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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!

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EXCHANGE IN MASTER PROGRAMME

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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: Study guide (ugent.be)

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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

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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)

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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)

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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)

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STUDY GUIDE HOST INSTITUTION

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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:

    o Guidelines for 'incoming exchange students' ([see Sharepoint](#))

    o If agreed with one faculty/school of host institution: follow the rules of this faculty/school

    o You are usually allowed to combine courses from different programmes/faculties (see Sharepoint or website exchange partner)

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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)

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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

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HOW DO I PUT TOGETHER MY PROGRAMME PROPOSAL?

- 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](#)

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– 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

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

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HOW DO I PUT TOGETHER MY PROGRAMME PROPOSAL?

- 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? <u>Click here</u>!)

- 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**

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HOW DO I PUT TOGETHER MY PROGRAMME PROPOSAL?

- **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 [contact person internationalisation of your programme](#) (see deadline in the ppt)

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

Must be signed by contact person internationalisation

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

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

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HOW DO I PUT TOGETHER MY PROGRAMME PROPOSAL?

- **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)

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CIE AND LA IN 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)

OASIS: LEARNING AGREEMENT

- **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!**

OASIS: LEARNING AGREEMENT

- Oasis:

Download learning agreement with automatic UGent signature (check)

Sign learning agreement

OASIS: LEARNING AGREEMENT

- Oasis:

OASIS: LEARNING AGREEMENT

- Oasis:

Feedback of partner (if needed)

OASIS: LEARNING AGREEMENT

- Oasis:

Date signature partner

TIMELINE AND DEADLINES

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IMPORTANT DEADLINES

- **Saturday 1 April 2023**   Mail programme proposal to [contact person internationalisation of programme](#)

- **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](#))

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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!

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Hanne Blondeel

International Relations Officer
FACULTY EDUCATION SERVICES
BUILDING A, ROOM A0.104
Campus Coupure

E   out.fbw@ugent.be

Online appointment tool

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