



INTRODUCTION BROCHURE 2020-2021

Welcome at FEB!

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Welcome

Dear student

It is my pleasure to welcome you at the Faculty of Economics and Business Administration! I am glad that you have chosen to pursue an international study career and have chosen for our faculty: this year will be a pivotal year in your life. Your enrolment at Ghent University and the Faculty of Economics and Business Administration is an important and hopefully well-considered decision, which will be decisive for your future. If you are well-prepared at the start of the academic year, a promising future lies ahead, you will gain more confidence along the way, you will be able to build up a professional career and you will find your way at Ghent University, a unique biotope where students meet many new people, experience many new things and gradually evolve into young intellectuals, ready to start a career in managing positions in society. But remember: a well-prepared start is of the utmost importance!

Academic studies abroad can be very demanding. This definitely applies to Ghent University, one of the major universities in Belgium with over 44.000 students, ranked as the best university in Flanders and listed in the top-100 universities worldwide.

A successful study career is the result of many factors: talent, motivation, hard work, will-power, persistence, study methods and study planning. Don't worry, nobody manages all these skills perfectly! It is important, however, that you strive for a solid combination of all these skills. You can and you have to further develop these skills during your studies. You will have to learn to be independent, you will be the architect of your own study career. Whether you study a lot or not, whether you attend classes or not, when you study, how you study,...it is all up to you. This does not imply that you have to do it all on your own. Ghent University and the faculty have many staff members who can guide you: the international office, learning track counsellors, professors' assistants, medical service, etc. Of course, whether you consult them or not, is also up to you!

The Faculty of Economics and Business Administration has more than 6,400 students, which makes it the second largest faculty of Ghent University. The faculty has been focussing on internationalisation for a few years. Thanks to our efforts, the faculty can welcome more than 200 international students from European partner institutions, the United States, Japan, Latin-America, South Africa, etc. Even though we have so many students, we try hard to keep the dean, the professors and the students in close contact with each other. And successfully. Even the Assessment Panel noticed that everyone, students included, is closely involved with the faculty board. They even set us as an example for other European institutions. Many credit for this close involvement goes to Stuveco, the council of our student representatives who chair in the Faculty Council and in the Advisory Boards. I am glad that they are involved in the faculties' responsibilities and I challenge you to do the same.

As a student your main focus should be to study hard, to acquire knowledge and competences, but there's more to it. During your stay at the faculty you should also work on your 'bildung', on becoming a critical intellectual, on gaining insight in your own personality, on taking up social responsibilities, dare to think and act. This will not only happen inside the auditoria, but also during contact with other students inside or outside the faculty, during the many activities offered by the UGent student associations. The VEK, Moeder Lies and Stuveco are student associations related to our faculty who offer a wide range of social and cultural activities. Try to combine your studies with participation in these student associations' activities wisely. Make contact with other international students, contact your buddy at the faculty, after all, research has proven that good social contacts have a positive influence on study results.

Lastly: today is the start of your international study adventure. You might have uncertainties at the start of the academic year but experience has taught me that many students soon feel at home at our faculty, have the best time of their life, meet many new people and make friends for life.

I wish you all a fascinating, exciting and pleasant study career!



Prof. dr. Patrick Van Kenhove
Dean

1. Who is who at the faculty

1.1 International Office

If you have questions about the faculty, the master programme, student facilities, etc, you can contact the International Office.

Campus Tweekerken

Building Hoveniersberg, ground floor
degree.eb@ugent.be or +32 (0)9 264 33 05

1.2 Faculty Student Administration

You can go to the Faculty Student Administration (FSA) for all administrative formalities, for example in case of illness or for all practical questions concerning classes and exams. This is also where the lost and found items are collected.

Campus Tweekerken

Building Hoveniersberg, ground floor
fsa.eb@ugent.be or +32 (0)9 264 79 27

Opening hours:

Monday to Friday 8:00 AM – 12:00 PM and 13:00 PM – 16:30PM
On Friday the FSA closes at 16:00 PM

1.3 Learning Track Counselling

For all questions regarding your programme, please contact degree.eb@ugent.be.

If you have questions about the courses Economics and/or Mathematics in the Preparatory Programme, you can contact one of our student counsellors. They can help you with questions about the course content, questions about study methods, study planning, etc.

Ann Maes

- Courses: Economics and Accounting (preparatory programme)
- a.maes@ugent.be or +32 (09) 264 34 70
- Campus Tweekerken, building Hoveniersberg, ground floor

Dirk Bollaerts

- Courses: Mathematics and Statistics (preparatory programme)
- dirk.bollaerts@ugent.be
- Campus Tweekerken, building Hoveniersberg, ground floor

If you have any questions about doing an internship in the master programme, you can contact the internship coordinator.

Tine Claeys

- Courses: internship (elective course in the master programme)
- tine.claeys@ugent.be or +32 (0)9 264 33 22
- Campus Tweekerken, building Hoveniersberg, ground floor

1.4 Ombudsperson

The ombudsperson mediates disputes between students and professors or assistants. At the faculty the ombudsperson can help you with problems about the implementation of the education and examination regulations and situations you experience as unfair, both in situations concerning education, examination or other forms of evaluation.

You best report the death of a close relative or long-term illness to the ombudsperson.

You can consult the ombudsperson after making an appointment:

Prof. dr Heide Vander Bauwhede

- heidi.vanderbauwhede@ugent.be

Prof. dr. Bruno Merlevede (successor)

- bruno.merlevede@ugent.be

2. Practical information

2.1 Education in academic year 2020-2021

Education at Ghent University changed suddenly and significantly in March 2020 due to the Corona safety measurements.

These past few months we have learned that we enjoy working and learning together. We have experienced what we miss when we cannot meet each other - students, teachers, staff – on campus. In academic year 2020-21 Ghent University focuses on activating education with a well-considered and well-coordinated mix of on-campus and online education.

For more information about this academic year, check these pages: <https://www.ugent.be/student/en/education2021faq.htm> and <https://onderwijstips.ugent.be/en/c/redesign-20-21/>.

2.2 Textbook sale

The textbook sale of the programmes Economics, Business Economics and Business Engineering is a joint-organisation by the student associations VEK and Moeder Lies.

Textbook lists

All textbook lists can be found on the Ufora course site '**FX00004 Boekenverkoop FEB / Textbook sale FEB**' on <http://ufora.ugent.be>. You will need your Ghent University account to log in.

These lists are published in September. Keep an eye on your UGent mailbox and Ufora. The latest updates can be found under 'Announcements'.

Where

The textbook sale takes place in the Foyer (large open space on level -1) on campus Tweekerken, Tweekerkenstraat 2, 9000 Ghent.

When

The dates the books are distributed will be announced via the course site on Ufora.

Register: become a member

Registration is not obligated to buy your books and syllabi!

You can buy a FEB membership card to become a member of the student associations. As a member you will not only get a discount on many activities, but also a significant discount on your book package.

You can register online: www.economiegent.be/boeken

If you have any more questions about the book sale, you can send an email to boeken@economiegent.be.

2.3 Class schedule

During the academic year (after enrolment and after submitting your curriculum (see section 4)) you can consult your personal class schedule via <http://oasis.UGent.be>. Log in with your Ghent University account and select 'My Calendar'. Select the programme you are taking and your group number (if applicable). Afterwards you can generate your personalised schedule.

General class schedules per programme can also be found on the website <https://studiegids.ugent.be/2020/EN/FACULTY/F/>. Select your programme and click on 'course schedule 1st semester' or 'course schedule 2nd semester' at the top right-hand side of the web page.

One timeslot consists of 90 minutes of class, including a 15-minute break.

2.4 Class locations

The Faculty of Economics and Business Administration has two faculty campuses. This is where the most important classrooms are located.

5. Campus Tweekerken, Tweekerkenstraat 2, 9000 Ghent (different entrances)

- Tweekerkenstraat 2
- Hoveniersberg 24 (building Thermanal)
- Sint-Pietersplein 5
- Sint-Pietersplein 6
- Sint-Pietersplein 7

7. Campus Mercator, G, Henleykaai 84, 9000 Ghent

- building G

You will often have classes in other Ghent University buildings as well. Below you will find a summary of the most common class locations:

3. Campus Ufo, Ufo, Sint-Pietersnieuwstraat 33, 9000 Ghent

4. Campus Boekentoren, Blandijnberg 2, 9000 Ghent

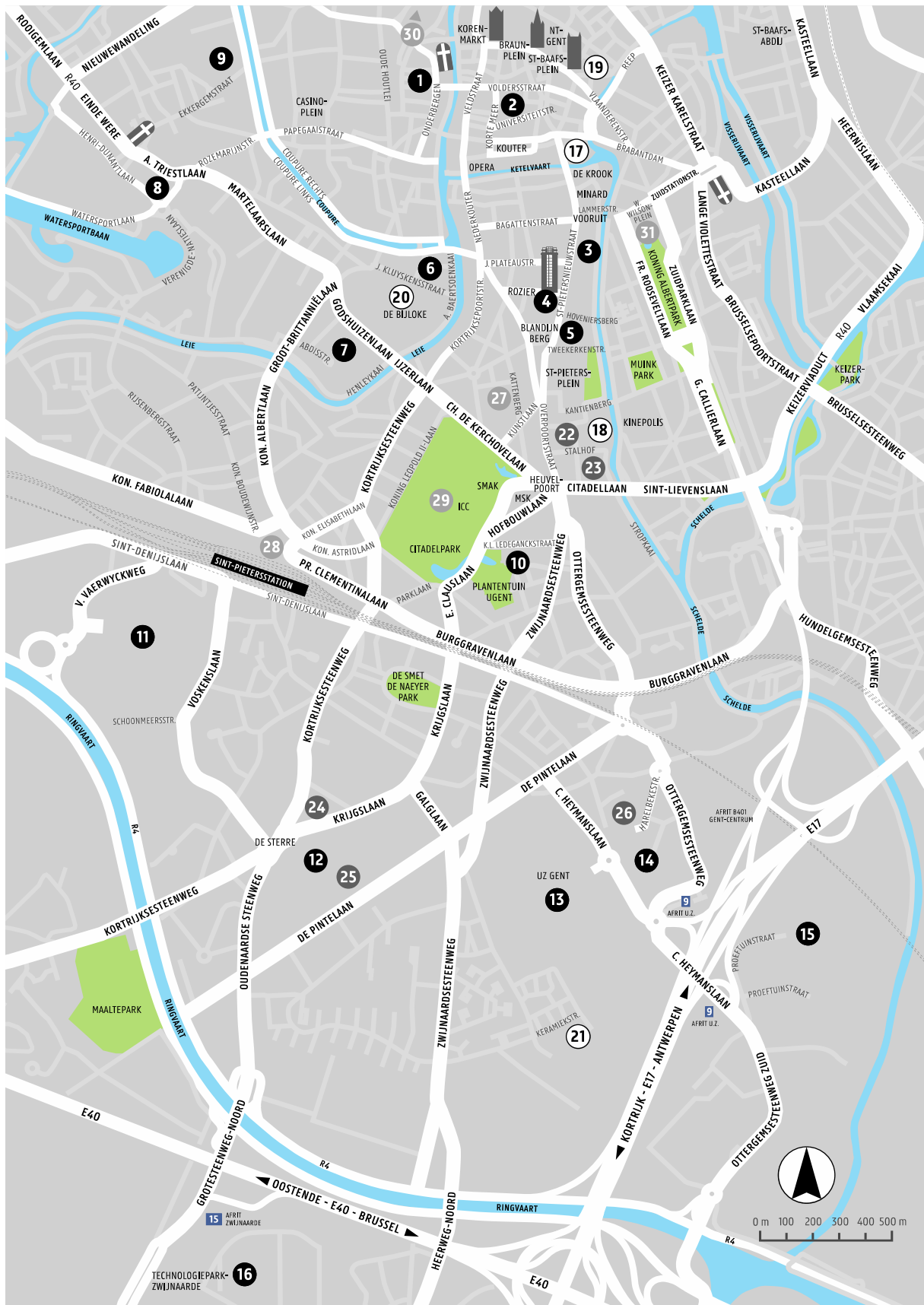
4. Campus Boekentoren, Jozef Plateaustraat 22, 9000 Ghent (entrance Jozef Plateaustraat)

Campus Boekentoren, Rozier 44, 9000 Ghent (entrance Rozier)

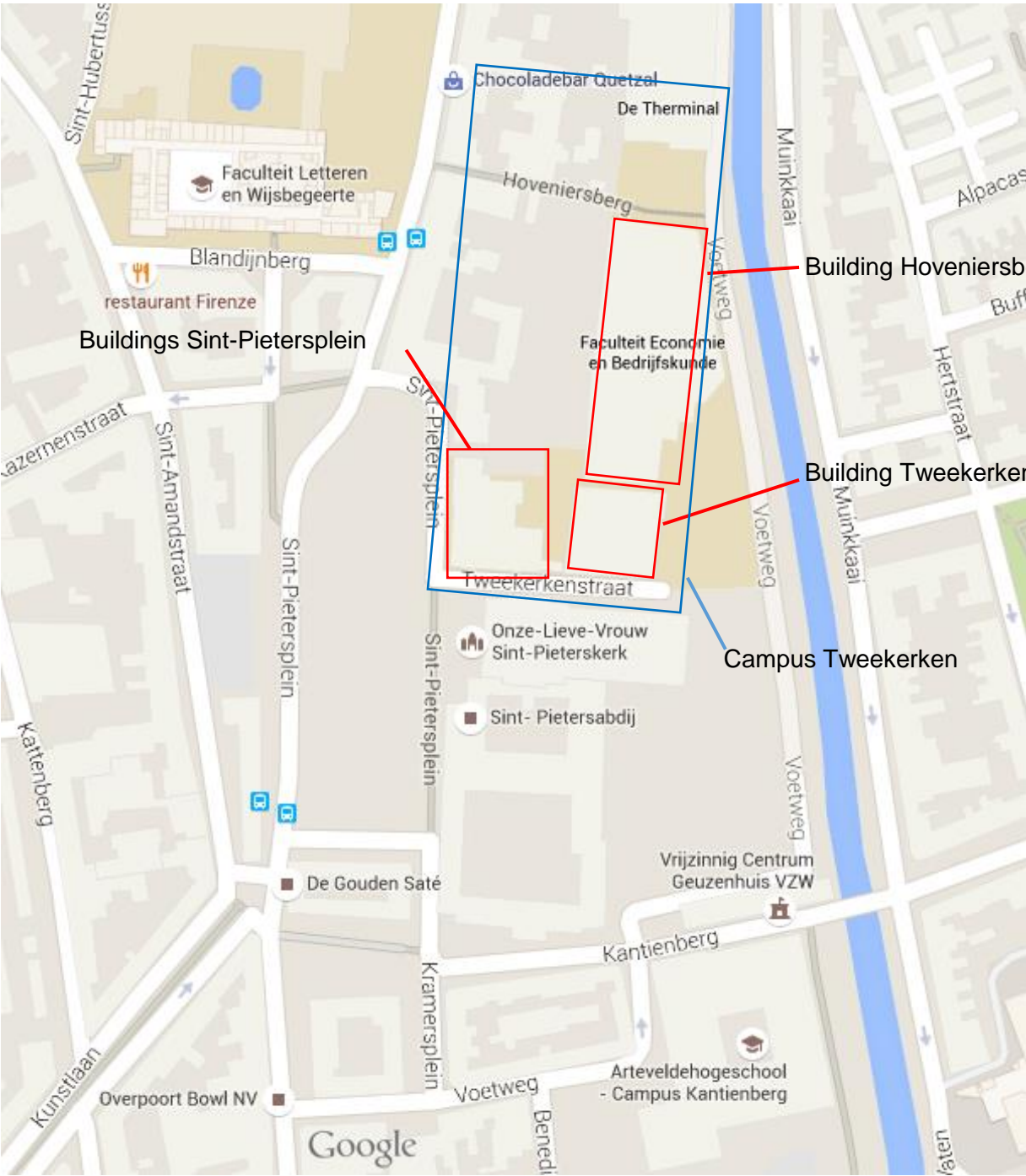
9. Campus Coupure, Coupure Links 653, 9000 Ghent

10. Campus Ledeganck, K. L. Ledeganckstraat 35, 9000 Ghent

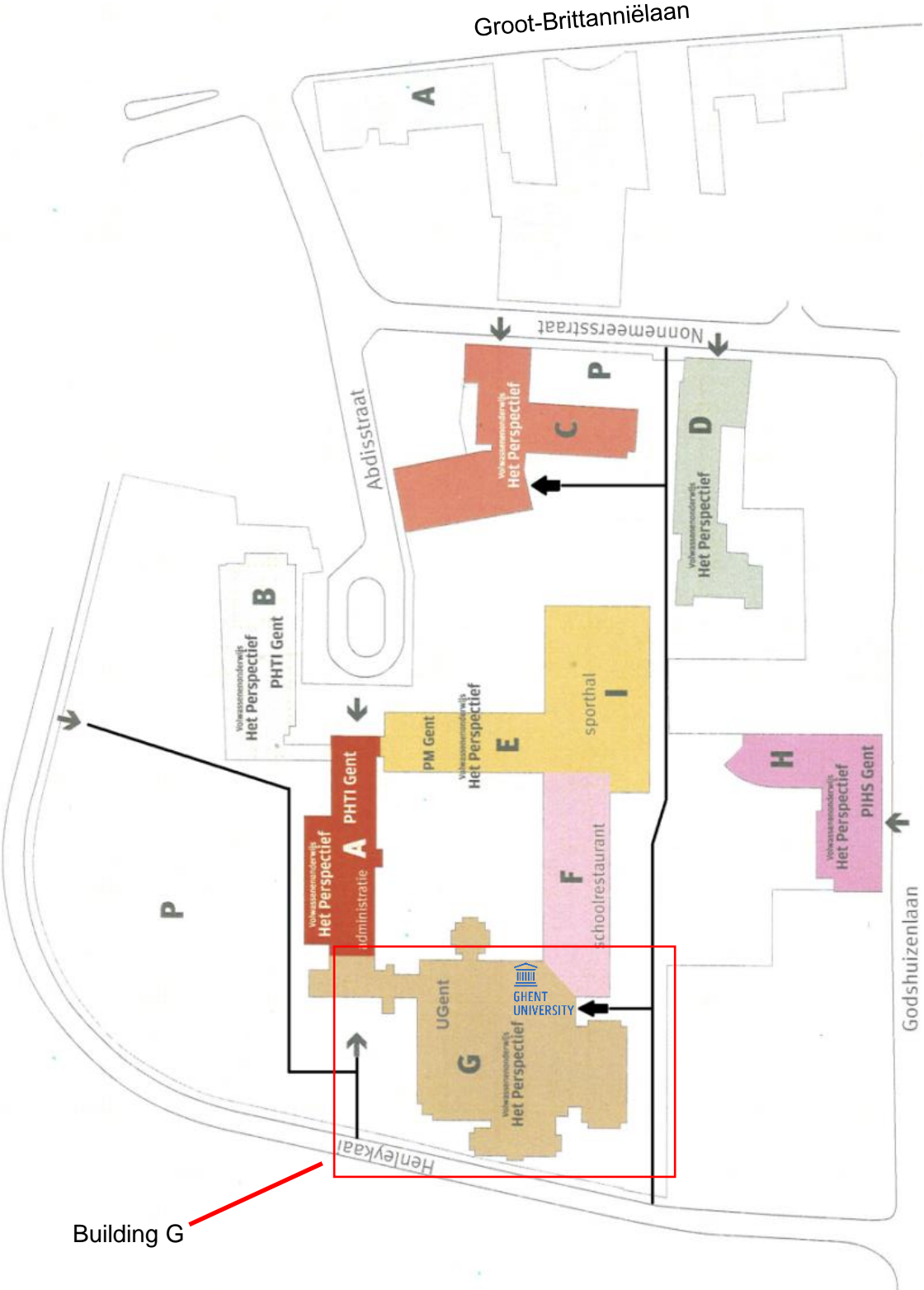
12. Campus Sterre, S9, Krijgslaan 281, 9000 Ghent



Map of campus Tweekerken



Map of campus Mercator



Building G

2.5 The auditoria

The auditoria of the Faculty of Economics and Business Administration can be found on <https://www.ugent.be/eb/en/contact>

You can find the biggest auditoria below.

Auditorium name	Location
Auditorium André Vlerick	Hoveniersberg building – floor 0
Auditorium Hein Picard	Hoveniersberg building – floor 0
Auditorium Devreker	Hoveniersberg building – floor 0
Auditorium Queelet	Tweekerken building – floor 2
Auditorium Camiel De Pelsemaeker	Hoveniersberg building – floor 0
Auditorium Fernand Rogiers	Hoveniersberg building – floor 1

Directions of faculties or other university buildings can be found on: <http://www.ugent.be/en/ghentuniv/contact/directions.htm>

2.6 Grading system

Ghent University uses a grading system of 0-20 with intervals of 1 point. No half points are used. 10 to 20 are the passing marks, 0 to 9 are failing marks. Grades higher than 18 are in practice seldom or never given, but they do occur.

No overall average is necessary to pass a year (60 credits – deliberation package).

If you have only a few courses with a small failing grade, a tolerance is often applied by the faculties. In such cases the grade is masked but the credits are awarded. More information about this procedure can be found in the [Education and Examination Code article 71](#).

Only a limited number of faculties calculate a final degree score (often on 1,000). Ghent University does not use a GPA system.

A grade of merit (e.g. distinction) is only awarded at the end of a degree.

The above remarks are valid for almost all institutions in Flanders (Belgium).

More information about the grade conversion and ECTS can be found on www.ugent.be > about us > what does Ghent University stand for? > Internationalisation > European Credit Transfer System (ECTS).

3. ICT access

3.1 Ufora

Ufora is Ghent University's online learning environment where lecturers and central offices can communicate with students. It is important to log in to <http://ufora.ugent.be> daily.

Some courses in Ufora will be added automatically to your dashboard. Other courses need to be added manually. If you need to write a master's dissertation, then do not forget to add 'FX00002 MASTERPROEVEN FEB / MASTER'S DISSERTATIONS FEB'.

3.2 Athena

In Athena you can find all the software you need to complete your programme, e.g. statistics programs and office packages, without ever having to install it on your personal computer.

Athena can be found on <https://athena.ugent.be>.

You do not need a VPN connection to use Athena from outside the UGent network.

To use the software on Athena, you need a Citrix client program on your device. If the Citrix client is not installed, this must be done first. More information on <https://helpdesk.ugent.be/athena/en/ica.php>.

3.3 Ghent University webmail

After enrolment you will receive a Ghent University e-mail address. Via webmail (<http://owa.ugent.be>) you can immediately manage your e-mail with any internet connection.

Always use your UGent email address when contacting professors, FSA, ..., they will also only respond to the official UGent email address. After all, this is the official communication channel.

Create an [email signature](#) for your UGent account with your name, first name, study program and student number. This facilitates contact with the administration.

3.4 Wireless internet

At various locations within Ghent University, staff and students can use their laptop, tablet or smartphone to connect wirelessly to the internet and the UGent network via Eduroam.

1. Select the Eduroam network
2. Enter your UGent email address and password
3. Accept the certificate

More information can be found on: <http://helpdesk.ugent.be/ugentnet/en/wireless.php>.

3.5 Computer rooms

The Faculty of Economics and Business Administration has several computer rooms. These are freely accessible unless classes are taking place. You can find an overview of all public computer rooms at Ghent University on the helpdesk page: <https://helpdesk.ugent.be/publiccomputer/en/>

On campus Tweekerken you can go on weekdays to PC-class 0.1 (HOV) (50 PCs, Hoveniersberg building), PC-class 0.2 (21 PCs, Hoveniersberg building), PC- class 0.1 (SP7) (28 PCs, Sint-Pietersplein 7).

On weekdays you can also go to the faculty library on the third floor of the Tweekerkenstraat building (56 PCs). As a result of the Corona security measures, the library is open every weekday from 9.15 am to 1.00 pm (changes in opening hours will be communicated on the website <https://www.ugent.be/eb/en/services>).

On campus Mercator (building G, Henleykaai 84) you can access a work area containing 26 PCs. There is also a quiet room available where you can study or work on group assignments. This work area is on the first floor. The area's opening hours can be consulted on <https://www.ugent.be/eb/en/services/library>.

3.6 Laptops

You will need a laptop at Ghent University for education in academic year 2020-2021. A properly functioning basic laptop is sufficient for most courses. For some courses a more advanced model is necessary. The course instructor will inform you if this is the case.

Are you considering buying a new laptop for your studies at Ghent University? On this page you will find a number of guidelines and tips: <https://helpdesk.ugent.be/byod/student/en/>.

3.7 Central disk space

Ghent University offers you disk space on which you can store your files and which you can always access from the UGent network and Athena.

You can find out how to use that disk at <https://helpdesk.ugent.be/netdisk/en/>.

3.8 Print and copy

If you have a UGent student card, you can use it to print, copy and scan documents.

Campus Tweekerken

You can print, copy and scan in the Foyer of building Tweekerken.

More information: <http://www.ugent.be/eb/en/services/it-facilities/print-copy-and-scan.htm>

Paying

- Add money to your student card (<http://epurse.ugent.be>)
- Scanning is free.

Printing

- Cost is € 0,04 per sheet (black/white) or € 0,40 per sheet (colour)
- Printer = Ricoh on pcounter
- Put your student card on the payment terminal
- Choose **Language**
- Choose **Print**
- Select your documents to print
- Choose **Print**
- Ready? Don't forget to log off!

Copying

- Cost is € 0,04 per sheet
- Put your student card on the payment terminal
- Choose **Language**
- Choose **Copy** and select the correct **settings**
- Ready? Don't forget to log off!

Scanning

- Scanning is free
- Put your student card on the payment terminal
- Choose **Language**
- Choose **Scanning**
- Scan to E-mail (Ghent University e-mail address): Choose **Scan and send**
- Scan to USB: choose **Scan and save**
- Ready? Don't forget to log off!

3.9 Helpdesk

The helpdesk of the Department of Information and Communication Technology (DICT) can help you with questions about the UGentNet, your UGent account, Minerva, e-mail, Athena, etc.

helpdesk@ugent.be

09 264 47 47

<https://helpdesk.ugent.be/en/>

4. Composing your curriculum

After enrolment at the Registrar's Office, you have to submit your curriculum online via <http://oasis.ugent.be>. You will have time to do this until **September 30, 2020**.

A complete manual can be found on: <http://www.ugent.be/eb/en> > for registered students > master programmes > programme information > edit and submit the curriculum.

Your curriculum will already be quasi correct in OASIS. You will only have to check it for errors and add elective courses. Lists of elective courses can be consulted via <http://www.ugent.be/eb/en> > for registered students > master programmes > programme information > elective courses.

5. Master's dissertation

All information about the master's dissertation can be found on the course site '**FX00002 MASTERPROEVEN FEB/MASTER'S DISSERTATION FEB**' on <http://ufora.ugent.be>.

This course site provides a manual with information about: how to submit your preferred topics, confirming your master's dissertation title, interim assessment, handing in your master's dissertation, examination, etc.

Make sure you read the manual as soon as possible and check the deadlines!

6. Administration

6.1 Enrolment

The enrolment period runs from 1 July through 30 September 2020.

In exceptional cases, late enrolments are allowed:

For Master's programmes and preparatory programmes:

- As from 1 October, (prospective) students are to request the Curriculum Committee for permission to enrol late through the Faculty Student Administration. The Curriculum Committee may prohibit students from taking up particular course units in their curriculum.
- As from 15 November, (prospective) students are to request the Curriculum Committee for permission to enrol late through the Faculty Student Administration, in consideration of the restrictive condition that the curriculum cannot under any circumstances contain first-term course units. Moreover, the Curriculum Committee may prohibit students from taking up particular course units in their curriculum.
- After 1 March, no enrolments are accepted.

6.2 Curriculum

As mentioned in section 4. Composing your curriculum, after enrolment you have to submit your curriculum via Oasis.

6.3 Certificates

You can download all certificates on [Oasis](#) > Certificate.

Certificate of enrolment

You will need to hand in a certificate of enrolment when registering at the Foreign Office of the city/village where you live.

You can use the certificate of enrolment whenever you have to prove that you are enrolled at Ghent University.

Attestation for NMBS

For using trains in Belgium at a student discount.

Graduation certificate

If you have graduated but you have not yet received your diploma, you can download a graduation certificate.

The certificate includes information about your graduation, such as the graduation date and the degree awarded.

Authenticity code

Each certificate or attestation has an authenticity code.

This code replaces a stamp and is used to verify the certificate by entering this code on the webpage mentioned on the certificate.

How many prints?

You can print as many certificates as required.

7. Important data

Holidays:

- Monday 2 November 2020, Wednesday 11 November 2020, Friday 19 March 2021, Thursday 13 May 2021, Friday 14 May 2021, Monday 24 May 2021.

First term:

- **12 weeks of educational activities:** Monday 21 September through Saturday 12 December 2020
- **1 week of catch-up activities:** Monday 14 December through Saturday 19 December 2020
- **Christmas recess:** Monday 21 December 2020 through Sunday 03 January 2021
- **4 weeks of examination period:** Monday 4 January through Saturday 30 January 2021
- **Inter-term recess:** Monday 1 February through Sunday 7 February 2021
- **Proclamation/announcement of examination results:** Friday 5 February 2021 at 1.30 pm
- **Feedback:** Monday 8 February through Friday 19 February 2021

Second term:

- **8 weeks of educational activities:** Monday 8 February through Saturday 3 April 2021
- **Easter recess:** Monday 05 April through Sunday 18 April 2021
- **4 weeks of educational activities:** Monday 19 April through Saturday 15 May 2021
- **1 week of catch-up activities:** Monday 17 May through Saturday 22 May 2021
- **6 weeks of examination period:** Monday 24 May through Saturday 3 July 2021
- **Proclamation/announcement of examination results:** Thursday 1 July 2021 at 1.30 pm
- **Feedback:** Thursday 1 July through Saturday 3 July 2021

Resit examination period:

- **5 weeks of examination period:** Monday 16 August through Saturday 4 September 2021
- **Proclamation/announcement of examination results:** Thursday 9 September 2021 at 1.30 pm
- **Feedback:** Thursday 9 September through Saturday 11 September 2021

These dates can also be found in the academic calendar!

<https://www.ugent.be/student/en/class-exam-exchange-intern/class-exam/academiccalendar/academiccalender2020-2021.htm>

8. Student facilities

8.1 Student associations

There are two student associations attached to the Faculty of Economics and Business Administration: **student association VEK** and **Moeder Lies**. Student association VEK is aimed at all students of the Faculty of Economics and Business Administration, Moeder Lies is specifically for the students of Business Administration and Public Administration & Management.

They do not only organize parties, cultural trips and sports activities, but also organize book and course sales, company presentations, a job fair and many other recruitment activities. More information on <https://www.vek.be/en/home> and <https://www.moederlies.be/>.

8.2 Student representatives

Stuveco is the Student Council of the Faculty of Economics and Business Administration. The student representatives sit in various boards and commissions of the Faculty where they join together with professors and assistants. More information on <https://www.stuveco.be/en/over-stuveco>.

8.3 Student restaurants

Ghent University has 8 student restaurants and 11 cafeterias where students and staff can enjoy a healthy meal. Your student or staff card is required. More information on <https://www.ugent.be/en/facilities/restaurants/overview.htm?searchterm=restaurant%2A>

Student restaurants close to **campus Tweekerken**:

- **Resto De Brug** Sint-Pietersnieuwstraat 45
- **Resto Kantienberg** Stalhof 45

For a smooth checkout, we recommend paying electronically. Epurse payments (= pay with your student card) are possible in all restaurants and cafeterias. More information on <http://epurse.ugent.be>.

8.4 Bicycle rent and repair

Rent a bicycle at a student price. More information on <https://fietsambassade.gent.be/en>

Bad luck or in need of a repair? Make use of the bicycle repair places of the Association Ghent Colleges, which are accessible to all Ghent students and staff. You must present your student or staff card. You can work on your bike yourself with the available material and purchase new parts at affordable prices. There is always someone present who can assist you.

Repair your bicycle yourself or buy new parts at favorable prices in the bicycle repair places of Fietsambassade Gent (i.e. bicycle project of the City of Ghent). You will find a FIXIT repair post on some UGent campuses, including one at the entrance of campus Tweekerken. More information on <https://www.ugent.be/en/facilities/bike/overview.htm>.

8.5 Student Social service

The Student Social Service has the task of ensuring that students enrolled at Ghent University and Association Ghent Colleges can study in the best possible material and psychosocial conditions, in order to obtain their degree.

This is achieved through information and advice, mediation and / or financial assistance. Their services are free of charge and anonymous.

More information on <https://www.ugent.be/en/facilities/support/overview.htm>

Pietersnieuwstraat 47
Tel: 09 264 70 72
socialiedienst@UGent.be

8.6 Medical service

Ghent University has a team of doctors and psychologists who are at the service of the students.

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

8.7 Sport facilities

Ghent University boasts a fully-equipped sports centre ("GUSB"), with three large and two small halls for indoor activities, a 25-meter swimming pool, an instruction pool, two saunas, two, and more! Special attention is devoted to sports for disabled students. The university also offers individual supporting services and counselling for students who are actively involved in top-class sports.

More information on <https://www.ugent.be/en/facilities/sport/overview.htm>

8.8 Job service for students

Randstad Young Talents helps our master students who wish to combine studying with a job. They guide students with writing a CV and finding an additional job related to their master programme. They also guide our alumni in finding a job after graduation.

More information can be obtained via youngtalents_gent@randstad.be or at the campus Tweekerken (Tweekerkenstraat2, level -1, large open space called 'Foyer'), where two representatives are present every Tuesday.

The VEK Career Day is organised yearly by the Flemish Economic Circle. Next to numerous company booths there will also be the possibility to take a professional picture.

More information about the [VEK Career Day](#).

8.9 Library

In the Faculty Library you can consult books, magazines and databases, both digitally and on paper. You can find our complete collection via the catalogue <http://lib.ugent.be>. More tips about how and where to find scientific books or journals, how databases work, tips for research and information skills can be found at <https://onderzoektips.ugent.be/en/>.

Campus Tweekerken

Tweekerkenstraat 2
3rd floor
9000 Gent
Tel.: 09/264.34.73

Opening hours:

Monday until Friday from 9:15 am to 1:00 pm
Closed on weekends

Campus Mercator, G

Workspace with 26 PCs
Henleykaai 84
1st floor
9000 Gent

Opening hours:

Monday until Thursday from 8 am to 9:45 pm
Friday from 8am to 4:45 pm
Closed on weekends

Opening hours are adjusted during the holidays.

You will always find the correct opening hours on our website <http://www.ugent.be/eb>, under Services!

General contact details

E-mail: ebib@ugent.be

Website: www.ugent.be/eb

Catalogue: <http://lib.ugent.be>

9. Study progress

At Ghent University there are binding conditions and measures for study progress monitoring whereby re-enrolment can be refused.

The following study progress monitoring measures can be taken if you are enrolled for a Bachelor's or Master's programme, preparatory or linking course or a postgraduate programme:

1. Binding conditions and refusal to enrol for contracts to obtain a diploma

If a student has obtained credits for less than 50% of the personal enrolment curriculum (i.e. a success rate below 50%), a binding condition will be imposed upon the next enrolment for the same study programme (regardless of the language variety).

The contents of the binding condition referred to in 1° will be determined in the Education and Examination Code of the academic year in which the student enrolls again for the same study programme (regardless of the language variety).

For the academic year 2020-2021 the student needs to have obtained credits for at least 50% of the personal enrolment curriculum.

If the student does not meet the above-mentioned condition, s/he is not allowed to enrol with a contract to obtain a diploma for the same study programme again (regardless of the language variety), nor is s/he allowed to enrol for the general introduction preparing students for different study programmes.

2. Refusal to enrol at Ghent University

Regardless of the contract type and any previously imposed binding conditions and whether or not these conditions were met, enrolment for the study programmes at Ghent University will be refused for students who, after 3 years of enrolment, have acquired less than one third of the ECTS credits that they took up during those enrolments.

3. Refusal to enrol for contracts to obtain credits

For contracts to obtain credits, enrolment is refused for students who have enrolled twice for said course unit without obtaining the credit certificate. This provision is valid irrespective of whether or not the previous enrolment was under a contract to obtain credits or a contract to obtain a diploma.

10. Checklist

Be sure to bring your Ghent University login and password to the information sessions. Depending on your study program, this is Tuesday 15, Wednesday 16, Thursday 17 or Friday 18 September 2020. View the dates and times at www.ugent.be/eb > Information for future students > Introduction days.

What should you definitely do AFTER the faculty information session?

- ✓ Compose your curriculum in OASIS. Check it for errors and add elective courses. You will have time to do this until **September 30, 2020**.
- ✓ Add the course site 'FX00002 MASTERPROEVEN FEB / MASTER'S DISSERTATION FEB' on <http://ufora.ugent.be>. Read the manual and check the deadlines (see 5. Master's dissertation).
- ✓ Log in to Ufora. Add the courses of your curriculum and relevant infosites as well (see 3.1 Ufora).
- ✓ Download MS Teams, login using your UGent-webmail and use it to communicate with your fellow students. Go to <https://helpdesk.ugent.be/office365/en/teams.php> for more information.
- ✓ Buy all the required text books (see 2.1 Textbook sale).
- ✓ Check your UGent-webmail daily on <http://owa.ugent.be> (see 3.3 Ghent University webmail).

CONTACT

International Office
Campus Tweekerken
Building Hoveniersberg, ground floor
Tweekerkenstraat 2
B-9000 Ghent

09 264 33 05

degree.eb@ugent.be