

International Master of Science in Health Management in Aquaculture

OASIS Application Manual



Application for year 2026-27

Please read this manual carefully and follow its instructions while completing the Oasis application form. In case something is not clear, contact applications.itc@ugent.be.

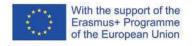


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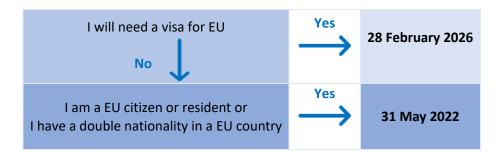
1. Introduction

This manual is intended to help you through the Oasis online application form, specifically for the application to the International Master of Science in Health Management in Aquaculture. Please visit www.AquaH.eu for more information about the programme, and application requirements. Once you have the necessary information you can start the application in Oasis.

The Oasis tool is self-explanatory. If something is not clear you can use the table of contents to go to the specific stage of the application form that you are unsure of.

In case you have questions concerning the online application that are not covered in the manual you can contact applications.itc@ugent.be.

2. Deadlines



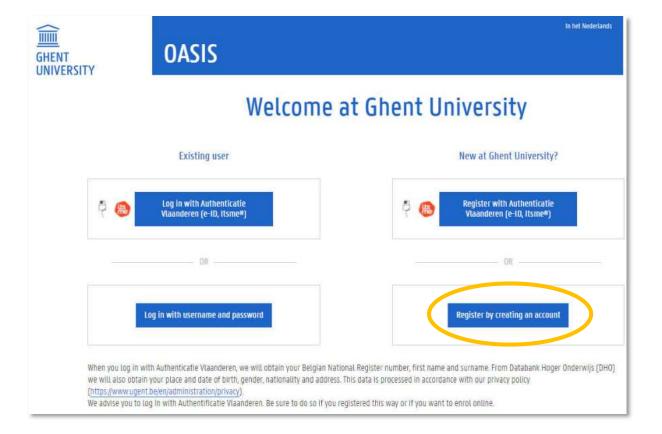
3. Create your account in OASIS

You can access the application portal via the following link:

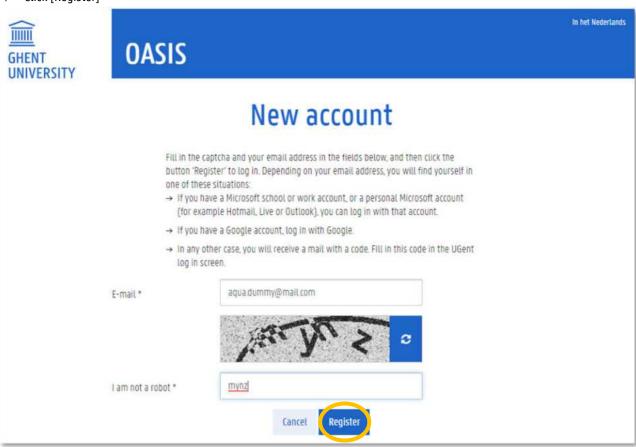
https://oasis.ugent.be/oasis-web/

In case you visit the application portal for the first time, click [Register by creating an account']. In case you already have an account, click [Log in with username and password']. In case you possess a Belgian eID, click [Register with Authenticatie Vlaanderen'].

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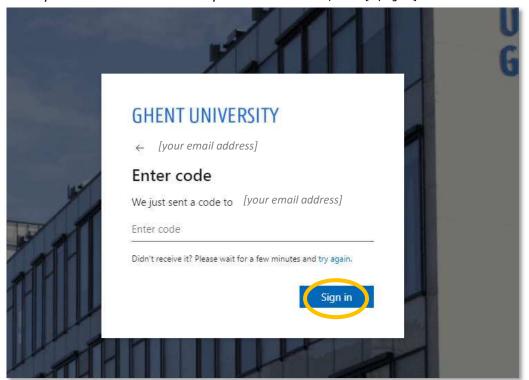


- → Enter your e-mail address and complete the captcha.
- → Click [Register]



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- → Complete the signup by entering your email. Check for the activation code sent to that email address.
- → Complete the code, then [Sign in].
 If you don't receive a code on your e-mail address, click [try again].



4. Registration

4.1. Personal Information

- → Complete your personal information.
- → Fields with an asterisk* are mandatory.
- → Take note and tick the box referring to the Generic code of conduct for the processing of personal data and confidential information at Ghent University and the Ghent University privacy statement.

 \rightarrow Click [Save and continue].

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4.2. Contact details

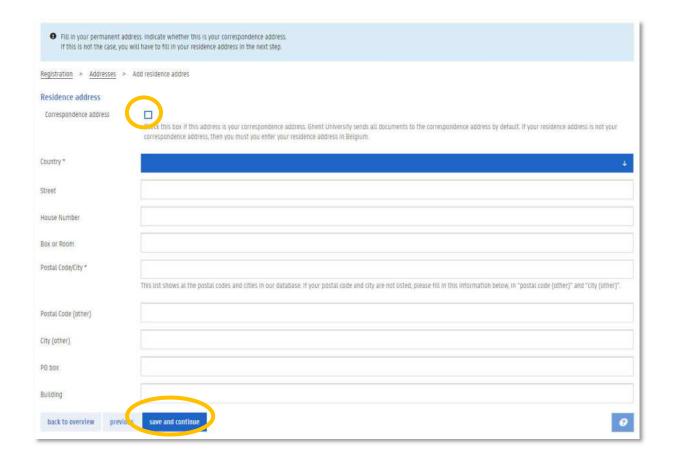
- → Complete your contact details.
- \rightarrow Click [Save and continue].



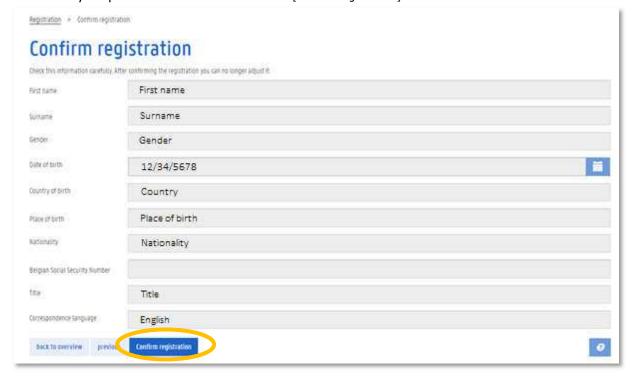
4.3. Residence address

- → Complete your residence address.
- → Check the correspondence address box.
- → Before your arrival in Belgium, normally no postal mail will be sent to you.
- → After your arrival in Belgium, you can change your correspondence address in order to receive university-related postal mail in Belgium.
- ightarrow Click [Save and continue].

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ightarrow Check your personal information and click [Confirm registration].

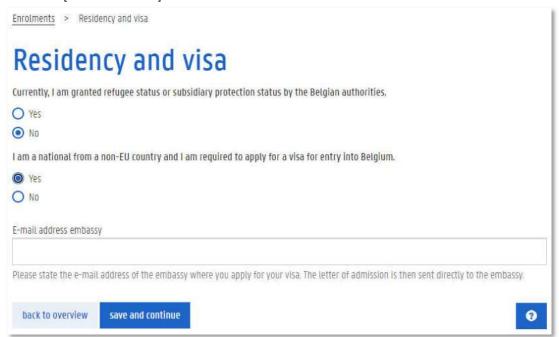


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5. Enrolment

5.1. Residency and visa

- → Indicate whether or not you are granted refugee status or subsidiary protection status by the Belgian authorities.
- → Indicate if you are a national of a non-EU country and if you are required to apply for a visa to enter Belgium.
- → If [Yes], fill in the e-mail address of the Belgian Embassy where you will apply for your visa.
- \rightarrow Click [Save and continue].

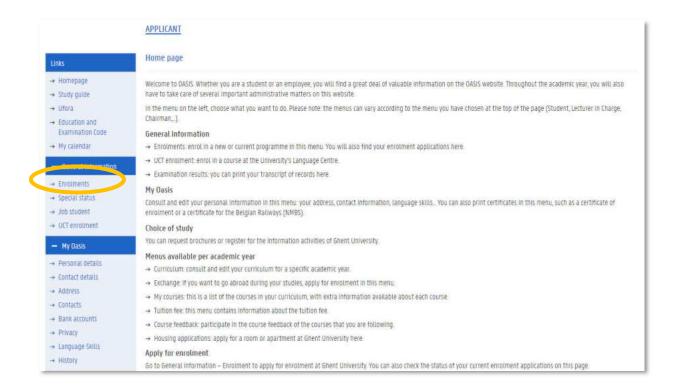


5.2. Applying for enrolment in a programme

This next step is the actual start of the application.

→ Click "Enrolments" on the left hand tab.

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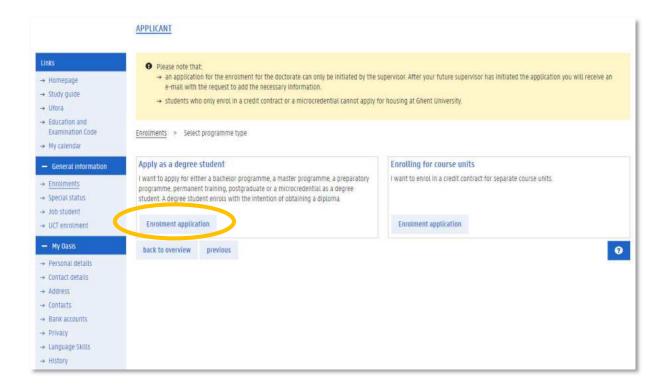
→ Click [Apply for enrolment].



- → To apply for enrolment to the AquaH programme, click [Enrolment application] as a degree student.
- Once you started a first enrolment application, you can apply for enrolment for a second master programme by following the same steps.

You cannot apply for more than two programmes at the same time.

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5.3. Educational background

Only add previous bachelor or master level higher education if applicable. You can add multiple instances, for example a bachelor and a master programme or two bachelor programmes. You don't have to add your secondary school educational background.

In order to be admitted to the AquaH programme you have at least an academic bachelor's degree of min. 3 years from a university or recognized equivalent. This degree is preferably in the field of bioscience engineering or agricultural sciences with good overall scores. Other degrees can also be accepted if you meet the requirements below.

You must demonstrate through your transcript of records that you have basic academic training in:

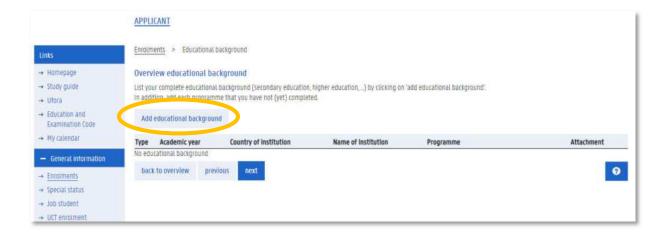
- Statistics level 1 & 2 (BSc)¹
- 5 out of 7 courses related to the following at BSc level 1: mathematics (level 1), physics, chemistry, biochemistry, biology, microbiology, engineering
- A Grade Point Average (GPA) for this BSc of at least 70% of the maximum grade

Students in the last year of their bachelor studies can also apply, provided that they will obtain their degree before the start of the AquaH programme (September 2023).

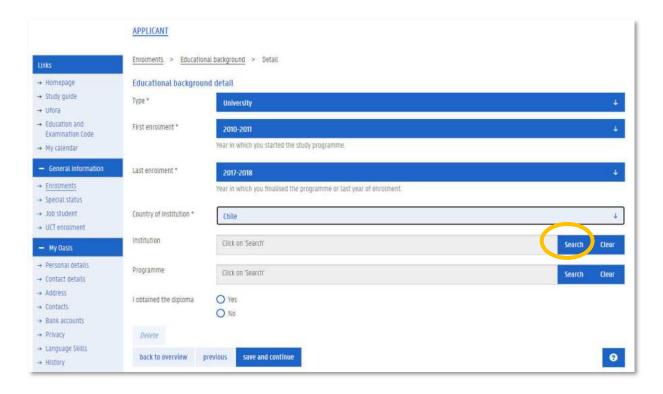
→ click [Add educational background].

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¹ Details in study guide of Wageningen University: https://ssc.wur.nl/Handbook/2019/Course/MAT-15403

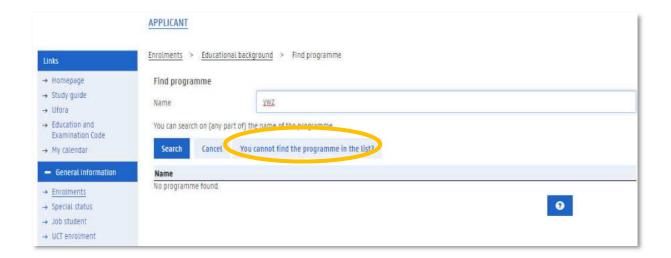


- → Add your bachelor (undergraduate) level educational background first and your master (graduate) level education second if applicable.
- → Select the type of educational background.
- → Fill in the first and last enrolment year of your degree. The first enrolment is the academic year during which you started this degree, the last enrolment is the year you finished this degree.
- ightarrow Fill in the country in which you obtained your degree.
- → Click [Search] to search for the institution at which you obtained your bachelor degree, then search for your programme name.



If your university or followed study programme does not appear on the list, a button will appear allowing you to enter the names manually.

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- → Type the official and complete name of the university at which you obtained your bachelor degree.
- → Type the official and complete name of the bachelor programme you followed (for example 'Bachelor of Science in Applied Agricultural Sciences').



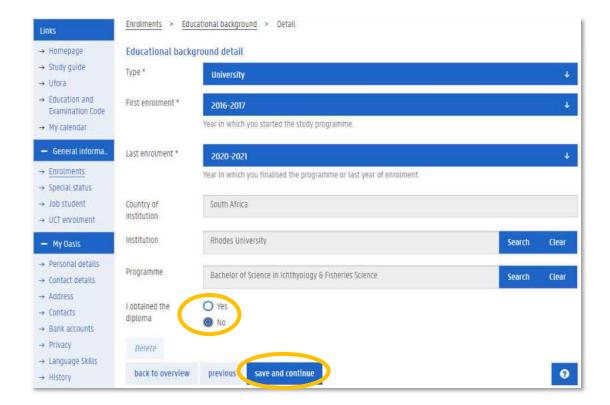
→ Select whether or not you have obtained the diploma of degree.

Selecting [Yes] means that you have officially finished your previous programme and that you graduated.

In case you have not yet graduated and obtained your final degree before the application deadline of 28 February 2022 (for example you will only graduate in June 2022), you can upload a statement of expected graduation to apply for academic admission to the AquaH programme.

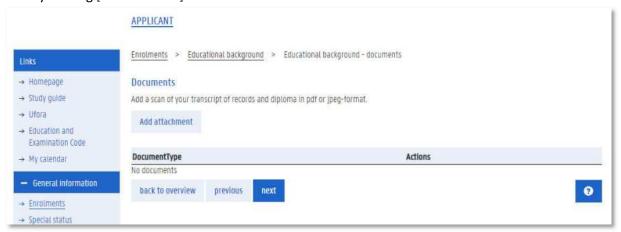
→ Click [Save and continue].

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5.4. Uploading official educational documents

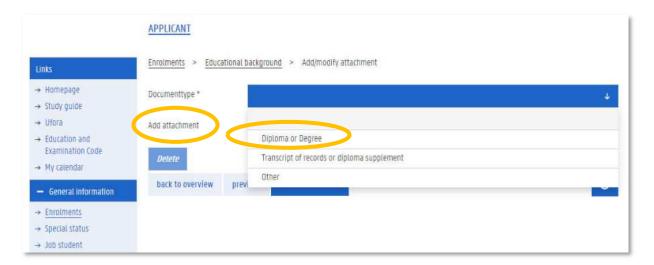
→ First add a scan of each of the diploma certificates you entered in the section 'Educational background' by clicking [Add attachment]



- → Select the document type: Diploma or Degree.
- → Then add a scan of the transcript or records for each of the abovementioned degrees. By clicking [Add attachment] and selecting the document type: Transcript of records or diploma supplement.
- → If there are additional documents that you need to upload to prove your prior education you may upload them under document type: other. For example an official statement of expected graduation issued by your university if you have not graduated yet.
- → Upload a clear scan of your Diploma certificate or transcripts. We accept documents in Dutch, French, German or English. If your original Diploma or transcripts are in another language, they should be translated by a sworn translator. Non-translated Diploma or transcripts in other languages will not be accepted.

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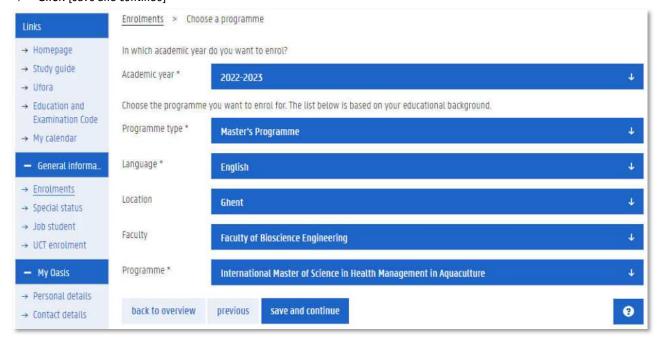
① The Diploma certificate does not need to be legalized <u>at this stage</u>. Once you have been academically accepted the admissions office will ask for a scan of your legalized diploma.



5.5. Programme selection

Now you are ready to choose the master programme you wish to apply for. This information should already be filled in for the **International Master of Science in Health Management in Aquaculture**. If not, you can edit it.

- → Select academic year '2022-2023'.
- → Select programma type 'Master's Programme'.
- → Select language 'English'.
- → Select location 'Ghent'.
- → Select Faculty 'Faculty of Bioscience Engineering'.
- → Select 'International Master of Science in Health Management in Aquaculture'
- → Click [save and continue]

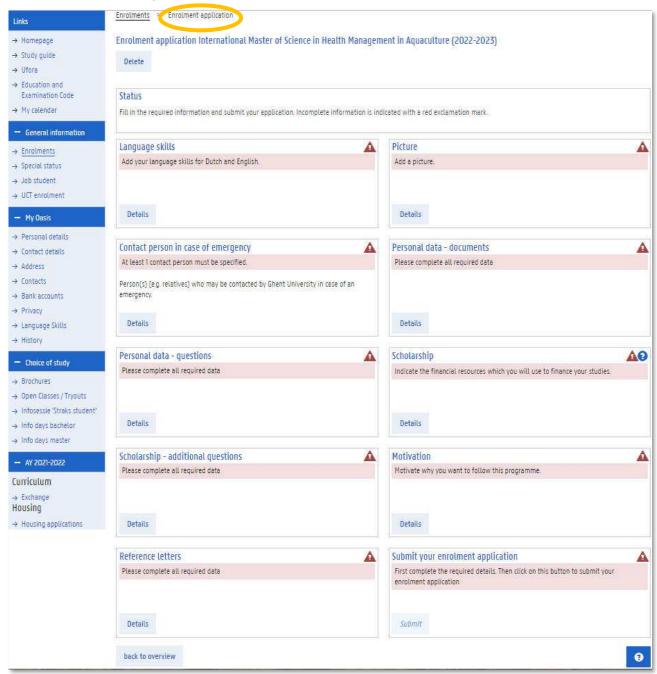


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6. Completing the AquaH application form

Any time during the completion of your application file, you can click [Enrolment application] to get an overview of all fields you have or still need to complete. Fields that are not complete are indicated with ...

→ Click [Details] to complete each of the fields.

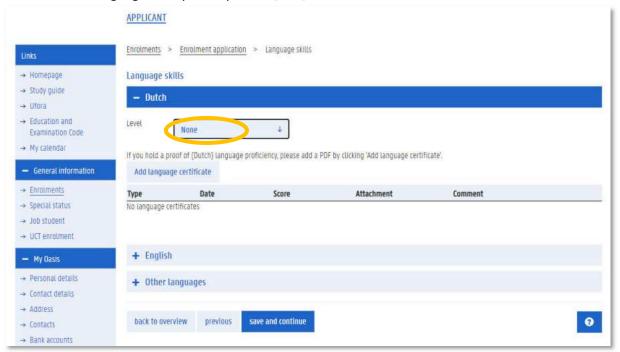


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6.1. Language skills

The AquaH programme is an English taught programme. You are only required to submit a proof of <u>English</u> proficiency.

→ For Dutch language skills you may select [none].



For **English**, AquaH has the following language requirements:

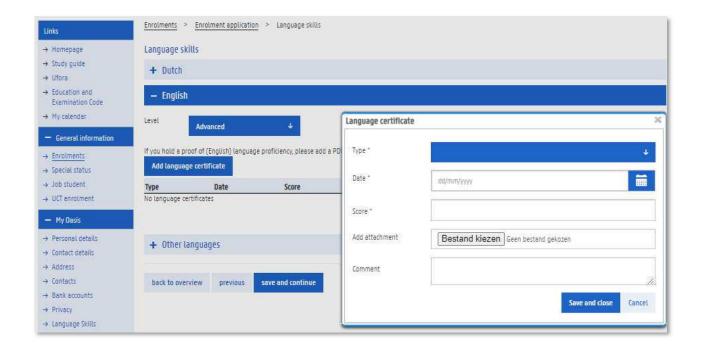
The English language proficiency can be met by providing a certificate (validity of 2 years) of one of the following tests:

- TOEFL IBT 92, with subscore for speaking 23
- ACADEMIC IELTS 6,5 overall score, with a min. of 6 for writing and 6 for speaking
- ESOL CAMBRIDGE English CAE (Advanced) score between 176-210 or Grade C
- CEF-B2 Certificate (awarded by a European Language Centre)"

Language of instruction is not accepted, **except** for applicants who are **nationals from** or have **obtained a bachelor and/or master degree** in a higher education institute with English as mode of instruction in **USA**, **Australia**, **New Zealand**, **United Kingdom**, **Republic of Ireland** or **Canada**, and in the latter case a certificate that the mode of instruction was English has to be submitted.

You must enter your English level (according to your own judgement), the test you have taken and your official score. Then you can upload a copy of your test results. Make sure you enter a valid certificate (see list in previous paragraph)! Invalid certificates will not be accepted and will lead to rejection of admission.

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If you do not have a valid proof of English certification yet, you can always add it at a later stage, even after you've submitted your application. You can do this by going to "Language Skills" under "my Oasis".

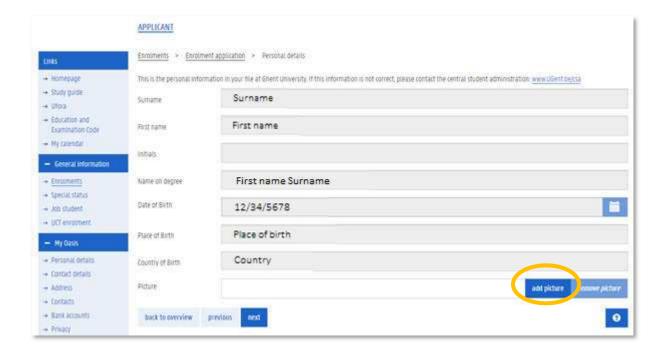


6.2. Adding a picture to your personal details

Add a passport-type picture of yourself. This picture will be used on your student card and on the UGent platforms. Pictures must conform to following conditions:

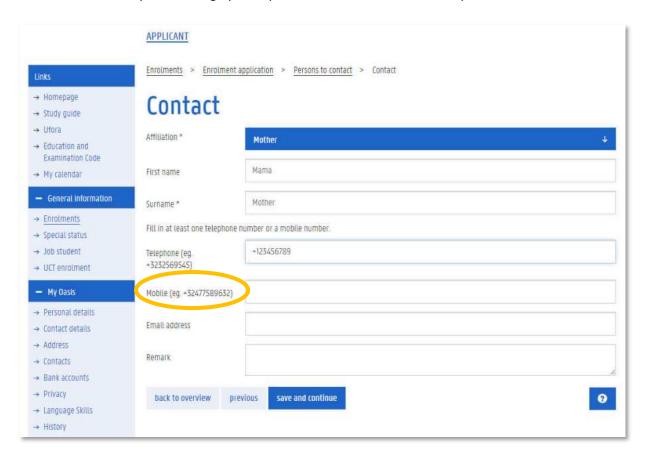
- Stand in front of a white background in a well lit room; avoid sharp shadows from incident light.
- Use your smartphone; a 2 Megapixel resolution is largely sufficient.
- Do not take a selfie; have someone else take the picture.
- Your face must be clear and well recognizable.
- Take the picture in portrait mode (higher than wide); your face should cover about two thirds of the image.
- Face forward and look straight into the lens.

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6.3. Emergency contact

The third field is your emergency contact information. Make sure this is filled in correctly! At least a phone number is mandatory, but we urge you to provide as much information as possible.

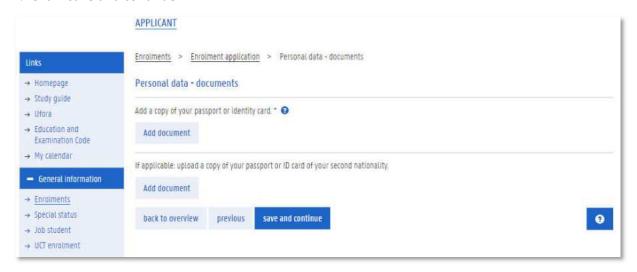


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6.4. Personal data – documents

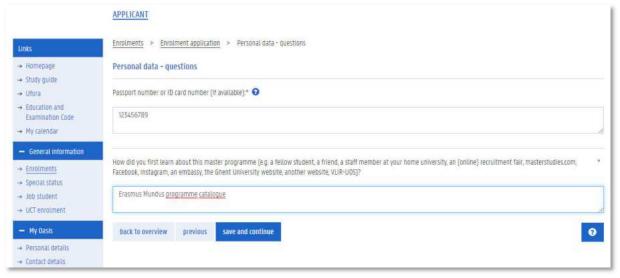
Submit your identity documents and information.

- → Click [Add document] to add a scan of your international passport or other official proof of identity (national ID card, driver's license). An international passport is not mandatory at application stage but will be necessary to apply for a visa to travel to Belgium.
- → In case you have a second nationality, click [Add document] to add a scan of an official proof of your second nationality.
- → Add a brief CV (max 2 pages)
- → Click "save and continue"

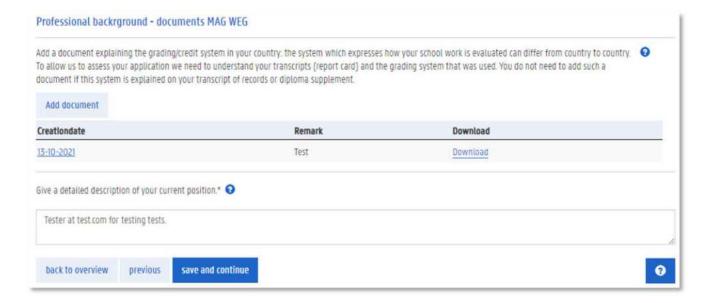


6.5. Personal data – questions

- → enter your passport number
- ightarrow how you found out about the programme. This information is valuable to finetune our recruitment strategy
- → Click [save and continue]

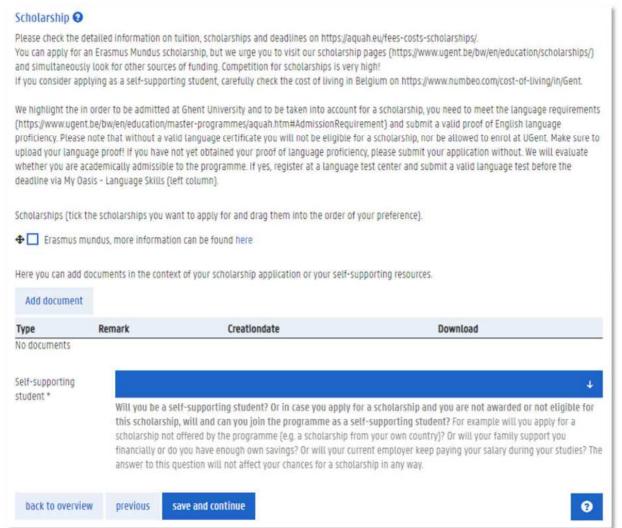


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6.6. Scholarship

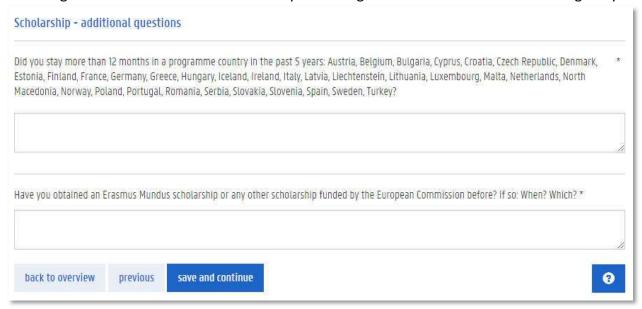
- → Indicate if you wish to apply for an ERASMUS Mundus scholarships
- → Indicate whether you intend to apply as a self-supporting student, also in case you would not be selected for the scholarship



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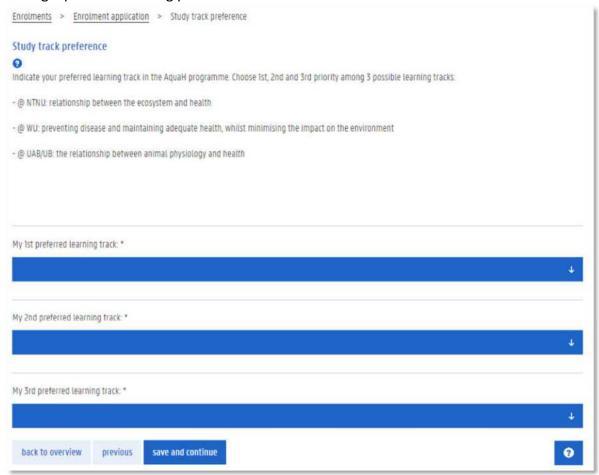
6.7. Scholarship – additional questions

Following information determines whether you are eligible for en ERASMUS Mundus eligibility.



6.8. Learning line preference

→ Indicate your preferred learning line in the AquaH programme. Choose 1st, 2nd and 3rd priority among 3 possible learning path

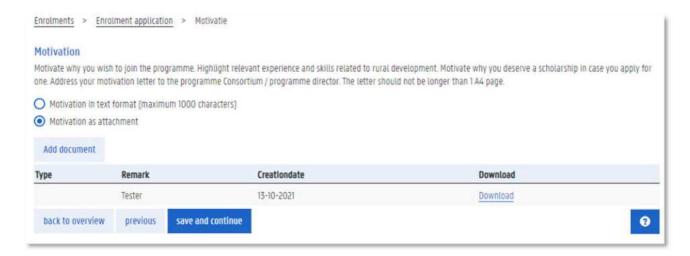


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① Note that the expressed preference does not automatically guarantee the acceptance to the preferred learning path. The final decision needs to be confirmed by the programme's Management Board after the introduction days in September.

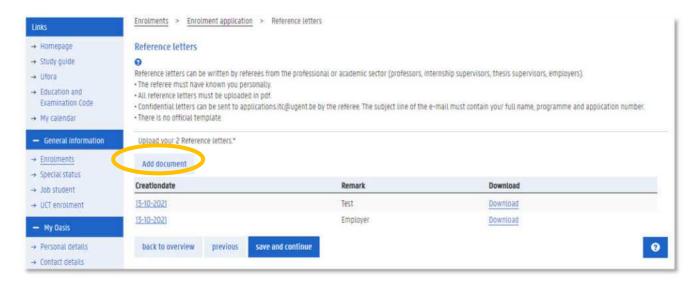
6.9. Motivation

→ Upload a motivation letter, you may also motivate your selection of track and focus area here.



6.10. Reference letters

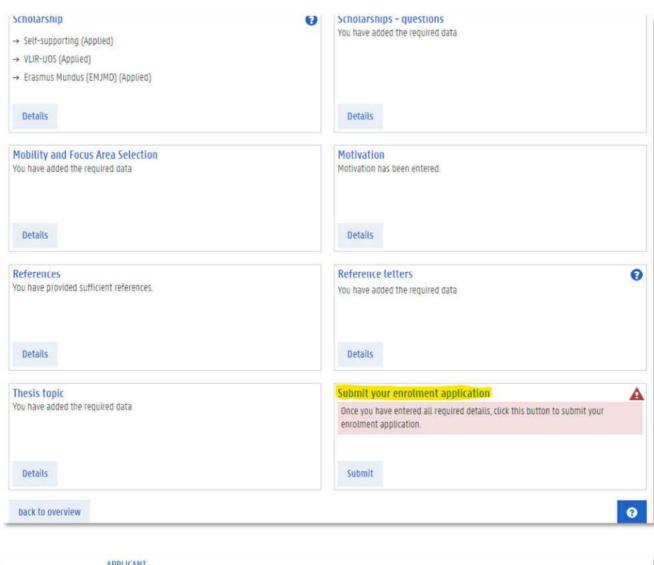
- → Upload a reference letters by clicking [add document].
- ① If the reference letters are confidential, the referee may send it to applications.itc@ugent.be. In that case they must always mention your full name and Oasis application number. You may then upload a pdf document stating that the reference letters were sent to applications.itc@ugent.be by the referee.

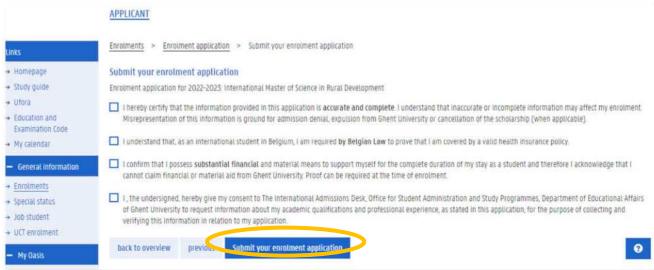


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6.11. Submit your enrollment application

Once you have completed all the mandatory fields you can [Submit] your enrollment application. Only do this if you are sure all documents and information entered is correct.

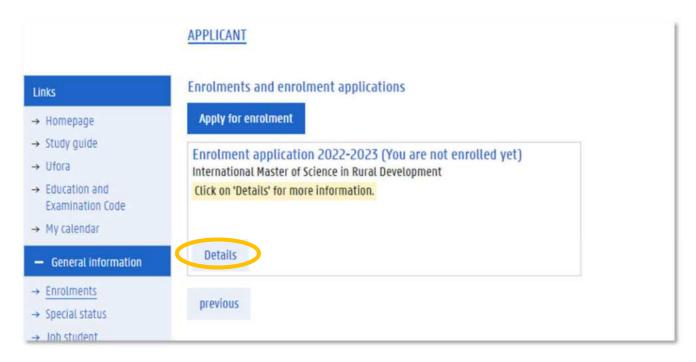




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7. After submission

After submitting your enrolment application you will be unable to edit any information. You may still check the details you submitted by clicking [Details].



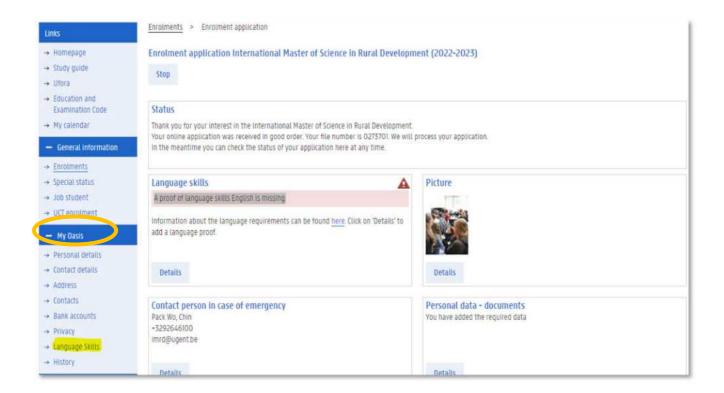
7.1. Error "A proof of language skills English is missing"

When you check the details you will see that the "Language skills section has a message highlighted in red: A proof of language skills English is missing.

You may ignore this message. This will remain until our application team verifies your language certificate. If any additional documents are necessary you will be notified by email.

If you still need to upload a language proof, this can be done on language skills under "my Oasis"

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Should you encounter problems or have any other question, please contact <u>itc.applications@ugent.be</u>.

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