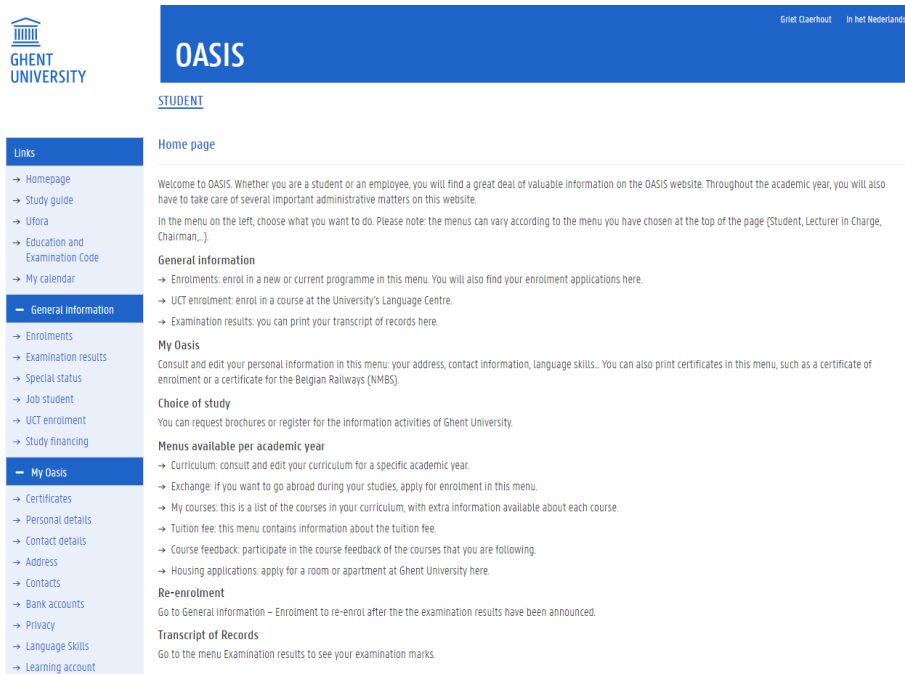


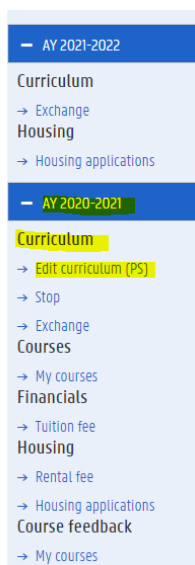
MANUAL: HOW TO EDIT AND SUBMIT YOUR CURRICULUM IN OASIS

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. The main header is blue with the text "OASIS" and "Griet Gaerhout In het Nederlands". Below the header, there is a "STUDENT" label and a "Home page" section. A left-hand navigation menu is visible, with sections for "Links", "General Information", and "My Oasis". The main content area contains a welcome message and several informational sections: "General information", "My Oasis", "Choice of study", "Menus available per academic year", "Re-enrolment", and "Transcript of Records".

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



This screenshot shows a dropdown menu for the academic year "AY 2020-2021". The "Curriculum" option is highlighted in yellow. Under "Curriculum", the option "Edit curriculum (PS)" is also highlighted in yellow. Other options in the menu include "Exchange", "Housing", "Housing applications", "Courses", "My courses", "Financials", "Tuition fee", "Housing", "Rental fee", "Housing applications", "Course feedback", and "My courses".

5. You can now see the name of the study programme you are enrolled for (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

6. Select 'Edit this year's curriculum'.

STUDENT

[Inbox](#) > Curriculum composer

Curriculum of student 02050009 Griet Claerhout - academic year 2020-2021 

KXGAEX - Guest and exchange students Faculty of Political and Social Sciences, version 1

[View entire curriculum](#)

[Edit this year's curriculum](#)

The complete study programme is shown on the left. On the upper right-hand side are the courses that are already in your curriculum. To add other courses:

1. Select a programme module on the left. The courses of this module are shown on the lower right-hand side. The number in the column MT refers to the model track year in which the course is taught.
2. Click Add to add courses to your curriculum. You can remove them with the button Remove.

For more information, open the online help with the ?-button.
 (*) There is a * next to the session of some courses. To follow this session of the course, please contact the FSA.

Programme Modules	This year's curriculum	number of credits taken up in this programme: 10																											
Collapse all / Expand all		total number of credits taken up this academic year: 58																											
1 General Courses	<table border="1"> <thead> <tr> <th>Curriculum Code</th> <th>Sem</th> <th>Sem</th> <th>Locatie</th> <th>Ref</th> <th>CR</th> <th>Course</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>KBCOMM11.1.2-7</td> <td>2</td> <td>2 (en)</td> <td>Ghent</td> <td>5</td> <td></td> <td>Media, Culture and Diversity</td> <td>- Remove</td> <td></td> </tr> <tr> <td>KBCOMM11.1.2-9</td> <td>2</td> <td>2 (en)</td> <td>Ghent</td> <td>5</td> <td></td> <td>Interactive Media and Entertainment</td> <td>- Remove</td> <td></td> </tr> </tbody> </table>	Curriculum Code	Sem	Sem	Locatie	Ref	CR	Course	Status	Action	KBCOMM11.1.2-7	2	2 (en)	Ghent	5		Media, Culture and Diversity	- Remove		KBCOMM11.1.2-9	2	2 (en)	Ghent	5		Interactive Media and Entertainment	- Remove		
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[Save and close](#) [Open course catalogue...](#) [Overview approved accommodations](#) [Overview of educational accommodations](#)

On the right-hand side you can see all the courses that you added to the study programme of your exchange application in Oasis. They are already in your curriculum.

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. Add and/or remove courses (if necessary):

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

This year's curriculum

number of credits taken up in this programme: **10**
total number of credits taken up this academic year: **58**

Curriculum Code	Sem	Sem	Locatie	Ref CR	Course	Status	Action
KBCOMM11.1.2-7	2	2 (en)	Ghent	5	Media, Culture and Diversity		Remove
KBCOMM11.1.2-9	2	2 (en)	Ghent	5	Interactive Media and Entertainment		Remove

Nr	MTI	Sem	Ref CR	Course	Status	Action
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No courses to show.

- To **add a course**, click on the programme module 'General courses' on the left. The Course Catalogue appears:

Programme Modules

[Collapse all](#) / [Expand all](#)

1 General Courses

- Browse the catalogue and go to the faculty of Political and Social Sciences -> exchange programme.

Course Catalogue

Add a courses by clicking the plus sign (+) in the course catalogue below. [Back to editing screen](#)

Most recently added course:

[Home](#) > [Course catalogue](#)

- **By faculty**
- By area
- Courses Doctoral Schools
- Ghent University Global Campus

Welcome to Ghent University's online course catalogue for the academic year 2020-2021.

This course catalogue provides the following information about our study programmes:

- the programme contents and learning track(s);
- information about the available courses (e.g. lecturers, credits, contents, practical information, ...);
- a course schedule per semester.

Click on the faculty or field of study of your choice in the menu on the left.

- Click on the green plus-sign next to each course that you want to add to your curriculum. You can add more than one course from the programme catalogue.

1.2 - Bachelor Courses										
No Course	Ref	Semester	Mt1	Mt2	Dept.	Instructor	Contact	Study	Crdt	
1 Interactive Media and Entertainment		2			PS01	Laura Herrewijn	45	150	5	
2 Media Psychology and Media Sociology		1			PS01	Koen Ponnet	45	150	5	
3 Media, Culture and Diversity		2			PS01	Frederik Dhaenens	45	150	5	
4 Historical Perspectives on Media and Communication		2			PS01	Frederik Dhaenens	45	180	6	
5 Introduction to Global Economic History		2			EB21	Frank Caestecker	45	150	5	
6 Public Management		2			EB25	Bert George	45	150	5	
7 Content and Textual Analysis		1			PS01	Frederik Dhaenens	45	150	5	
8 Cultural Media Studies		1			PS01	Sander De Ridder	45	150	5	
9 Multivariate Data Analysis		2			PS04	Jannick Demanet	45	180	6	
10 Political Ethnography		1			PS05	Tomas Van Acker	45	150	6	
11 Sociological Perspectives		2			PS04	Jannick Demanet	45	180	6	
12 Sociology of Education		2			PS04	Jannick Demanet	30	180	6	

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

Reason of change

Reason for this change *

- Substituting a deleted component
- Extending the mobility period
- Other

Note: the course 'Dutch for exchange students' can't be selected from the programme catalogue, just as the other language courses from the UCT (university language center). Put them on your Learning Agreement so we can add them manually to your study programme!

8. Click the button 'Back to Editing screen' once you have added all the courses that you want to follow.

Course Catalogue ✕

Add a courses by clicking the plus sign (+) in the course catalogue below.

Most recently added course: KEPOS07.1.1-1 K001055 Sociology of Globalization

[Back to editing screen](#)

Courses taught in:

- 1) Bachelor
- 2) Master
- 3) Bachelor or Master

- 1.1 - Master Courses

9. When you have completed your curriculum, click the 'Save and close' button. This is not yet the final step, you can still return later on if you wish.

[Save and close](#)
 [Open course catalogue...](#)
 [Overview approved accommodations](#)
 [Overview of educational accommodations](#)

10. 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](#)
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<input checked="" type="checkbox"/> 02050009	Griet Claerhout	KXGAEX - Guest and exchange students Faculty of Political and Social Sciences	Draft	History Curriculum

11. Oasis will show you all courses you have registered for. Check once more if you are enrolled for all courses. 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

12. 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.
13. You will be informed via your UGent email address whether your curriculum has been approved or refused so check your emails regularly.
14. 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 going to <http://oasis.ugent.be> and clicking on the button 'Accept curriculum'.

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.