



EXCHANGE CURRICULUM

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STAY UPDATED

- Ufora site 'Welcome abroad'
 - = Important announcements regarding deadlines, infosessions, interesting projects, funding options,...
- Facebook group 'Erasmusstudenten FBW'
 - = Community of fellow students to ask questions, share experiences, find Erasmus companions,...
- Web page 'Studying abroad'
 - = Timelines for all exchange procedures, detailed information for each step
 - = Consult this page before e-mailing or making an appointment!



EXCHANGE IN MASTER PROGRAMME



1. CHECK THE STUDY GUIDE

Find your master's programme in the study guide and view

programme for academic year of exchange ('23-'24)

Link: <u>Study guide (ugent.be)</u>



2. PROGRAMME STRUCTURE

- General course units
 - Mandatory admission to UGent or host institution
- Majors/Minors
 - > Sometimes mandatory (dependent on master programme further in ppt)
- Elective course units
 - > Freely selectable



2. PROGRAMME STRUCTURE

- To be taken into account when compiling the curriculum:
 - ➤ Min. 120 credits needed to obtain a Master's degree (less is not possible here!)
 - >You can choose whether to take a course in 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 COURSE UNITS

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



CHOICE WITHIN MAJOR

- Only mandatory for: 'Cell and Gene Biotechnology'
 - Exchange course does not have to correspond to a particular major from the UGent study guide
 - > Programme chair decides whether or not the exchange course counts towards a particular major
 - Must have the same number of credits of major courses as normally provided (20 or 22 credits)

ELECTIVE COURSE UNITS

- 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 your entire programme (subject to approval by the programme chair)



STUDY GUIDE HOST INSTITUTION



COURSES AT THE HOST 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' (<u>see Sharepoint</u>)
 - If agreed with one faculty/school of host institution: follow the rules of this faculty/school
 - You are usually allowed to combine courses from different programmes/faculties (see Sharepoint or website exchange partner)

COURSES AT THE HOST INSTITUTION

- What is the best way to search for courses at the host institution?
 - > Example courses on Sharepoint (not available for all institutions)
 - > Search within course of interest, faculty, department,...
 - > Search within list of courses based on important terms (tip: use the English study file of UGent course for correct terms)
 - > Ask questions in the Facebook group (community of ex-Erasmussers is growing)
 - ➤ Mail to out.fbw@ugent.be for predecessor data (approval)



DRAFTING PROGRAMME PROPOSAL



WHY IMPORTANT?

- Provides clear overview of your complete education
- Handy to check if you meet all requirements
 - > Do you meet enough credits? Can you accommodate all general education courses, majors, minors, electives within your study programme? ...
- Gives a clear overview of all equivalent courses



• Download the appropriate programme proposal template via this page or below:

• Campus Schoonmeersen	 Bachelor 180 SP: template Master 60 SP: template Combination Bachelor-Master: template (if you include exchange courses in substitution for UGent bachelor and master courses)
• Campus Coupure	 Exchange in 1st master year – SEM1 (120 SP): template Exchange in 1st master year – SEM2 (120 SP); template Exchange in 2nd master year – SEM1 (120 SP): template Exchange in 2nd master year – SEM 2 (120 SP): template

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							You only fill this in if there are char	nges
							AFTER arrival at host institution!	
		Aantal studiepunte	n semester 2 (Ma1)	0				
ARVAKKEN	AV/KV/MV	Naam vak (UGent)	#	SP				
		Aantal studiepunte	n jaarvakken (Ma1)	0				

EXAMPLE PROGRAMME PROPOSAL- IMBONA

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

Naam student:

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

Gastinstelling: University of Eastern Finland

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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		
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Aantal studiepunten semester 1 ((Ma1)	29,0
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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	<u>Tropical Forestry</u>	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

- Enter in your template all the courses you want to take (at the host institution and at UGent)
- 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 programme proposal template to PDF (for upload in Oasis)
- Stay within the limits of 2 pages (clear)
- Make sure hyperlink(s) are still clickable



To be included in programme proposal:

- Target is 30 credits per semester BUT this is not compulsory (only for those applying for scholarships outside the EU)
- > All credits related to the courses you take at the partner institution will officially appear in your curriculum at Ugent
- The programme proposal **must** be signed by the <u>contact person internationalisation of</u>

 <u>your programme</u> (see deadline in the ppt)







Prepare for changes!

Final study guide and timetable for next academic year will not be announced **until** later

- > Some subjects 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)

CIE AND LAIN OASIS



OASIS: CURRICULUM IN EXCHANGE

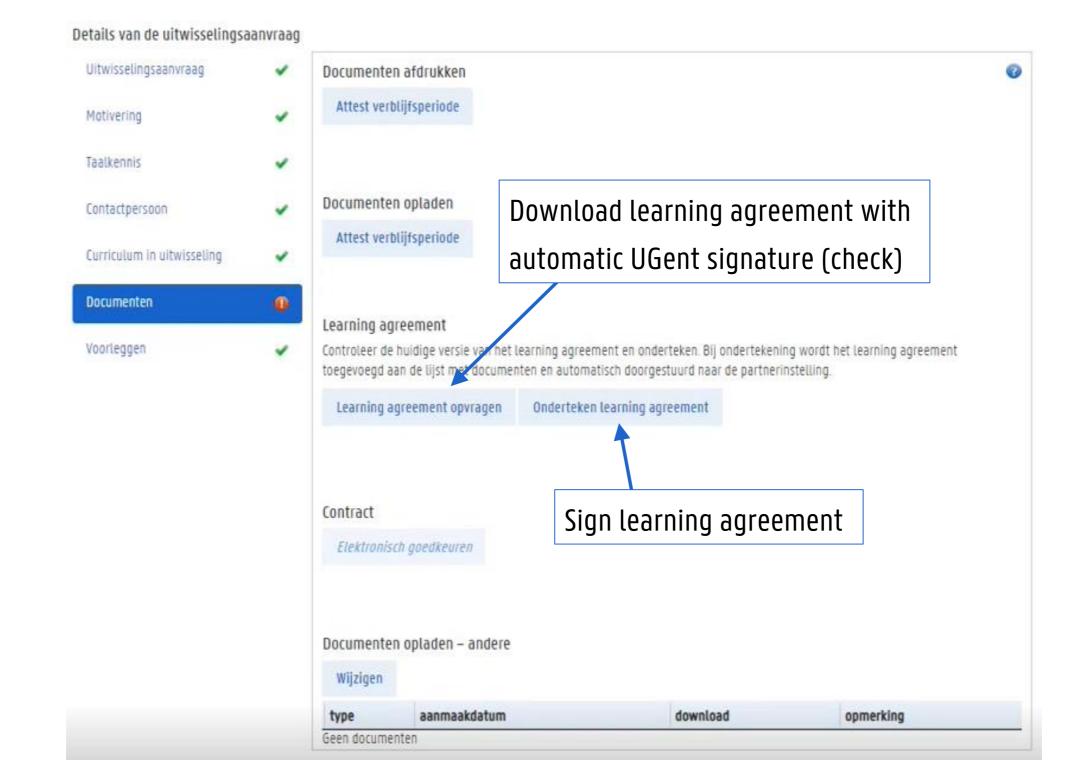
Manual online:

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

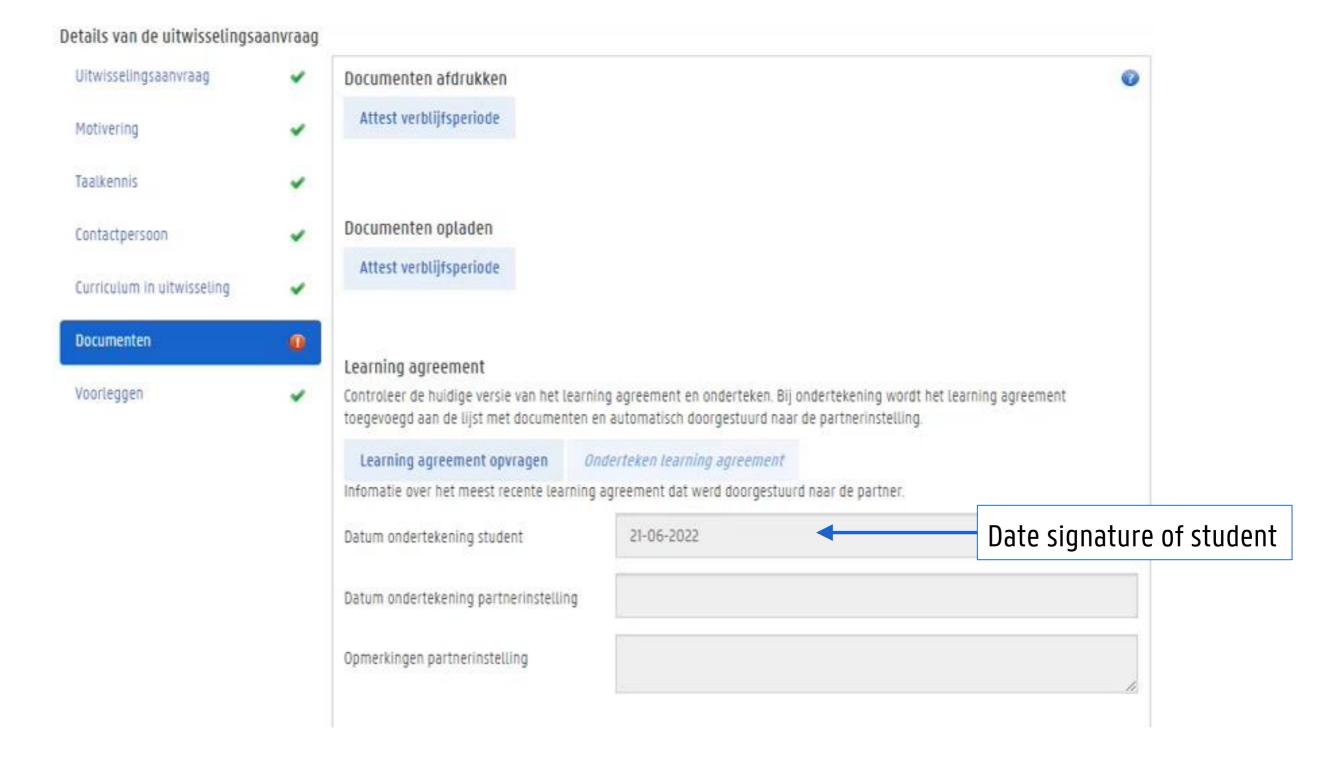
- After approval of the programme proposal: in OASIS
 - > Upload programme proposal as PDF under 'Documents' in exchange
 - application
 - Fill in curriculum in exchange (check credits)



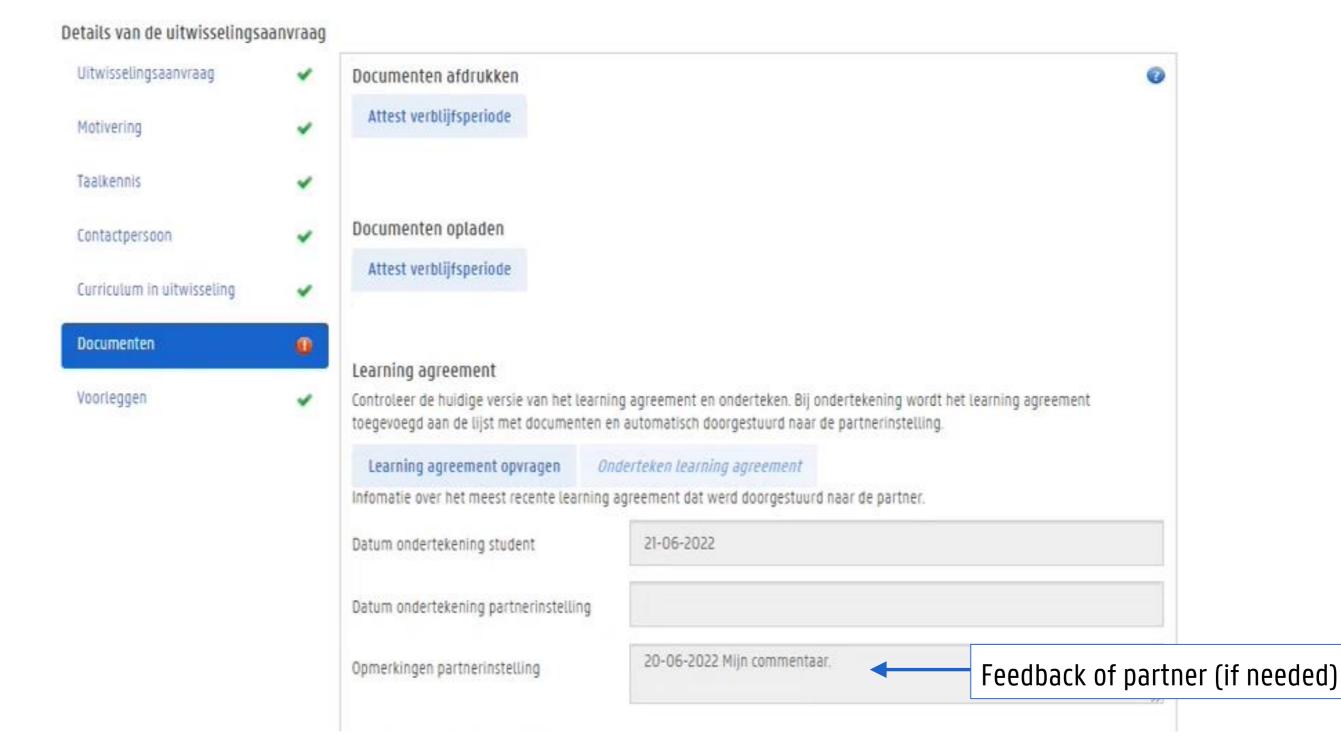
- Erasmus Without Paper (EWP) procedure
- **Learning Agreement** is **automatically completed** with info from the completed curriculum in exchange (OASIS)
- After online approval in Oasis, the document is automatically signed by UGent
 - > Still sign yourself by pressing the button
 - After you signed yourself: LA is automatically sent to the partner so they can
 - also sign it online No need to send it to the partner yourself!



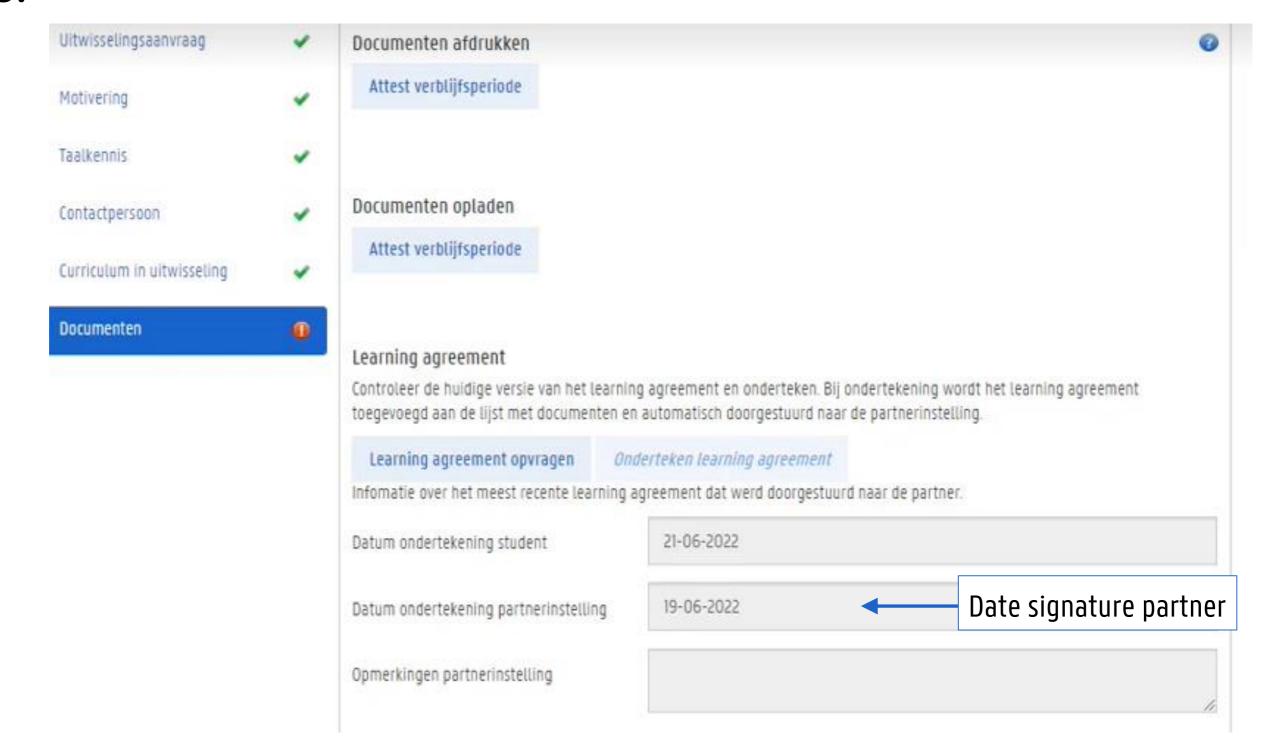














TIMELINE AND DEADLINES



IMPORTANT DEADLINES

Saturday 1 April 2023

Mail programme proposal to <u>contact person</u>

<u>internationalisation of programme</u>

Thursday 1 June 2023

1. Upload **signed programme** proposal as PDF to exchange

application (Documents)

- 2. Complete CIE in Oasis
- BUNDLE your questions to contact persons!
- Application procedure at host institution: follow deadline partner(Sharepoint)



TIP

Also be sure to go over the roadmap that can be found on the

'Studying Abroad' website (per mobility type)

Courses

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

Master Dissertation

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

Internship

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

Summer/Winter school

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

Going abroad after graduation

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

Extra tips

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





Hanne Blondeel

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E out.fbw@ugent.be

Online appointment tool



