

## REGULATIONS FOR COMPOSING A CURRICULUM

### ACADEMIC YEAR 2021-2022

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A curriculum is a list of course units per student per academic year.

All students should submit a curriculum application in OASIS following the stipulated regulations.

This document contains some of the most important curriculum regulations described in the Ghent University Education and Examination Code (EEC) 2021-2022 (marked in blue), as well as the faculty additions to it (approved by the Faculty Board d.d 17/06/2021).

## 1 (RE)ENROLMENT

Students must first [\(re\)enrol](#) electronically via OASIS for every programme/course (Bachelor, Linking, Preparatory and possibly Master) for which they want to take course units in the academic year 2021-2022, before they can compose a curriculum in Oasis.

Attention! A curriculum will only be approved after the student **submits** his/her curriculum application **for approval** in OASIS.

## 2 IMPORTANT DEADLINES

- Each curriculum application has to be electronically submitted in [OASIS](#) **no later than 4 October 2021**.
- Adjustments to a curriculum with respect to first-term course units have to be submitted **no later than 14 November 2021** through the relevant faculty learning track counsellor.
- Adjustments to a curriculum with respect to second-term courses need to be submitted **no later than 28 February 2022** through the relevant learning track counsellor.
- The Curriculum Committee then notifies the students of their fixed curriculum before 15 November at the latest via OASIS. If a student has not submitted a curriculum proposal before 15 November, the Curriculum Committee will determine one itself and inform the student of the fixed curriculum before 1 December at the latest (EEC 2021-2022, article 30§4).

## 3 REGULATIONS FOR STUDENTS IN THEIR FIRST BACHELOR YEAR

- Students who have enrolled in a Bachelor's programme always need to take up **all the course units** of the first year of the standard learning track (BA1).  
The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status and students who have already obtained a Bachelor's diploma. In addition, substantiated exceptions are granted on an individual basis by the director of the Department of Educational Policy. (...) (mail to: [uitzonderingkleincurriculum@ugent.be](mailto:uitzonderingkleincurriculum@ugent.be)).  
If students wish to reduce their curriculum for the second term, the Curriculum Committee decides whether this request may be granted, taking into account the general guidelines concerning study progress. (EEC 2021-2022, article 30§4, 1°)
- Students who have not yet passed all the course units of the first year of the standard learning track of a Bachelor's programme, are required to take up **all remaining course units** of that first year when they enrol for the same programme again. This will guarantee that they may still pass the first deliberation set of the Bachelor's programme.  
The Curriculum Committee is obliged to grant exceptions to students with a special status or a working student status. In addition, substantiated exceptions are granted on an individual basis by the director of the Department of Educational Policy. (...) (EEC 2021-2022, article 30§4, 2°) (mail to: [uitzonderingkleincurriculum@ugent.be](mailto:uitzonderingkleincurriculum@ugent.be)).
- Students can only get a personalized learning track combining course units from the first and second (or later) year of the standard learning track of the Bachelor's programme, if they **have acquired at least 30 ECTS-credits (or have been exempted) in the first year of the standard learning track**. If sufficient study progress has been

made in the first term, or in exceptional cases that have been sufficiently substantiated, the Curriculum Committee may add course units to the curriculum if the student so desires. (EEC 2021-2022, article 30§4, 3°)

- *[From the academic year 2022-2023, an individualized learning path with a combination of course units programmed in the first and second (or a higher) standard learning path year of the Bachelor's programme is possible, regardless of whether the student has acquired (or is exempted from) ECTS-credits for at least 30 ECTS-credits in the first standard learning track year, provided that from that academic year the binding condition for students who failed for half of the ECTS-credits taken up in the first deliberation package of a Bachelor's programme is adjusted as determined in Article 24, § 1, 2°, third paragraph.]*
- Students can only get a personalized learning track combining the Bachelor's programme and consecutive Master's programme (or linking or preparatory programme) if they have acquired credits for all course units from the first year of the standard learning track, if they have been declared to have passed course units (cf. article 67) or if they have obtained exemptions. (EEC 2021-2022, article 30§4, 4°)

## 4 EXTENT OF A CURRICULUM

All students are allowed to compose a curriculum consisting of **at least 60 ECTS-credits**, unless:

- The student has not yet passed 30 ECTS-credits of the first year of the standard learning track of the Bachelor's programme.
- *[From the academic year 2022-2023, students who have not yet passed 30 ECTS-credits may compose a curriculum of at least 60 ECTS-credits, provided that from that academic year the binding condition for students who have not passed half of the ECTS-credits taken up in the first deliberation package of a Bachelor's programme is adjusted as determined in Article 24, § 1, 2°, third paragraph.]*
- the student cannot yet take up a personalized learning track combining a Bachelor's programme and a consecutive Master's programme (or a consecutive linking or preparatory programme), because they have not yet acquired credits for all course units from the first year of the standard learning track of the Bachelor's programme.
- sequentiality is applied (cf. article 41, 10°)
- the Curriculum Committee decides that the student cannot yet start the Master's dissertation. This decision can only be made in exceptional cases and must be motivated. (EEC 2021-2022, article 30§4, 6°)

In addition to the instructions as described in article 30 of the Education and Examination Code (EEC), the Faculty of Engineering and Architecture prescribes that a curriculum cannot consist of more than **60 ECTS-credits**.

Exceptions are granted if the learning capacity coefficient is at least 30 ECTS-credits. The learning capacity coefficient 'S' (in ECTS-credits/ per academic year) is defined as the number of credits a student has obtained in the previous academic year.

The maximum extent of a curriculum is calculated as the sum of all course units that the student registers for in the present academic year through diploma contracts, credit contracts and examination contracts.

- If  $S \geq 30$  then the **maximum** amount of ECTS-credits in the curriculum is **S+30**.

Students who want to take more than 60 ECTS-credits and who did not study at Ghent University in the previous academic year, need to contact the faculty learning track counsellor to prove that they meet the conditions as mentioned above.

## 5 COMPOSITION OF A CURRICULUM

- a. When choosing course units the student has to give precedence to the course units of the standard learning tracks that he has already started and this has to be done in the correct order of the standard learning tracks.
- b. In the Bachelor of Science in Engineering (all programmes/main subjects) the course unit 'Cross-Course Project' can only be taken as the last bachelor's course unit.
- c. In the Bachelor of Science in Engineering Technology (all programmes/main subjects) the course unit 'Bachelor Thesis' or 'Interdisciplinary Project' (Information Engineering Technology):
  - i. can only be taken as the last bachelor's course unit
  - ii. can only be taken as the second last bachelor's course unit if 'Business Administration' (if in the third standard learning track) or the **elective course** (if applicable) is taken as the last course unit.
- d. In the Bachelor of Science in Civil Engineering Technology, the course unit 'Bachelor Work Placement' can only be taken if
  - i. all other discipline-specific (civil engineering technology) course units of the second standard learning track were already taken in the previous academic year.
  - ii. a minimum of 36 ECTS-credits discipline-specific course units of the Bachelor programme has already been taken in the previous academic year.

Discipline-specific course units are course units from the *main subject Civil Engineering Technology* of the student's study programme, with the exception of 'Thermodynamics and Fluid Mechanics', and 'Physics of waves and particles'.
- e. In a Master's programme the course unit 'Master's Dissertation' can only be taken as the very last master's course unit.
- f. In the Master of Science in Civil Engineering Technology and in the Master of Science in Land Survey Engineering Technology, the course unit 'Multidisciplinary Project Building Technology' or 'Multidisciplinary Project Land Surveying' can only be taken if all other course units have been taken, with the exception of 'Master's dissertation' and 'Master Work Placement Building Technology' or 'Master Work Placement Land Surveying'.

## 6 STARTING COMPETENCIES

The student is personally responsible for the choice of his/her course units when composing the curriculum. The curriculum should be as close as possible to the standard learning track and the learning pathway of the programme. Students who wish to register for a course unit from a later standard learning track have to verify themselves whether they comply with the recommended starting competences. The responsible lecturer can ask to prove their previous knowledge.

**A strict policy of required starting competencies is adhered** to the course units in tables 1.a, 1.b, 2 en 3 (see the end of this document). This means that the student has to have passed (i.e. acquired the credit certificate or declared successfully passed for the deliberation set to which the course unit belongs) the course unit in the right column before the course unit in the left column in the curriculum can be taken. These required starting competencies are only strictly applied if they do not prevent the student from taking at least 60 ECTS-credits in the curriculum.

The starting competency in the table indicated by an asterisk is a **required sequentiality** as required by the Committee for Programmes, after the substantiated recommendation of the Faculty Council, on the proposal of the study programme committee involved. It is always binding, even when it prevents the student from taking at least 60 ECTS-credits in the curriculum (EEC 2021-2022, article 41, 10°).

The relevant faculty learning track counsellor and the Curriculum Committee ensure compliance with these required starting competencies and/or required sequentiality.

## 7 FREE OPTIONAL COURSE UNITS

Students whose programme allows for the inclusion of optional course units from open lists and who therefore can select non-nominally mentioned course units from Ghent University's course offer, can only do so after the approval of the Faculty. Therefore the student consults the relevant faculty learning track counsellor.

## 8 SUMMER COURSE, SUMMER SCHOOL ('SUMMER PROGRAMME') OR MOOC

Students who want to include a **Summer Course**, **Summer School** or **MOOC** in their curriculum should ask the prior permission to do so from the study programme committee concerned and the Curriculum Committee by contacting the relevant faculty learning track counsellor. A **Summer Course**, **Summer School** or **MOOC** has to meet the following conditions:

- The Summer Course, Summer School or MOOC is organized by a reputed institute;
- The Summer Course, Summer School or MOOC corresponds content-wise to the level of a course unit from a master's programme;
- The Summer Course, Summer School or MOOC leads to an official certificate with ECTS-credits and the student obtains a grade score or 'pass/fail' for this.

## 9 APPLICATION FOR EXEMPTIONS

Students who want to apply for exemptions based on previously acquired qualifications need to use [the online application](#) in [Plato](#).

## 10 DEVIATIONS FROM THE CURRICULUM RULES

If the proposed curriculum, **in exceptional circumstances**, does deviate from the rules mentioned above and the stipulations in the study guide, the student has to consult the relevant faculty learning track counsellor (**before submitting a curriculum proposal in Oasis**), after which they can make a proposal to the Curriculum Committee together.

## 11 APPEAL

Students may file an appeal against an unfavourable decision on their application concerning the composition of a curriculum. They may file this appeal with the appeals body designated for this purpose by the Faculty Council. To do so, the student has to follow the procedure as described in the Education and Examination Code (EEC 2021-2022, article 30§6).

## 12 FACULTY CONTACT PERSON

Questions with respect to the curriculum can be submitted to the relevant faculty learning track counsellors:

For students of engineering, engineering: architecture, urbanism and spatial planning and postgraduate studies:

**Sarah Bogaert**

[studietrajectIR.ea@UGent.be](mailto:studietrajectIR.ea@UGent.be)

tel. 09 264 41 43 or after an appointment through the [reservation system](#)

For students of engineering technology, Ghent:

**Annelies Holvoet**

[studietrajectING.ea@UGent.be](mailto:studietrajectING.ea@UGent.be)

tel. 09 264 37 33 or after an appointment through the [reservation system](#)

For students of engineering technology, Kortrijk:

**Carine Vertriest**

[studietraject.kortrijk@UGent.be](mailto:studietraject.kortrijk@UGent.be)

tel. 056 24 12 53

**Table 1.a | Required starting competencies Bachelor and Master in Engineering: Architecture**

Course units with required starting competencies	Requirement: having successfully followed this (these) course unit(s) (i.e. having obtained a credit certificate) or having acquired the target competencies in another way
Architectural design 2 (E081211)	Architectural design 1 (E081111 or E081112)
Architectural design 3 (E081311)	Architectural design 2 (E081211)
Spatial Analysis and Urban Design Studio (E085095)	Architectural design 3 (E081311)
Architectural Design Studio: Design Development (E081603)	Architectural design 3 (E081311)
Masterstudio A (E081760) Masterstudio B (E081770) Masterstudio C (E081780) Masterstudio D (E081790) Masterstudio E (E081795)	Architectural design 3 (E081311)

**Table 1.b | Required starting competencies Bachelors and Masters in Engineering**

Course units with required starting competencies	Requirement: having successfully followed this (these) course unit(s) (i.e. having obtained a credit certificate) or having acquired the target competencies in another way
Mathematical Analysis III: Applications of Analysis and Vector Analysis (E001320) Mathematical Analysis III (E001321)	Basic Mathematical Tools (E001141) or Basic Mathematics (E001142)
Electrical Circuits and Networks (E090320)	Basic Mathematical Tools (E001141) or Basic Mathematics (E001142)
Analysis of Systems and Signals (E005020)	Basic Mathematical Tools (E001141) or Basic Mathematics (E001142)
Modelling and control of dynamic systems (E007120)	Basic Mathematical Tools (E001141) or Basic Mathematics (E001142)
Polymers (E068660)*	Organic Chemistry (E070310) + <ul style="list-style-type: none"> <li>• General Chemistry (E070061) or</li> <li>• Chemistry: the Structure of Matter (E070070) + Chemical Thermodynamics (E070080)</li> </ul>

\* This **required sequentiality** as required by the Committee for Programmes, is always binding, even though the student cannot take up 60 ECTS-credits in his/her curriculum (EEC 2021-2022, article 41, 10°).

**Table 2. | Required starting competencies Bachelors and Masters in Engineering Technology, Ghent**

<b>Course units with required starting competencies</b>	<b>Requirement: having successfully followed this (these) course unit(s) (i.e. having obtained a credit certificate) or having acquired the target competencies in another way</b>
Network and Computer Security (E765003)	Computer Networks II: Network Management (E761031)
Master's Dissertation (E705002)	Interdisciplinary Final Project (E761043) or Bachelor's Dissertation (E711043/E741053/E731035/E721038)
Master Work Placement Building Technology (E715032) Master Work Placement Land Surveying (E715033)	Bachelor Work Placement (E711069)
Multidisciplinair Project Building Technology (E715026)	Mechanics of Materials (E702030) Structural Analysis Calculation Techniques I (E711023) Structural Analysis Calculation Techniques II (E711028) Design of Concrete Structures I (E711038) Geotechnics (E711064) Steel Construction I (E711034) Design Engineering (E711060) Design of Concrete Structures II (E711063)
Applied Instrumental Analysis (E725021)	Instrumental Analysis (E721042) Spectroscopy (E721041)

**Table 3. | Required starting competencies Bachelors and Masters in Engineering Technology, Kortrijk**

<b>Course units with required starting competencies</b>	<b>Requirement: having successfully followed this (these) course unit(s) (i.e. having obtained a credit certificate) or having acquired the target competencies in another way</b>
Master's Dissertation (E640100)	Bachelor's dissertation (E630710)