

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.

The screenshot shows the Oasis website interface. At the top left is the Ghent University logo. To its right is a blue header bar with the word "OASIS" in white. Further right in the header are the names "Griet Claessens" and "In het Nederlands". Below the header, the word "STUDENT" is displayed. On the left side, there is a vertical menu with two main sections: "Links" and "General Information". The "Links" section includes links to Home page, Study guide, Ufora, Education and Examination Code, and My calendar. The "General Information" section includes links to Enrolments, Examination results, Special status, Job student, UCT enrolment, and Study financing. Below this, there is a section for "My Oasis" with links to Certificates, Personal details, Contact details, Address, Contacts, Bank accounts, Privacy, Language Skills, and Learning account. The main content area on the right is titled "Home page" and contains a welcome message, a note about the menu, and several sections: "General information" (Enrolments, UCT enrolment, Examination results), "My Oasis" (Consult and edit personal information), "Choice of study" (Request brochures), "Menus available per academic year" (Curriculum, Exchange, My courses, Tuition fee, Course feedback, Housing applications), "Re-enrolment" (Go to General Information), and "Transcript of Records" (Go to the menu Examination results).

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

The screenshot shows a vertical menu on the left side of the Oasis website. The menu is organized by academic year. The top section is for "AY 2021-2022" and includes links for "Curriculum", "Exchange", "Housing", and "Housing applications". Below this is a section for "AY 2020-2021". The "Curriculum" link under this section is highlighted in yellow. Below "Curriculum" are links for "Edit curriculum (PS)" (also highlighted in yellow), "Stop", "Exchange", "Courses", "My courses", "Financials", "Tuition fee", "Housing", "Rental fee", "Housing applications", "Course feedback", and "My courses".

- 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.

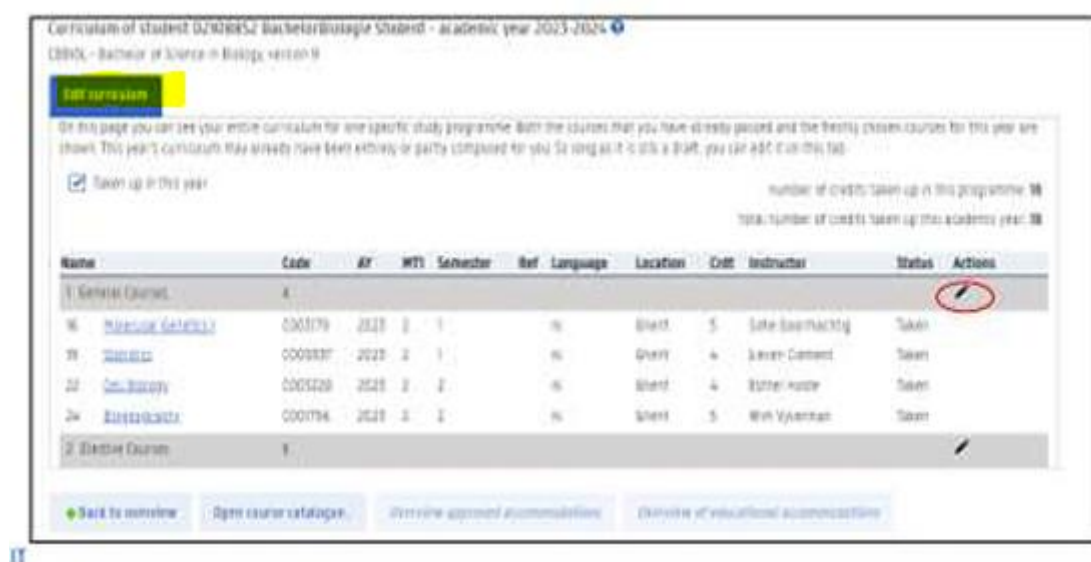
As soon as the curriculum is ready, select it by clicking its checkbox, then hit the button **Submit for approval** to send it to the faculty's Student Administration.

Possible actions on the selection:

Submit for approval	Accept curriculum	Print curriculum	Print Transcript of Records	Print document of admission	Progress report
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<input type="checkbox"/> Student No.	Student	Main subject code	Status	Actions
<input type="checkbox"/> 02050009	Griet Claerhout	KBPOLI - Bachelor of Science in Political Science	Draft	History Curriculum
<input type="checkbox"/> 02050009	Griet Claerhout	KXGAEX - Guest and exchange students Faculty of Political and Social Sciences	Draft	History Curriculum

- 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/digital) Learning Agreement. They have been automatically added to your curriculum. If the overview of the courses does not match your (Online/digital) 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.

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

Curriculum of student D230852 BachelorBiologie Student - academic year 2023-2024

CBIOX - Bachelor of Science in Biology version 8

Edit curriculum

On this page you can see your entire curriculum for one specific study programme. Below the courses that you have already passed and the freshly chosen courses for this year are shown. This year's curriculum may already have been entirely or partly composed for you. So long as it is still a draft, you can add it on this tab.

☒ Taken up in this year

Number of credits taken up in this programme: 18
Total number of credits taken up this academic year: 18

Name	Code	AY	WTB	Semester	Ref.	Language	Location	Crdt	Instructor	Status	Actions
1 Selected Courses											
16 Molecular Genetics I	COO1179	2023	2	1		NL	Shert	5	Sofie Spormachtig	Taken	
18 Statistics	COO0837	2023	2	1		NL	Shert	4	Lieven Clement	Taken	
22 Cell Biology	COO5228	2023	2	2		NL	Shert	4	Bert De Vries	Taken	
24 Biostatistics	COO1796	2023	2	2		NL	Shert	5	Wim Vuurman	Taken	
2 Selected Courses											

[Back to overview](#) [Open course catalogue](#) [Overview approved accommodations](#) [Overview of educational accommodations](#)

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

15	Statistics	COO0837	2022	2	1		NL	Shert	5	AnneMarie Verbeke	Realized
16	Molecular Genetics I	COO1179	2023	2	1		NL	Shert	5	Sofie Spormachtig	Taken
17	Biostatistics I: Biostatistics	COO3605	2022	2	1		NL	Shert	4	Bert De Vries	Realized
18	Biostatistics II: Perinatal	COO0577	2022	2	2		NL	Shert	4	Leander Meurs	Realized
19	Statistics	COO0837	2023	2	1		NL	Shert	4	Lieven Clement	Taken
20	Health Sciences	COO0837	2022	2	1		NL	Shert	4	Bert De Vries	Realized
21	General Microbiology	COO2466	2022	2	2		NL	Shert	5	Anna Wilkens	Realized
22	Cell Biology	COO5228	2023	2	2		NL	Shert	4	Edith Hoste	Taken
23	Evolutionary Biology	COO0247	2022	2	1		NL	Shert	4	Lut Lams	Realized
24	Biostatistics	COO1796	2023	2	2		NL	Shert	5	Wim Vuurman	Taken
25	Biostatistics	COO1081	2022	2	1		NL	Shert	4	Jan Van Vlymen	Realized
26	Biostatistics	COO1081	2022	2	2		NL	Shert	5	Marleen De Troch	Realized

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

inbox > Curriculum composer >

Add course

On this screen you can find the courses you have chosen for this module. At the bottom side you can search for courses to add to your curriculum. Use the buttons at the right-hand side to add or remove courses.

[Back to curriculum](#)

2.2.2 Elective Courses UGent

Subscribe to courses for no more than 6 credit units to be chosen from the courses of UGent.

Course	Code	AY	Semester	Language	Location	Crdt	Instructor	Status	Actions
<div> Find course by programme Find course free search </div> <div> <input type="text" value="Choose a programme"/> </div>									

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

Find course by programme **Find course free search**

Course Semester Language Location Faculty

Search **2nd sem. (7)** Nothing selected Nothing selected Nothing selected

Course	Code	Semester	Language	Location	Crdt	Programme type	Actions
Quantum Intro to Chemistry	0004300	2nd sem.	en	Ghent	4	VSP, C2A	+
Quantum Lecturing	0003668	2nd sem.	en	Ghent	5	Paradise, C2A, EduPa	+
Computational Quantum Chemistry	0004448	2nd sem.	en	Ghent	8	C2A, EduPa, Paradise	+
Quantum Basics	0002033	2nd sem.	en	Ghent	4	Paradise, H2H	+
Strongly Correlated Quantum Systems	0004671	2nd sem.	en	Ghent	6	Paradise, C2A, EduPa	+
Quantumlysis: Data Refs	0004350	2nd sem.	fr	Ghent	6	Paradise	+
Quantum Work: Papers and Bibliography	0003888	2nd sem.	en, fr	Ghent	4	Paradise, EduPa	+
Quantum Optics	0003033	2nd sem.	en	Ghent	4	Paradise	+
Advanced Quantum Chemistry	0004447	2nd sem.	en	Ghent	4	EduPa, Paradise, C2A	+
Eventualities/Interactions	0000619	2nd sem.	fr	Ghent	6	Paradise, EduPa	+
Quantum for All 1	0002030	2nd sem.	fr	Ghent	6	Paradise, H2H, EduPa, H2H	+

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

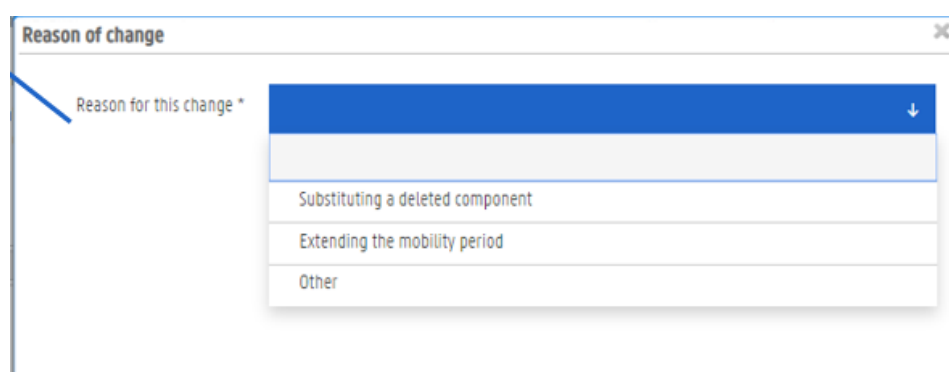
Find course by programme **Find course free search**

Course Semester Language Location Faculty

Search **2nd sem. (7)** Nothing selected Nothing selected Nothing selected

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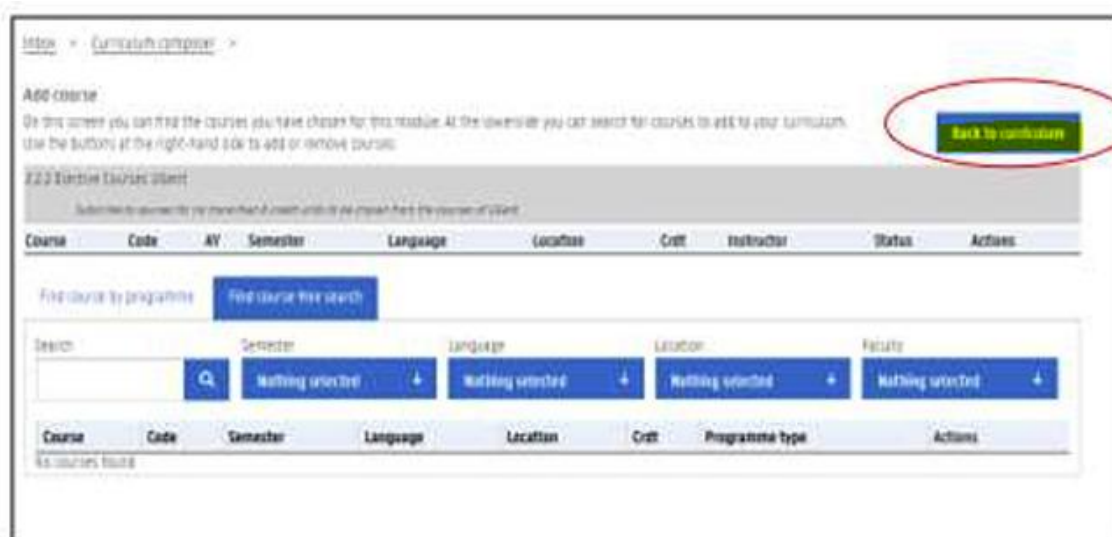
- Fill in the reason why you are adding this course, and confirm your choice.



A screenshot of a 'Reason of change' dialog box. It features a label 'Reason for this change *' with a blue arrow pointing to a dropdown menu. The dropdown menu is open, showing three options: 'Substituting a deleted component', 'Extending the mobility period', and 'Other'.

Note: the Dutch language course from the UCT (university language center) can't be selected from the programme catalogue. Contact RIO via rio.psw@ugent.be so we can add this course to your curriculum on your behalf.

- Click the button 'Back to curriculum' to go back to the overview of your programme.



A screenshot of a web application interface for curriculum management. At the top right, a green button labeled 'Back to curriculum' is circled in red. Below it is a table with columns: Course, Code, AY, Semester, Language, Location, Crdt, Instructor, Status, and Actions. Below the table are search filters for Semester, Language, Location, and Faculty, each with a 'Nothing selected' button. At the bottom, there is another table with columns: Course, Code, Semester, Language, Location, Crdt, Programme type, and Actions.

- 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](#)

<input type="checkbox"/>	Student No.	Student	Main subject code	Status	Actions
<input type="checkbox"/>	02050009	Griet Claerhout	KBPOLI - Bachelor of Science in Political Science	Draft	History Curriculum
<input checked="" type="checkbox"/>	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 UGent 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'.

The screenshot shows the OASIS student interface. At the top, there's a blue header with 'OASIS' and 'Bachelor/Biologie Student' and 'In het Nederlands'. Below the header, the page is titled 'STUDENT' and 'Enrollment 2023-2024'. It instructs the student to click the 'Curriculum' button in the programme or main subject line to access their curriculum. It also states that as soon as the curriculum is ready, they should select it by clicking its checkbox and hit the 'Submit for approval' button to send it to the faculty's Student Administration.

Below this, there are five buttons: 'Submit for approval', 'Accept curriculum' (highlighted with a red circle), 'Print curriculum', 'Print document of admission', and 'Self reflection report'.

At the bottom, there is a table with the following columns: 'Student No.', 'Student', 'Main subject code', 'Status', and 'Actions'.

Student No.	Student	Main subject code	Status	Actions
145152	Bachelor/Biologie Student	CB001 - Bachelor of Science in Biology	Approved	History Curriculum

Questions?

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