

OASIS-WEBSITE FOR STUDENTS MANUAL

Directie ICT Afdeling ICT-toepassingen

E helpdesk.oasis@ugent.be

Campus Sterre, S9 Krijgslaan 281 9000 Gent

www.ugent.be

TABLE OF CONTENTS

1	Curriculum	3
1.1	Consult your curriculum	5
1.2	Edit your curriculum	9
1.2.1 1.2.2 1.3	About this page Adding and removing courses Accept Your Curriculum	10 15 18
1.4	Your Exam Marks	20
1.4.1	Print a transcript of records	20



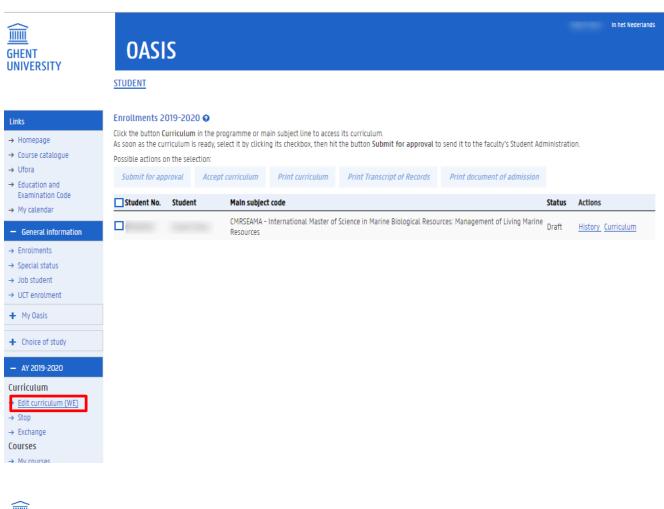
2

1 CURRICULUM

Your curriculum is the entire set of courses and other didactic activities that you follow at UGent. Within the hour after you are enrolled, your curriculum is initialized. When your curriculum is initialized at the beginning of the academic year, courses are added to your curriculum in accordance with the standard learning path (you can consult the learning paths of your programme in the programme catalogue).

- If your curriculum is initialized with a full set of 60 ECTS credits according to the standard learning path year in which you are enrolled, the faculty can automatically approve your curriculum. This is typically the case when enrolling for the first time in a bachelor's programme which does not offer any elective courses in the first year of the standard learning path. You do not need to edit your curriculum unless you wish to deviate from the model learning path. In that case, please contact the faculty's student administration office. You can, of course, always consult your curriculum on the OASIS website.
- If your curriculum is initialized with less than 60 ECTS credits (for example, because you need to choose certain elective courses), you are required to complete your curriculum yourself and submit it for approval by the faculty

The menu Edit Curriculum shows all the programmes in which you are enrolled in the selected academic year.. There is a separate menu item Edit Curriculum for each faculty in which you are enrolled. The faculty letters are mentioned between brackets next to the menu item Edit Curriculum.





TITEL

OASIS website for students - manual

PAGINA

DATUM

The list of all the programmes in which you are enrolled in the current academic year

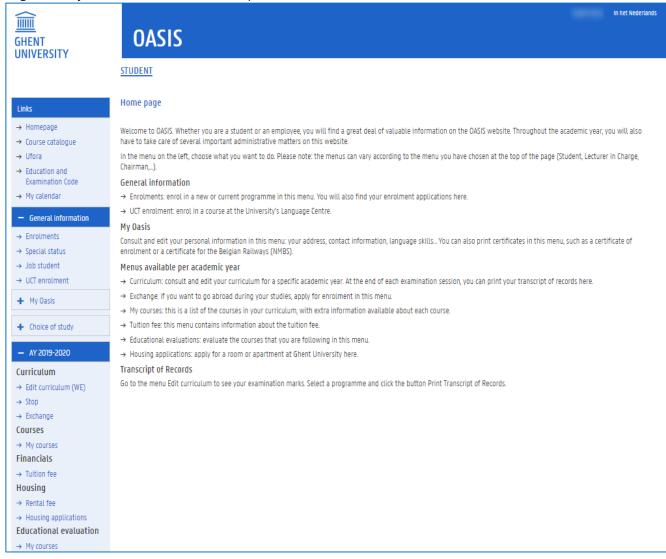
In the Edit Curriculum menu, you can consult and, if necessary, edit the curriculum of each programme in which you are enrolled in the current academic year. You can complete your curriculum and submit it for approval by the faculty. Depending on the programme in which you are enrolled, you can only edit your curriculum during a certain period of time in the academic year. You can, however, consult your curriculum during the entire academic year. At the end of the examination period, your exam marks are displayed here.

As soon as the curriculum committee has approved your proposed curriculum, you can accept and sign it on the OASIS website. This forms the basis for your exams and also triggers a recalculation of the tuition fee. If you do not accept the curriculum approved by the faculty, contact the faculty's student administration office as soon as possible. As of December 1st, it is implicitly understood that you agree to the curriculum approved by the curriculum committee



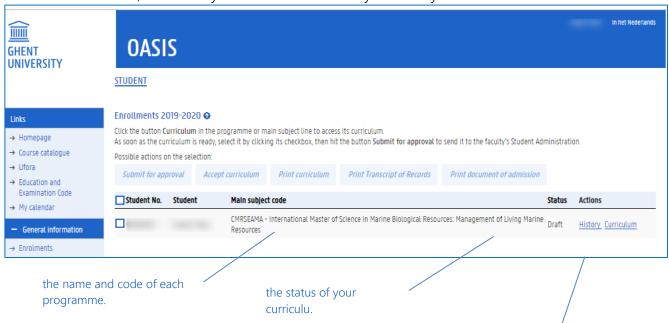
Consult your curriculum 1.1

- Go to http://oasis.ugent.be.
- 2. Log in with your UGent username and password.





TITEL OASIS website for students - manual 3. Go to the menu for the correct academic year, for example AJ 2019-2020, Curriculum and select the menu Edit curriculum, followed by the letters of the faculty in which you are enrolled.



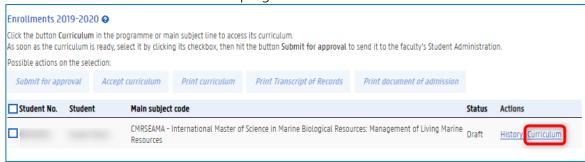
- Click the link History for an overview of the approval process of your curriculum, and for possible comments and remarks from the faculty.
- Open your curriculum with the link Curriculum.

This page shows the various programmes in which you are enrolled in the selected academic year, within a certain faculty. Next to each programme, you will find:

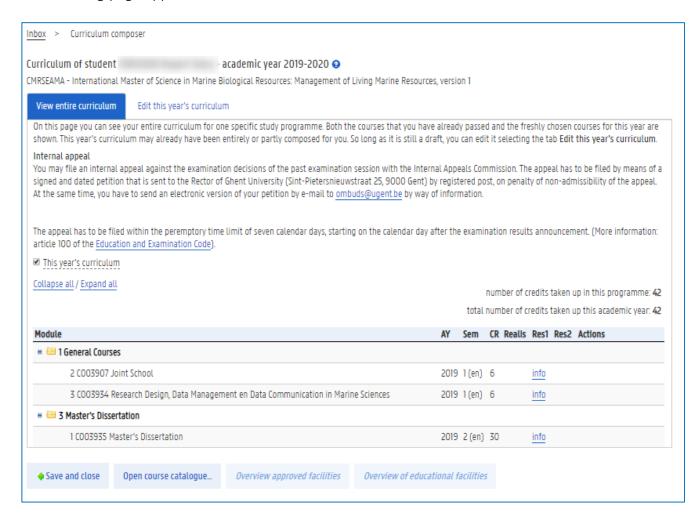
- □ the curriculum status
- draft: as long as the curriculum is still a draft curriculum, you can edit it (add or remove courses).
- proposal: when you submit the curriculum for approval by the faculty, the status changes to 'proposal'. You cannot edit a proposed curriculum. If you want to edit it, please contact the faculty's student administration office.
- approved: when the curriculum committee approves your curriculum, you will see the status change to 'approved'. You cannot edit an approved curriculum. If you want to edit it, please contact the faculty's student administration office. You can accept an approved curriculum with an digital signature.
- a link History: this link opens a window with the various steps in your enrolment (the date of enrolment, the date when your curriculum was submitted for approval,...). It also shows your comments and remarks and those of the faculty concerning your curriculum. The History window does not show the courses you followed in the past. You can find these courses in the Curriculum window.
 - a link Curriculum: this opens a window in which you can consult and, as long as the curriculum is still a draft, edit the curriculum. Not only are the courses of the current academic year listed. The courses you took in the past in this programme are also shown. At the end of the examination period, your exam marks are shown here.



4. Click on the link Curriculum next to a programme.



The following page appears.



At the top of the window is the name of the programme of which you are consulting the curriculum. The programme version of the current academic year is also mentioned. Below are two tab pages:

View entire curriculum: this page shows your entire curriculum for this programme: the courses for which you obtained credits in the past, as well as the courses you are following in the current academic year. At the beginning of the academic year, your curriculum may already be complete, or only contain a few courses. It may also be empty. This depends on the extent to which the system was able to initialise your curriculum.



Edit this year's curriculum: you can complete your curriculum on this page. It is only available
when your curriculum has been initialised and is still in 'draft' status. For more information, see
Frror! Reference source not found.

The page View entire curriculum always appears first.

Use the checkbox This year's curriculum to show or hide the courses you obtained in previous academic years in this programme version. If you are enrolled in a new programme version this academic year, all your obtained courses are displayed in this year's curriculum.

- Above the list of your courses, on the upper-right hand side, you can see the amount of ECTS credits
 which you are taking up in the current programme, during the current academic year. You can also
 see the total amount of credits you are taking up in the current academic year, in all the programmes
 in which you are enrolled (if you are enrolled in more than one programme).
- The courses are ordered according to the programme structure: general courses, courses related to the main subject, elective courses,... You can find the entire programme in the UGent programme catalogue.
- The column AY shows the academic year in which the course was added to the curriculum of the current study programme version.
- The column CR shows the course's amount of ECTS credits.
- Courses for which you are exempted or for which you obtained a credit in a different study programme or study programme version, are indicated by a code in the column Realis (realised in).
 For example:
 - o ovrdr spr: you obtained a credit for this course (or an equivalent thereof) in a previous version of the study programme;
 - o ovrdr trjw: you obtained a credit for this course (or an equivalent thereof) in a different study programme;
 - o vrst EVK or vrst EVC: you are exempted for this course because of a previously acquired qualification or competency (EVK or EVC respectively).
- The columns Res 1 and Res 2 show the respective results of the first and second examination periods.
 The marks are quoted on a total of 20.
- At the bottom of the page here is a button to open the UGent programme catalogue and consult the UGent study programmes.
- Click the Save and close button to return to the overview of your enrolments.



TITEL PAGINA DATUM

OASIS website for students - manual 8 26-11-2019

1.2 Edit your curriculum

You can complete and edit your curriculum on the page Edit this year's curriculum. It is possible that some or all of the courses that you will follow in the new academic year have already been added to your curriculum. This is because each curriculum is initialised immediately after (re-)enrolment, according to the standard learning path of the study programme in which you are enrolled. However, if you are following courses from different years in the standard learning path, if you wish to deviate from the standard learning path, or if you are required to choose elective courses, you can add or remove courses to and from your curriculum yourself.

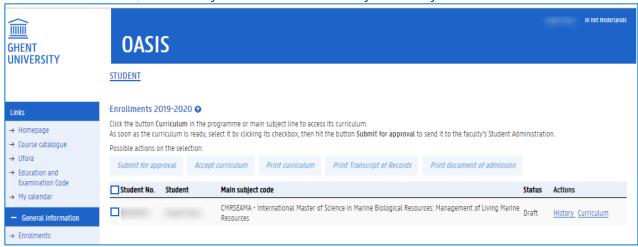


Note

You can only edit a curriculum 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 or approved curriculum, please contact the faculty's student administration office.

To edit your curriculum:

- 1. Go to http://oasis.ugent.be.
- 2. Log in with your username and password.
- 3. Go to the menu for the correct academic year, for example AJ 2019-2020, Curriculum and select the menu Edit curriculum, followed by the letters of the faculty in which you are enrolled.



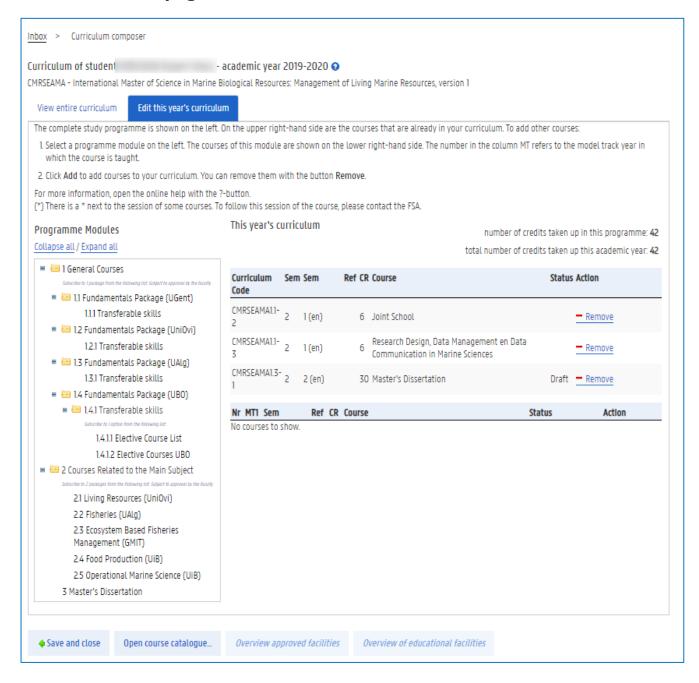
4. Click the Curriculum link next to the name of a study programme.

A pop-up window with two tab pages appears: View entire curriculum and Edit this year's curriculum.

- 5. Select the page Edit this year's curriculum en.
 - Go to About this page for more information about what you'll find on this page.
 - Go to Error! Reference source not found. for more information on adding and removing courses to and from your curriculum.

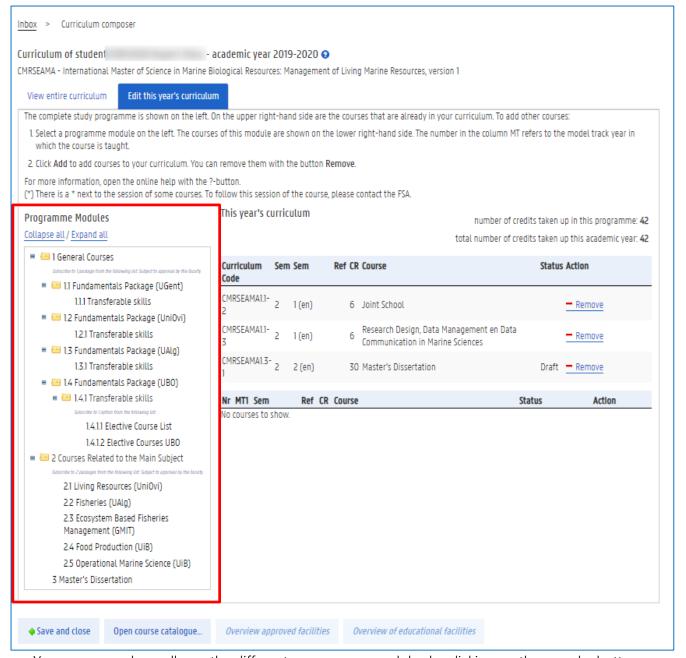


1.2.1 About this page



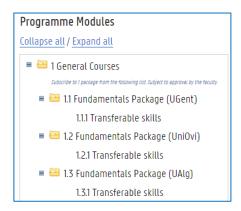
On the left side of the window is an overview of the entire programme structure, with the various programme modules from which you can select courses. A programme module can contain general courses, courses related to the main subject, elective courses,...



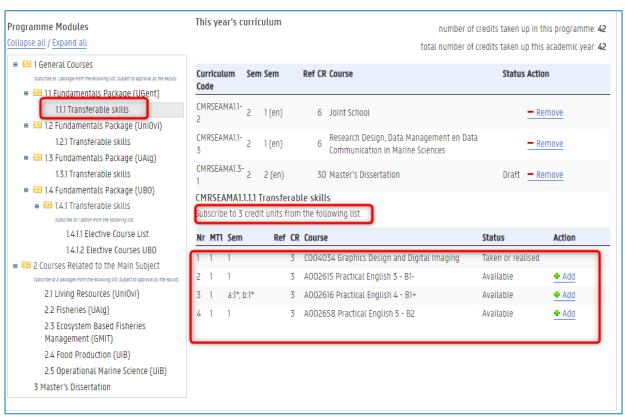


- You can expand or collapse the different programme modules by clicking on the + and buttons before the folders.
- If there are rules defining how to choose from the underlying modules, these rules are printed in blue italics.





As soon as you select a module, the corresponding courses appear on the lower right-hand side of the window. If there is a rule defining how to choose courses from this module, it is mentioned above the list of courses.



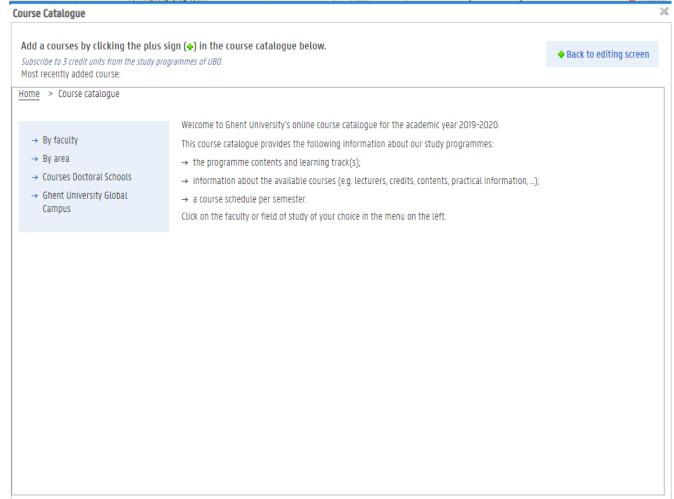
The list of courses on the right shows the following information:

- The first column shows the number of the courses.
- The column MT1 shows in which year of the model learning path this course is offered.
- The third column shows the course reference, if applicable. This may be important when interpreting
 the rule defining how to choose courses.
- The column CR lists the amount of ECTS credits of each course.
- The column Course shows the course code and name.
- The column Status shows whether you can take this course in your curriculum (Available) or whether
 you have already added it to your curriculum this year or acquired it in the past (Taken or realised). If
 you cannot add a course to your curriculum because you have already taken or acquired all the



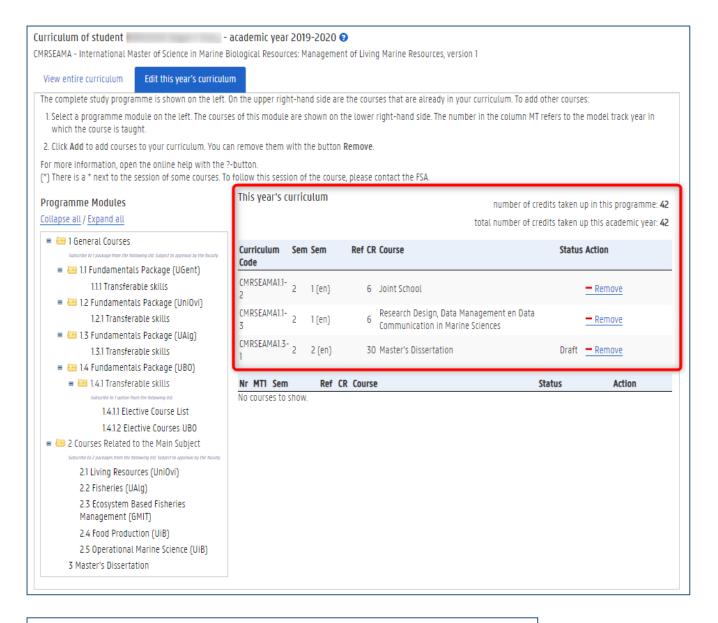
courses allowed by the rule in the module, you will see the status Module realised.

If you select a module allowing you to choose courses from the entire UGent programme catalogue, a pop-up window appears displaying the programme catalogue.



On the upper-right hand side of the window is the curriculum you are taking this year in this study programme. The amount of ECTS credits currently taken in this programme, in this academic year, are mentioned, as well as the total amount of ECTS credits in the current academic year (in the case that you are enrolled in more than one study programme this academic year).





This year's c	urric	ulum		number of credits taken up in this programme: 42 total number of credits taken up this academic year: 42			
Curriculum Code	Sem	Sem	Ref CR	Course	Status	S Action	
CMRSEAMA1.1- 2	2	1 (en)	6	Joint School		- Remove	
CMRSEAMA1.1- 3	2	1 (en)	6	Research Design, Data Management en Data Communication in Marine Sciences		- Remove	
CMRSEAMA1.3-	2	2 (en)	30	Master's Dissertation	Draft	- Remove	



OASIS website for students - manual

TITEL

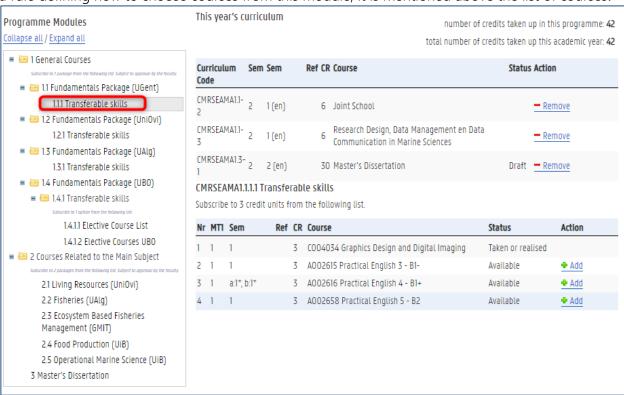
PAGINA

14

DATUM

1.2.2 Adding and removing courses

1. Select the programme module from which you want to add courses to your curriculum. The courses belonging to this module appear in the lower right-hand corner of the screen. If there is a rule defining how to choose courses from this module, it is mentioned above the list of courses.

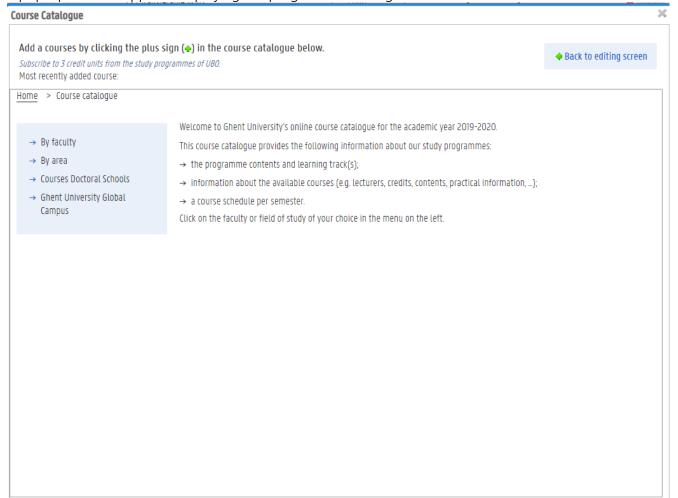


2. Click the Add button in the Action column to add courses to your curriculum. You can only add the same course to your curriculum once, as long as you have not acquired it. If you have chosen all the courses allowed by the rule in the module, you cannot add any other courses from this module to



your curriculum. You can, however, remove courses from your curriculum and replace them with other courses.

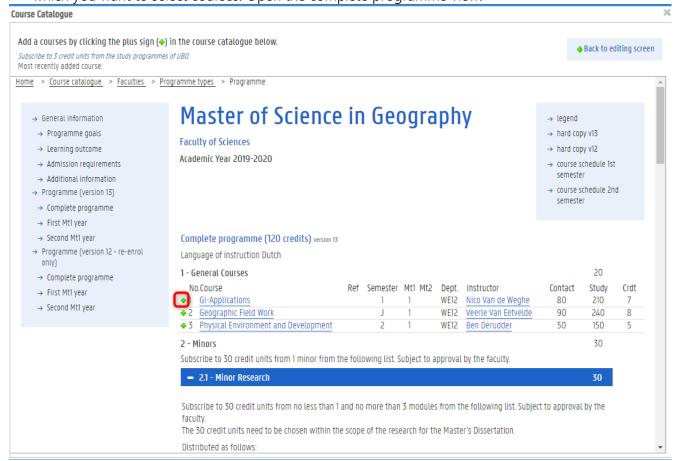
3. If you select a module allowing you to choose courses from the entire UGent programme catalogue, a pop-up window appears displaying the programme catalogue.





TITEL
OASIS website for students - manual

1. Browse the programme catalogue and go to the faculty, programme type and programme from which you want to select courses. Open the complete programme view.



- 1. Click the green plus-sign before each course that you want to add to your curriculum. You can add more than one course from the programme catalogue.
- 2. Click the Back to editing screen button to close this window and return to your curriculum.
- 4.
- 5. To remove courses from your curriculum, click the Remove button next to a course in your curriculum on the upper right-hand side of the window..

At the bottom of the editing screen is a button to open the programme catalogue. This does not allow you to add courses to your curriculum, it is merely a tool to consult the programme catalogue. You can only add courses from the programme catalogue to your curriculum via a programme module allowing this.



Electronic learning platform

After you have completed your curriculum in OASIS, your courses are automatically sent to the electronic learning platform Ufora as your official curriculum.



TITEL
OASIS website for students - manual

PAGINA

DATUM

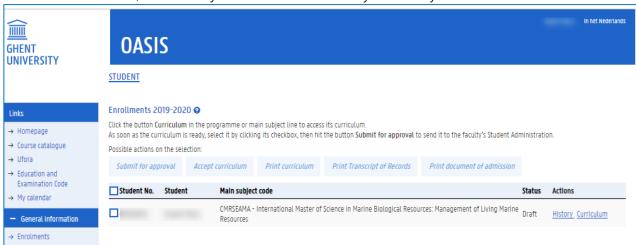
17

1.3 Accept Your Curriculum

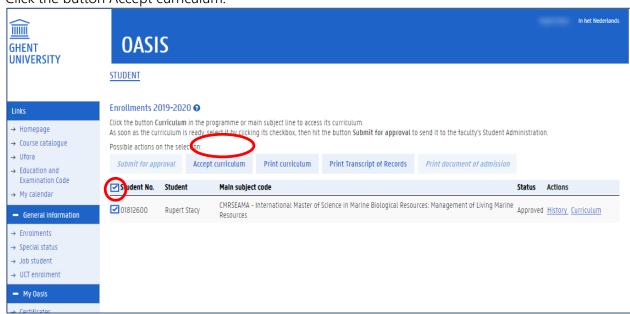
After the faculty has approved your curriculum, you have to accept it by adding your digital signature on the OASIS website.

To accept your curriculum:

- 1. Go to http://oasis.ugent.be.
- 2. Log in with your username an password.
- 3. Go to the menu for the correct academic year, for example AJ 2019-2020, Curriculum and select the menu Edit curriculum, followed by the letters of the faculty in which you are enrolled.



- 4. Select the programmes of which you want to accept the curriculum by checking the check box in the left column.
- 5. Click the button Accept curriculum.



Opgelet

As of December 1st, it is implicitly understood that you accept the curriculum approved by the faculty.



TITEL
OASIS website for students - manual



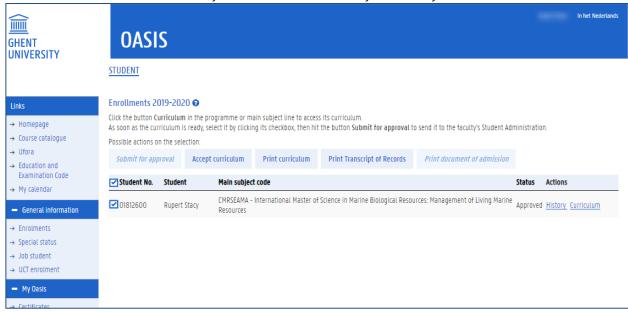
1.4 Your Exam Marks

At the end of the examination period, you can consult your exam marks on the OASIS website by printing a transcript of records.

1.4.1 Print a transcript of records

At the end of the examination period, after deliberations, the exam results are published on the OASIS website. you can consult the exam marks of the current academic year by printing the transcript of records of the study programme or main subject in which you are enrolled:

- 1. Go to the OASIS website at http://oasis.ugent.be.
- 2. Log in with your UGent username and password.
- 3. The home page appears.
- 4. Go to the menu for the correct academic year, for example AJ 2019-2020, Curriculum and select the menu Edit curriculum, followed by the letters of the faculty in which you are enrolled.

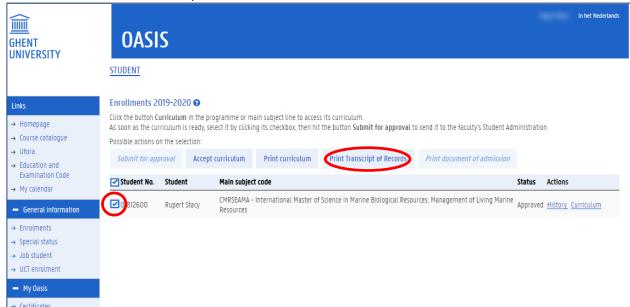




TITEL PAGINA DATUM

OASIS website for students - manual 20 26-11-2019

- 5. Select one programme by checking the check box in the left column.
- 6. Click the button Print Transcript of Records.



ñ

Note

You can only print one transcript of records at a time. The button Print Transcript of Records is only available when one study programme is selected.

