MANUAL: HOW TO EDIT AND SUBMIT YOUR CURRICULUM IN OASIS

1. Go to the Oasis website (http://oasis.ugent.be).

2. Log in with your UGent username and password.

3. You are now at the Oasis home page.

4. Go to the menu of the correct academic year, choose Curriculum and click on the menu-option 'Edit Curriculum (PS)'.

5. You can now see the name of the study programme you are enrolled in (KXGAEX). To edit your curriculum, go to 'actions' and click on 'curriculum'.

Enrollments 2020-2021 ⊙

Click the button **Curriculum** in the programme or main subject line to access its curriculum.
As soon as the curriculum is ready, select it by clicking its checkbox, then hit the button **Submit for approval** to send it to the faculty's Student Administration.
Possible actions on the selection:

Submit for approval	Accept curriculum	Print curriculum	Print Transcript of Records	Print document of admission	Progress report

	Student No.	Student	Main subject code	Status	Actions
☐	02050009	Griet Claerhout	KBPOLI - Bachelor of Science in Political Science	Draft	History Curriculum
☐	02050009	Griet Claerhout	KXGAEX - Guest and exchange students Faculty of Political and Social Sciences	Draft	History Curriculum

6. A new screen appears where you can consult and edit your curriculum.
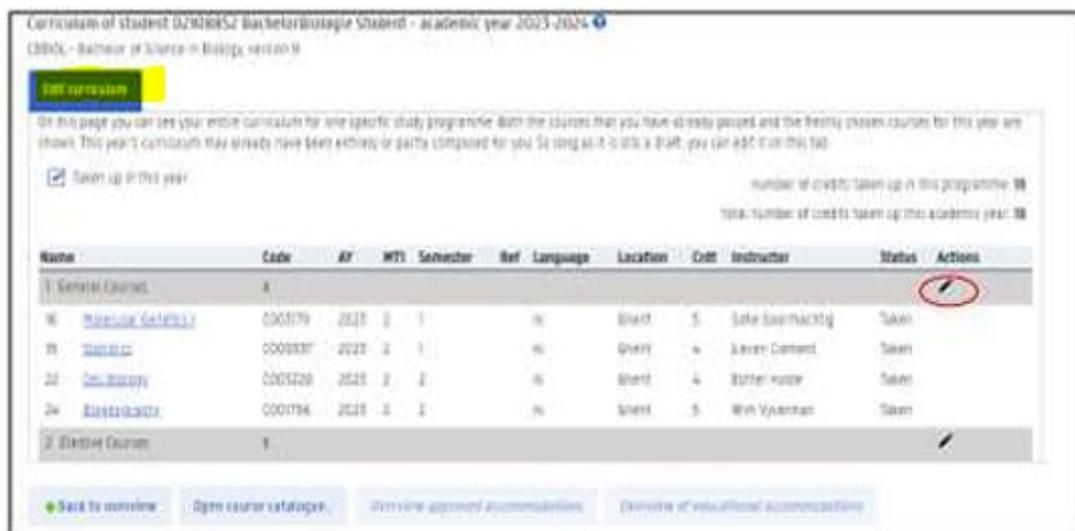
On this page you can see all the courses that are mentioned in your (Online) Learning Agreement. They have been automatically added to your curriculum. If the overview of the courses is not correct according to your (Online) Learning Agreement, please contact the faculty's international office (RIO) via rio.psw@ugent.be.

Note
– You can only edit a curriculum when it is in 'draft' status. If you have already submitted your curriculum to the faculty's approval, or if your curriculum has been approved, you cannot edit it any more.
– Should you wish to edit a proposed/submitted or approved curriculum, please contact the faculty's international office (RIO) via rio.psw@ugent.be.

7. Click on the pencil to add and/or remove courses (if necessary):

  – To **remove** courses from your curriculum, click on the '-' sign next to a course. Fill in the reason and confirm your choice.

  – To **add a course**, you first have to find the course concerned. It is recommended to search courses via "Find course free search".

Fill in a search term and add one or more filters if necessary. A list of corresponding courses appears.

– Choose/add a course by clicking on the + sign.

– Fill in the reason why you are adding this course, and confirm your choice.
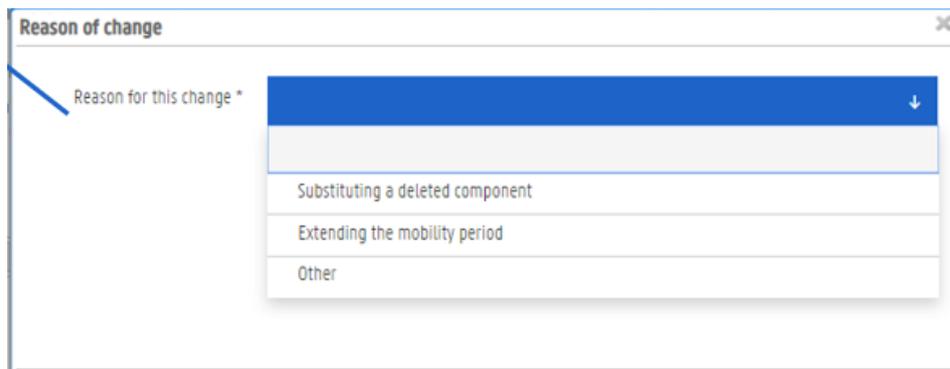
Note: Dutch language courses from the UCT (university language center) can't be selected from the programme catalogue. Please contact RIO via rio.psw@ugent.be so we can add this course to your curriculum on your behalf.

8. Click the button 'Back to curriculum' to go back to the overview of your programme.
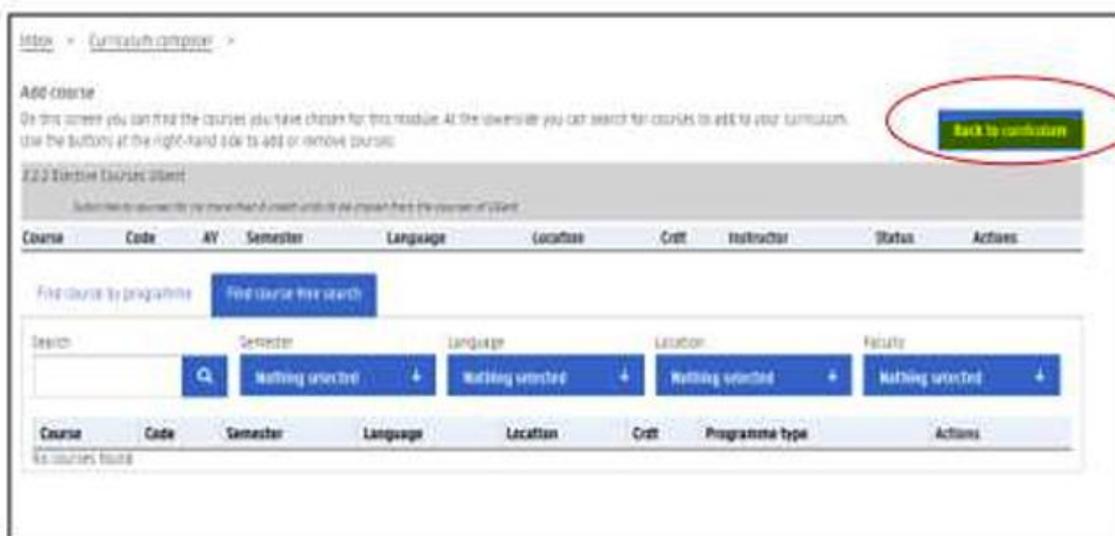
9. When you are sure that your curriculum is correct, you can continue to the final step: submitting your curriculum to the faculty for approval. Select your study programme and click 'submit for approval'. This button will only be visible once you have ticked the box in front of your programme.

Enrollments 2020-2021 ⊘

Click the button **Curriculum** in the programme or main subject line to access its curriculum.
As soon as the curriculum is ready, select it by clicking its checkbox, then hit the button **Submit for approval** to send it to the faculty's Student Administration.

Possible actions on the selection:

Submit for approval	Accept curriculum	Print curriculum	Print Transcript of Records	Print document of admission	Progress report

☐ Student No.	Student	Main subject code	Status	Actions
☐ 02050009	Griet Claerhout	KBPOLI - Bachelor of Science in Political Science	Draft	History Curriculum
☑ 02050009	Griet Claerhout	KXGAEX - Guest and exchange students Faculty of Political and Social Sciences	Draft	History Curriculum

10. Oasis will show you all courses you have registered for. Check once more if this is correct. You will also see a commentary window. Add comments if necessary, and click the 'Continue curriculum submission' button to submit your curriculum for approval. Click the 'Cancel' button if you reconsider.

Comment window   ✕

You are about to submit a curriculum of **15** credit units.

Are you sure that your curriculum for this year is complete and that you want to submit it in this way? If that is not the case, please select the cancel button on this page to return to the previous page to adjust your curriculum.

course	credits
Media, Culture and Diversity	5
Interactive Media and Entertainment	5
Sociology of Globalization	5

Below you can add a comment addressed to the administration regarding the curriculum you are about to submit.
Note that once you have submitted the curriculum, you can no longer edit it yourself and you should contact the faculty's Student Administration.

Continue curriculum submission   Cancel

11. Once you have submitted your curriculum for approval, it is sent to the faculty's international office (RIO). The status of your curriculum changes from 'draft' to 'proposal' and you cannot edit it yourself anymore. RIO will check your curriculum (together with - if applicable - your 'learning agreement changes' and the 'approval of lecturer' document(s)) and either approve it, or return it to you and ask you to change it. This could take up to a few weeks.

12. You will be informed via your UGent email address whether your curriculum has been approved or refused so check your emails regularly.

13. When you receive an e-mail (automatic e-mail from Oasis) that the faculty has approved your curriculum, you have to accept your curriculum. This is done by clicking on the button 'Accept curriculum'.

OASIS

STUDENT

Enrollments 2023-2024

Click the button Curriculum in the programme or main subject line to access its curriculum.
As soon as the curriculum is ready, select it by clicking its checkbox, then hit the button Submit for approval to send it to the faculty's Student Administration.

Possible actions on the selection:

Submit for approval   **Accept curriculum**   Print curriculum   Print document of submission   Self reflection report

Student No.	Student	Main subject code	Status	Actions
00000052	Bachelor Biology Student	CBB01 - Bachelor of Science in Biology	Approved	History, Curriculum

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Questions?

–   Questions about the content of your curriculum? Contact RIO: rio.psw@ugent.be.
–   If you encounter any problems while using Oasis, please contact the Oasis helpdesk at helpdesk.oasis@ugent.be.