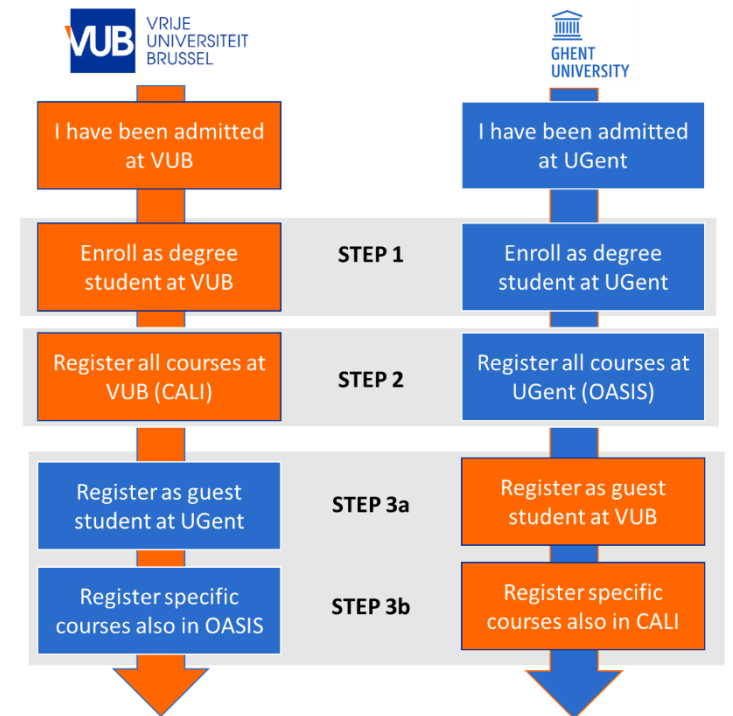# Registration MSc in Biomedical Engineering

Welcome in the interuniversity MSc of Biomedical Engineering! **Depending on the university where you were admitted, you enrol at either the Vrije Universiteit Brussel (VUB) or Ghent University (UGent)**, which will become your main university. You will, however, as an UGent student take up some courses at the VUB and, likewise, as a VUB student, you will take up courses at UGent. Unfortunately, our universities have a separate student administration and e-learning platform. With this practical guide, we aim to practically instruct you to ensure a smooth registration at UGent and VUB so that you have full access to all course materials from the start of your MSc program.

We cannot stress enough that **essential for a smooth start is a timely registration at your main university**, well before the actual start of the academic year. We recommend you to **enrol at least 2 weeks prior to the start of the academic year at your main university**. It is only after you received your UGent or VUB account (with your email address) that you can start up the registration process at the partner university. Your interuniversity record requires some manual processing steps, which occur at an extremely busy moment for the administration offices. **Bottomline: start on time!**

Please follow all the steps described below to finish your registration correctly at both universities (well) before the start of the academic year. Delays in completing these steps implies that you cannot access the courses and course material by the beginning of the academic year - very inconvenient for you – and you will be invisible for lecturers of the partner university – very inconvenient for the professors and teaching staff.

The major part of this guide is written for 1st master students, who have to get acquainted with two new systems in Ghent and Brussels. Remember, however, that course registration and re-enrolment is something you will need to redo for the second master too. But by then, you perfectly know your way around and you will be known to the systems**!**

> **Don't forget to check out our university welcome pages with practical information on studying and living in Gent or Brussels!** Both universities also organize welcome days and/or have a welcome-village set up for international students to welcome you and answer questions you may have. These take place the week before the actual start of the academic year (Monday, September 25th 2023).

Contents

1. STEP 1: Enrolling as degree student **at your main university**

To begin, you first register at your main university. This is the first step to become a student at our university and needs to be completed before the faculty receives your information. Normally, after this first registration you receive a university email address and login details, which allows you to access and complete your enrolment.

> **The tuition fee is the same at Ghent University and Vrije Universiteit UGent. The tuition fee for students from the European Economic Area (EEA) is about 960 euro per year (or better: for 60 credits). For non-EEA students, the tuition fee is about 2500 euro per year (60 credits).** Note that the tuition fee for the MSc is much lower (50%) than the tuition fee for other MSc in engineering programmes at Ghent University.

Vrije Universiteit Brussel	Ghent University
International students: after finishing your application and receiving your letter of acceptance, you will receive an email to finish your enrolment. Some useful links: - Application in program: https://www.vub.be/en/studying-vub/apply-and-enrol-vub/application-and-enrolment/start-your-application - Activating your NetID and password: https://www.vub.be/en/studying-vub/practical-info-for-students/e-tools-and-portals/my-vub-account	**International students**: after finishing your application and receiving your letter of acceptance, you will receive an email to finish your enrolment. You enrol as a degree student in the MSc in Biomedical Engineering (EMBIEN). Useful link: Enrolment or registration — Info for prospective students (ugent.be)
National students: most of you will have a VUB account and can simply enrol in the new program (master). Enrolment in a new program: https://www.vub.be/en/studying-vub/enrolling-vub/application-and-enrolment/re-enrol	**National students:** you either have an UGent account through which you can enrol in the MSc in Biomedical Engineering, or received an admission letter and detail to enrol as degree student. Enrolment or registration — Info for prospective students (ugent.be)

2. STEP 2: Course registration **at your main university** – CANVAS, UFORA, CALI or OASIS?

Both universities have an administrative system and an E-learning platform. While both are fairly similar in use, they are not identical and they are not linked. **The E-learning platform** gives you access to all course materials and communication with the professors and students, provides links to video streams in case of a hybrid lecture format or an online course, is used to upload assignments and communicate intermediate results, etc. **The administrative system** tracks your enrolment, your grades and your exams/courses schedule and gives you access to course evaluations/feedback. **You must have completed your enrolment and received your official account at VUB or UGent before you get access to these platforms.**

	Administrative system	**E-learning platform**
VUB	CALI	CANVAS
UGent	OASIS	UFORA

Note that there is no connection between the systems at UGent and VUB.

Important:

- Once a course is registered on the administrative platform (CALI or OASIS), it is automatically added to the corresponding E-learning platform at VUB (CANVAS) or UGent (UFORA). For VUB the course will be visible in CANVAS the day following the enrolment in CALI.
- Once you have an account at VUB or UGent, you can also add courses to the respective E-learning platform. This is something that can be done at any moment during the academic year provided that the lecturer has opened the course for students not formally registered in OASIS or CALI. Note, however, that adding a course to the E-learning platform does not register the course in the administrative system which will require additional action in CALI/OASIS and keep in mind that it is mandatory to register all courses included in your curriculum via CALI and/or OASIS (see also STEP 3).
- **The OASIS and CANVAS platforms also provide access to a calendar, tuition fee overview, exam results and dates, any certificates (enrolment, transcripts, etc), etcetera.**

Vrije Universiteit Brussel	Ghent University
Administrative system	
CALI	OASIS
E-learning platform	
CANVAS	UFORA
- You preferably register **all courses** (1st and 2nd semester and year courses) in CALI at the start of the academic year - Year courses need to be registered in CALI in the first semester! In the second semester you cannot add year courses anymore. - How to register your courses in CALI: https://www.vub.be/en/studying-vub/practical-info-for-students/student-administration/course-registration - The complete list of compulsory and elective courses can be found on: https://www.vub.be/en/studying-vub/all-study-programmes-vub/bachelors-and-masters-programmes-vub/biomedical-engineering	- You register **all courses** (1st and 2nd semester and year courses) in OASIS at the start of the academic year. A curriculum will only be approved after the student submits his/her curriculum application for approval in OASIS. - How to register your courses in Oasis, under curriculum application: Re-enrolment - Faculty of Engineering and Architecture (ugent.be) - The complete list of compulsory and elective courses can be found on: https://studiekiezer.ugent.be/master-of-science-in-biomedical-engineering-en/2023
Deadlines	
First semester: first semester and year courses: **15th October**	**First semester**: Each curriculum application (including all 1st semester, 2nd semester and year courses) has to be electronically submitted in OASIS **no later than 4th October**. Modifications are possible until 14th of November.
Second semester: second semester courses: **28th February**	**Second semester:** You can request changes at the start of the second semester, but you cannot implement these changes yourself. Send request to studietrajectIR.ea@ugent.be no later than **28th February**
Be very careful for the deadlines, they are hard deadlines after which you cannot change your curriculum anymore!	
Important information	
You register **ALL** your courses in CALI, also those courses that require an extra registration at UGent. This will be explained in detail in section 3.	You register **ALL** your courses in OASIS, also those courses that require an extra registration at VUB. This will be explained in detail in section 3.
If courses are not visible, you cannot subscribe or you have made a mistake: studypath.ir@vub.be	If you want to change your curriculum, or your courses are not visible: studietrajectIR.ea@ugent.be

3. STEP 3 - Registering as guest student **at the partner university** - course registration

Since this is an interuniversity master, it is important that you are also registered at the partner university. As a VUB student, you take up some courses at UGent and you also need to get registered there. Vice versa, as an UGent student, you take up some courses at the VUB and you need to get registered at VUB. We try to make this clear in the sections below. **Important**: **registration at the partner university can only happen after your registration at your main university is completely done**. **All courses, also those that you follow at the partner university, must be registered in the administrative system of the home university.** So please make sure all above points have been finalized and you are completely enrolled at your main university, before you continue with your enrolment as guest student. Obviously, there is no tuition fee that applies to courses taken up at the partner university that are part of your curriculum.

3.1. 1st master students

main VUB – guest at UGent	main UGent – guest at VUB
Registering as guest student at the partner university	
As a VUB student, it is **your own responsibility to register yourself as a guest student at UGent**. All steps are outlined on this page - Visiting Student@UGent - How to register in Oasis?. You register as *Type/Category 3: Interuniversity programme.* After completing all steps in Oasis, you send an email to gaststudent@ugent.be to complete your registration (using the same email address you used for registration) together with a filled out registration form. Course codes are found here or in Appendix 1. The day after enrolment you will receive your UGent login for your UGent account by email. Sometime later you will receive your student card by mail.	As an UGent student, it is **your own responsibility to register yourself as a guest student at VUB**. This can be done on following link https://www.vub.be/en/studying-vub/enrolling-vub/application-and-enrolment/info-for-guest-students by clicking the 'Apply as a Guest student at VUB' button. Do not forget to mention all courses for which you need an enrolment and their catalogue numbers that you can find here or in Appendix 1. After finalizing this step, you should receive your login credentials for VUB/CANVAS and a VUB email address. Sometime later you will receive your student card by mail.
Registering courses at the partner university	
Once you have received your login details, you register all courses that are organized at UGent or in collaboration with UGent in OASIS. You will then automatically get access to UFORA. See this link for info on course registration in OASIS. Contact fsa.ea@ugent.be in case of questions. **The table below provides an overview of which courses to also register at UGent.**	Your courses will be registered by the faculty secretariat based on the courses you mentioned during your enrolment as a guest student. Once the enrolment for courses is done, you will receive an e-mail from the faculty secretariat. If changes need to be made, please contact facultyofengineering@vub.be. **The table below provides an overview of which courses to also register at VUB.**
Deadlines	
First semester and year courses: **25th October**	Application as a guest student for first semester and year courses: **18th October**

Registering courses at UGent/VUB as VUB/UGent student – a practical guide
Version academic year 2023-2024

Second semester: If you want to change your curriculum, or your courses are not visible: contact fsa.ea@ugent.be before **28ᵗʰ February**	Application as a guest student for second semester courses: **12ᵗʰ March** If you want to change your curriculum, or your courses are not visible: contact facultyofengineering@vub.be before **28ᵗʰ February**

The table below provides the overview of which (compulsory) courses should be registered where. General rules that apply:

- All courses are always all registered in the administrative system of the home university
- Courses organized jointly by both institutions (indicated as J in the table below) are registered at both universities
- Courses organized in parallel are registered only at the main university (indicated as P in the table below)
- A course that is uniquely organized by the partner institute is additionally registered at the partner institution

Overview of where to register compulsory courses

	Sem	main VUB – guest at UGent	main UGent – guest at VUB
Medical Imaging (J)	1	CALI + OASIS	OASIS + CALI
Biomaterials and Tissue Engineering (J)	1	CALI + OASIS	OASIS + CALI
Neuro-engineering Science (UGent)	1	CALI + OASIS	OASIS
Artificial Organs (UGent)	1	CALI + OASIS	OASIS
Biomedical Robotics and Assistive Technologies (VUB)	1	CALI	OASIS + CALI
Biomedical Product Development (P)	1 + 2	CALI	OASIS
Micro- and Nanotechnologies for Medical Device Design and Fabrication (J)	2	CALI + OASIS	OASIS + CALI
Medical Equipment, Safety and Regulations (UGent)	2	CALI + OASIS	OASIS
Data Analytics in Healthcare and Connected Care (P)	2	CALI	OASIS
Computational Bio-Fluid Mechanics (UGent)*	*2*	*CALI + OASIS*	*OASIS*
Computational Tissue and Structure Mechanics (UGent)*	*2*	*CALI + OASIS*	*OASIS*
Computational Neurophysiology (J)*	*2*	*CALI + OASIS*	*OASIS+ CALI*
Computational Methods in Radiation Physics (UGent)*	*2*	*CALI + OASIS*	*OASIS*

The same rules apply for elective courses. *You have to take up one of these four computational courses as part of your compulsory curriculum. If you want to take up more than one computational course, these can be included in the 30 credits for elective courses.*

Check out the course descriptions "studiefiche" for the elective courses to verify at which university it is organized and thus which registration process should be completed. Also check out time tables for potential overlaps - it is the students' responsibility to put together a curriculum that is practically feasible.

3.2. 2nd master students

main VUB – guest at UGent	main UGent – guest at VUB
Registering as guest student at the partner university	
To renew your guest registration, send an mail to: gaststudent@ugent.be which includes: • certificate of enrolment for current academic year from your home university. • the program for which you are enrolled (MSc in Biomedical Engineering (EMBIEN))	To renew your guest registration, follow the same steps as in the first Master.
Registering courses at the partner university	
Once you have received your login details, you register all courses that are organized at UGent or in collaboration with UGent in OASIS. You will then automatically get access to UFORA. See this link for info on course registration in OASIS.	Your courses will be registered by the faculty secretariat based on the courses you mentioned during your enrolment as a guest student. Once the enrolment for courses is done, you will receive an e-mail from the faculty secretariat. If changes need to be made, please contact facultyofengineering@vub.be
Deadlines	
First semester and year courses: **25th October**	Application as a guest student for first semester and year courses: **18th October**
Second semester: If you want to change your curriculum, or your courses are not visible: contact fsa.ea@ugent.be before **28th February**	Application as a guest student for second semester courses: **12th March** If you want to change your curriculum, or your courses are not visible: contact facultyofengineering@vub.be before **28th February**

The table below provides the overview of which (compulsory) courses should be registered where.

	Sem	**main VUB – guest at UGent**	**main UGent – guest at VUB**
Hospital project (P)	1	CALI	OASIS
Clinical Study Design and Biostatistics (UGent)	1	CALI + OASIS	OASIS
Leadership in Health Care (UGent)	2	CALI + OASIS	OASIS
Health Information and Decision Support Systems (VUB)	2	CALI	OASIS+CALI

Appendix 1: List of course codes/catalogue numbers at UGent and VUB (compulsory courses)

	Sem	Catalogue number VUB	Course code UGent
Medical Imaging (J)	1	4023324FNR	E010371
Biomaterials and Tissue Engineering (J)	1	4023325FNR	E063671
Neuro-engineering Science (UGent)	1	4018366FNR	E010382
Artificial Organs (UGent)	1	4016231FNR	E074123
Biomedical Robotics and Assistive Technologies (VUB)	1	4023341FNR	E010610
Biomedical Product Development (P)	1 + 2	4016105FER	E092802
Micro- and Nanotechnologies for Medical Device Design and Fabrication (J)	2	4023339FNR	E010600
Medical Equipment, Safety and Regulations (UGent)	2	4023338FNR	E092682
Data Analytics in Healthcare and Connected Care (P)	2	4023340FNR	E027770
Hospital project (P)	1	4023360FNR	E092814
Clinical Study Design and Biostatistics (UGent)	1	4021347FNR	E003280
Leadership in Health Care (UGent)	2	4021346FNR	E015590
Health Information and Decision Support Systems (VUB)	2	4021345FNR	E015570
Computational Bio-Fluid Mechanics (UGent)	*2*	4023347FNR	E092923
Computational Tissue and Structure Mechanics (UGent)	*2*	4023346FNR	E092892
Computational Neurophysiology (J)	*2*	4023345FNR	E010620
Computational Methods in Radiation Physics (UGent)	*2*	4024112FNR	E078230