
Motivering	✓
Taalkennis	✓
Contactpersoon	✓
Curriculum in uitwisseling	✓
Documenten	1
Voorleggen	✓

Documenten afdrukken

Attest verblijfsperiode

Documenten opladen

Attest verblijfsperiode

Learning agreement

Controleer de huidige versie van het learning agreement en onderteken. Bij ondertekening wordt het learning agreement toegevoegd aan de lijst met documenten en automatisch doorgestuurd naar de partnerinstelling.

Learning agreement opvragen Onderteken learning agreement

Contract

Elektronisch goedkeuren

Documenten opladen – andere

Wijzigen

type	aanmaakdatum	download	opmerking
Geen documenten			

download Learning agreement with automatic UGent signature (check)

Sign Learning agreement

DEADLINES

IMPORTANT DEADLINES

- **25 April 2025** Mail the program proposal to the **contact person of internationalisation of your program**
- **1 June 2025**
 1. Upload **signed** program proposal as PDF to exchange application (Documents)
 2. Fill in your CIU in Oasis
- Application procedure at host institution: follow deadline partner!!

TIP

- Also be sure to go over the roadmap that can be found on the ['Studying Abroad'](#) website (by mobility goal)

Courses

Go abroad for one semester and follow courses at one of our partner institutions.

Internship

Combine your first work experience with an intercultural experience during an internship abroad.

Going abroad after graduation

Explore all opportunities to apply/expand everything you've learned during your studies abroad.

Master Dissertation

Go abroad for data collection or experimental research as a part of your master dissertation.

Summer/Winter school or BIP

Take a short, intensive course abroad during the lesson-free period.

Extra tips

Going on an exchange? Prepare your travel with these practical tips!

Catherine Mermans

International Relations Officer
FACULTY EDUCATION SERVICES
BUILDING A, ROOM A0.104
CAMPUS COUPURE

E out.fbw@ugent.be

Online appointment tool

<https://www.ugent.be/bw/nl/voor-studenten/buitenland/studying-abroad>

