



UNIVERSITEIT
GENT

WELCOME AT FEA!

General info and practicalities
Prof. Kim Verbeken

WHAT TO EXPECT

9 am - Warm welcome and info by the chair professor

Kim Verbeken

9:30 am - Breakfast

10:00 am - Info student services

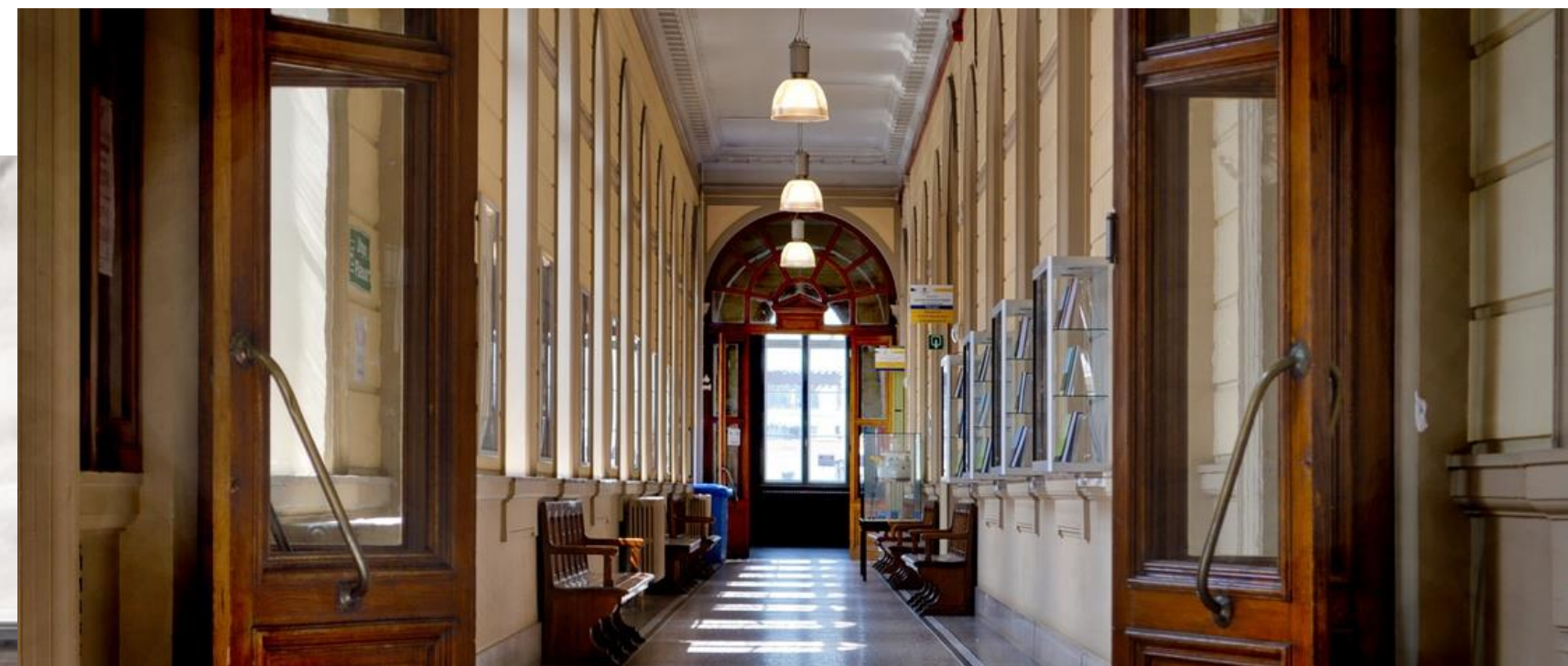
10:15 am - Info about administration

FEA AT A GLANCE

THE CITY OF GHENT



ENGINEERING SCHOOL: °1835



UGENT

10 DEPARTMENTS

- Architecture and urban planning
- Information technology
- Electronics and information systems
- Telecommunication and information processing
- Electromechanical, systems and metal engineering
- Materials, textiles and chemical engineering
- Structural engineering and building materials
- Civil engineering
- Applied physics
- Industrial systems engineering and product design

FEA IN NUMBERS

Total staff

2045

10 departments

+65 research teams

390 professors

1660 researchers

240 supporting staff

+130 PhD's
per year

+2000
publications
per year



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INTERNATIONAL MOBILITY AT FEA

EXCHANGE OR DEGREE STUDENT?

What is an exchange student?

- Lives temporarily in a foreign country to study
- Min. 1 month - max. 12 months
- Credit transfer to home university, but NO UGent diploma

What is a degree student?

- Registration at UGent to obtain a UGent-diploma
- Most commonly: for 2 years

EXCHANGE MOBILITY

2 160 Ghent University students abroad

1 601 International exchange students
at Ghent University

(ACADEMIC YEAR 21-22)

YOUR STUDIES AT FEA

FIRST STEPS UPON ARRIVAL

1. Registration at UGent (digital)
2. Welcome at the faculty
 - International Relations Office (first point of contact)
 - Contact your thesis supervisor (if applicable)
3. Registration at the City of Gent

UGENTNET & USE OF COMPUTERS

UGentNet

- Computer network of UGent
- Informatics, software and internet facilities at UGent and at home

Account at UGent

- Login and password will be given upon registration at UGent

Printing

- To print at a computer room at FEA: buy a printing credit
- At copy machine near computer rooms

Help

- www.helpdesk.ugent.be/online/en

UFORA

What?

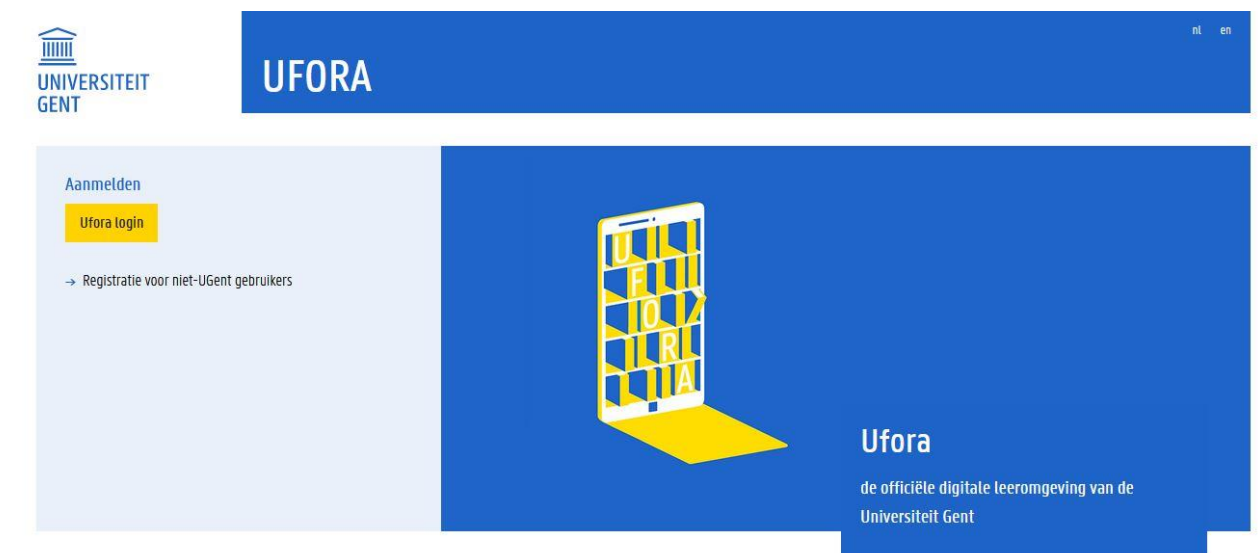
- Online learning environment used by UGent
- Announcements, documents, exercises, forum, agenda...
- <http://ufora.ugent.be>

What to do?

- Register for
 - all your courses
 - all relevant infosites
- Registering for courses on Ufora **does not have** any impact on your official curriculum.

Help?

- Ufora Helpdesk (ufora@ugent.be)



OASIS

- Electronic student administration system
- **Official, administrative platform for all matters related to student administration.**

- **Download:**

- Timetables & exam schedules
- Certificates
- Transcript of Records

- **Exchange students:**

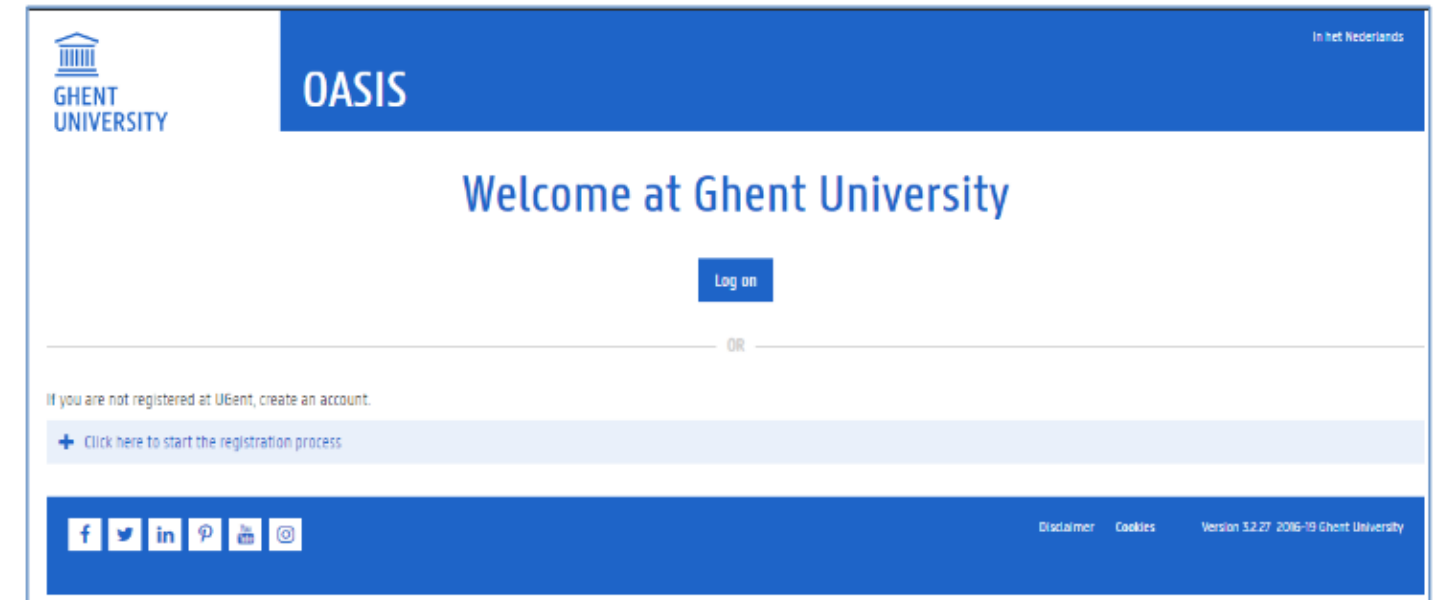
Do not use for changes to your curriculum

- Procedure explained on <https://www.ugent.be/ea/en/for-exchange-students/la-changes.htm>.
- Changes will be made by the IRO
- Changes to the LA can be downloaded from Oasis by end October (IRO will inform you by e-mail)
- Individual questions will be answered in the Q&A sessions.

- **Degree students:**

Use for changing and completing your curriculum

- Learning Track Counsellor Sarah Bogaert will be available in the Q&A sessions for support.



CALENDAR 2ND SEMESTER

Lectures & exams

13 Feb: Start of lectures

13 Feb – 01 Apr: 7 weeks of lectures

17 Apr – 20 May: 5 weeks of lectures

22 May – 27 May: Catch-up activities

30 May – 08 July: 6 weeks of exams

Holidays

24 Mar: Dies Natalis

03 Apr – 15 Apr: Easter recess

01 May: Labour Day

18 May – 19 May: Ascension

29 May: Whit Monday

10 July – 19 Aug: Summer recess

EXAMINATIONS

Only during official examination periods:

- At the end of the second semester (30 May – 8 July)
- Resit examination period (21 Aug – 16 Sep): for examinations you failed (<10/20)
- Exception: “continuous assessment”
- Transcript of Records only available AFTER deliberation period

Feedback and access to exam copy is possible after each session (see academic calendar)

EXAMINATION SCHEDULE

- **To be followed strictly!**
- Schedules published on Oasis
- Students have to stay until the end of the examination period
- Only the following exceptions can be allowed:
 - Absence based on a valid reason (e.g. illness proven by medical certificate): another exam date within the same examination session is possible
 - Exchange students who have two exams at the same time, upon request of the students themselves (contact IRO ASAP)

GRADING SYSTEM: LOCAL MARK & ECTS PERCENTILE

Local mark:

- Mark out of 20
- Max = 20/20
- Minimum to pass = 10/20

ECTS percentile: A(B)C

- A = percentage of students obtaining grades strictly lower than your grade
- B = percentage of students obtaining exactly your grade
- C = percentage of students obtaining grades strictly higher than your grade
- nra = no records available (this means there were not enough marks to make the result statistically valid)

Example: 55(10)35

55% obtained a lower grade, 10% of the students in this study field obtained the same grade, and 35% obtained a higher mark. This means that 45% of the students obtained a grade equal to or higher than the student and this student belongs to the top 45%.

FAILURE AT EXAMS

2nd chance exam session in summer period (21 Aug – 16 Sep)

= **only official period to repeat exams!**

Exchange students: ToR will be sent to home university

FRAUD

Board of Examiners will be informed to decide on possible sanctions (e.g. mark “FRAUD” in ToR)

Plagiarism = form of fraud !

UGent uses anti-plagiarism software

EDUCATION AND EXAMINATION CODE

Detailed information available in the full “education and examination code” + faculty-related addendum for the academic year 2022-2023

www.ugent.be/ea/en > exchange students > your studies in Gent

www.ugent.be/ea/en > degree students > enrolled students

SUPPORT AT FEA

HELP - FIRO

<http://www.ugent.be/ea/en/faculty/IRO>

Contact

Nele De Wolf, Bert Coryn, Ann Vanoutryve

Jozef Plateaustraat 22

9000 Gent

+32 9 264 36 99

international.ea@ugent.be

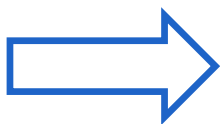


AVAILABILITY

On campus and via MS Teams.
Availability on campus:

	Monday	Tuesday	Wednesday	Thursday	Friday
AM 9h-12h	Outgoing students - Ann Vanoutryve	Incoming students - Bert Coryn	Incoming students - Nele De Wolf	Incoming students - Nele De Wolf	Incoming students - Nele De Wolf
PM 13h-16h	Outgoing students - Ann Vanoutryve	Incoming students - Bert Coryn	Incoming students - Nele De Wolf	Incoming students - Nele De Wolf	Incoming students - Nele De Wolf

Please note that we have meetings, so we aren't always available at these moments. Please make an appointment in advance if you want to be sure.



HELP - OMBUDS SERVICE

1. Address all kind of problems or complaints about educational matters to the **professor/assistants**.
2. If no solution is possible with professors or assistants, address all complaints to one of the **faculty ombudspersons**.
3. If no solution is possible with the faculty ombudsperson you can contact the **institutional ombudsperson**.

www.ugent.be/ea/en > exchange/degree students > study support > ombudspersons

HELP – STUDENT UNIONS

- VTK: entire faculty – vtk@vtk.ugent.be
- Centaura: students at Campus Kortrijk - centaura@howest.be
- Hermes: engineering technology students - info@hermesgent.be
- DLK: architecture – dlk@ugent.be
- Poutrix: civil engineering - info@poutrix.be
- MaChT: chemical engineering & materials science - macht.gent@gmail.com
- CenEka: electrical engineering & computer science - info@ceneka.be
- IEEE Student Branch: electrical engineering - ieeesb.gent@gmail.com
- VVN: applied physics - vvn@student.ugent.be
- Pkarus: electromechanical engineering – pkarus@gmail.com
- BEST: Board of Engineering Students - ghent@BEST.eu.org
- IAESTE: Int. Ass. for the Exch. of Stud. for Tech. Exp. – iaeste@vtk.ugent.be

See <http://www.ugent.be/ea/en/faculty> for more information

ENJOY YOUR TIME AT FEA!

Kim Verbeken

CHAIR OF THE FACULTY COMMITTEE FOR
INTERNATIONALISATION

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www.ugent.be



Universiteit Gent



@ugent



@ugent



Ghent University



STUDENT SERVICES

INTERNATIONAL RELATIONS OFFICE (IRO)

- All questions you could possibly have!

FACULTY STUDENT ADMINISTRATION (FSA)

Administrative questions:

- time tables
- illness on the day of an exam
- where can I find my certificates
- when will the exam schedules be ready?

More information: <https://www.ugent.be/ea/en/for-exchange-students>

fsa.ea@ugent.be

STUDENT PSYCHOLOGISTS

Student psychologists

Having a difficult time? You are not alone!

Our team of student psychologists is there for you. We try to help you as quickly as possible. In a first session we will try to refine your question and together we decide on what you might need.

Our approach is solution-oriented and short-term. If you need more in depth or specialised help, we will guide you to the right support. Our services are free of charge.



More information: <https://www.ugent.be/student/en/study-support/student-psychologists>