

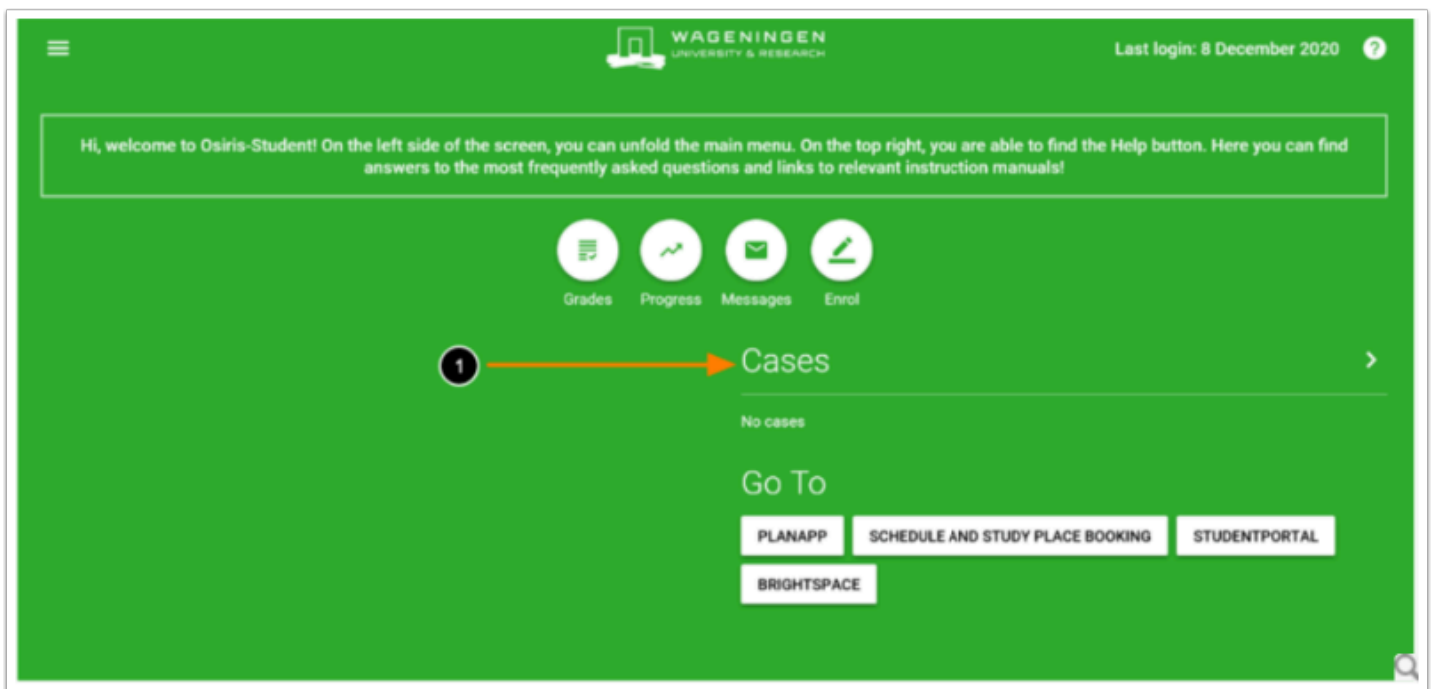
How to plan electives from another university?

How to create external courses from another university via Cases?

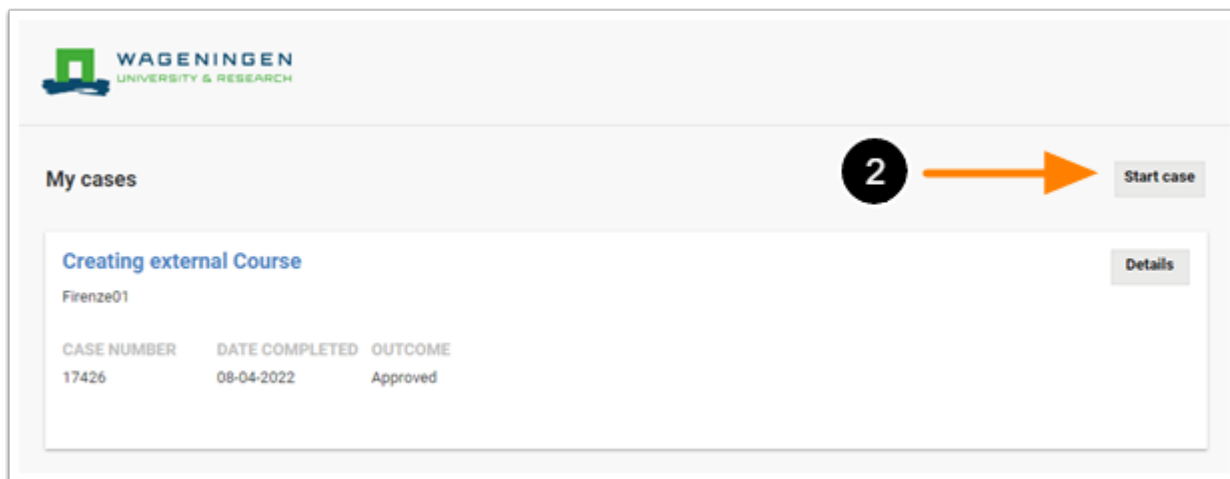
If you want to follow courses from another university, for example when you go on exchange, you need to add them in your study programme. This can be done via Cases in Osiris Student.

This manual describes how to create external courses

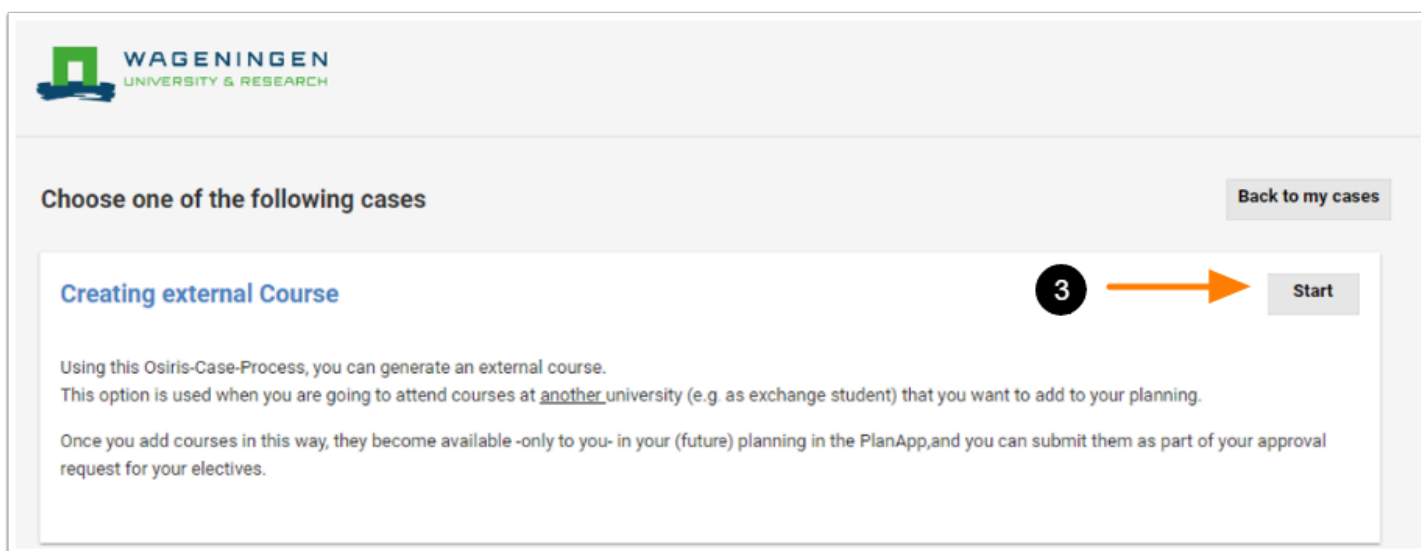
! **BE AWARE** the procedure for adding external courses in your study programme has been changed



1. First, click on **Cases** in the home screen of Osiris



2. To make a new case, click on **Start case**



3. Click on **Start** to proceed

External Course Creation Cancel Next

1. Course Information 2. Check and Submit

READ CAREFULLY

By completing this form, you are creating an external course in Osiris for your own use. You can subsequently use this course to request permission from the examining board using the PlanApp. Upon completion of this form, the course is immediately created and the grade 'NOGRADE' is awarded. So this is the first of two steps:

- Creating an external course;
- Including the course in your planning in the PlanApp and submitting it for assessment as part of your electives.

Problems finding a university in the list? Maybe a different translation has been used. To help you find your university, a PDF with all universities present in the list below is provided [in this linked document](#).

Note: If the university you'll be attending is not in the list, look for '~ My University is not in the list'.

University offering the course * **4**

Course code used at other University (max 14 characters) * **5**

Title of the course (in English) * **6**

Please enter the course name above in English. Make sure you capitalize all nouns as is common with course names within Wageningen. E.g. 'Introduction to Communication and Innovation Science'.

Number of credits (in ECTS) for the course (max 99, max 1 decimal) * **7**

Please check that the course credits above are entered correctly.

Expected completion date of this course * **8**

9 Next

4. Type at least 3 characters of the university or city to find your university offering the course.

If the university you'll be attending is not in the list, look for '~My university is not in the list'

5. Fill in the course code used at the other university.

Use max. 14 characters

NOTE: It is not possible to create an external course with the same course code you used before.

6. Fill in the title of the course in English.

Make sure you capitalize all nouns as is common with course names within Wageningen (E.g. Introduction to Communication and Innovation)

NOTE: If you make a small mistake in the title of the course, do not create a new external course because it will be corrected when the grade is entered. However, if you entered the wrong course code, please contact SSC to have it deleted.

7. Fill in the number of credits (in ECTS).

When your course is listed in another credit system, the examining board will do the credit-conversion upon receiving your official transcript (i.e. after your exchange). For now provide an estimate for the number of credits in ECTS

8. Fill in the expected completion date of the course.

You can give the known or estimated date of the exam for this course. Dates in the future can be added. The exact date will be entered by SSC upon providing the transcript to SSC (i.e. after the exchange period)

9. Click on **Next** after every component described above is filled in.

External Course Creation

Cancel Submit

1. Course Information 2. Check and Submit


When you are sure that you have entered all information in the previous step correctly, you can continue.
Check the information you provided carefully.

Title of the external course	Organizational Management
Code of the course	780761140
Number of Credits	6.5
University	Rheinische Friedrich-Wilhelms-Universität Bonn - faculty of agriculture - Bonn - DE
Expected date of course completion	31-12-2023

After you submit the course, it is available immediately in Osiris and you can include it in your request for approval of your electives using the PlanApp.
If you have indicated that your university is not in the list, you will receive an email notification about this.
Are you sure all information is entered correctly and you have used the correct formatting for the course name? Then click SUBMIT.
If you need to enter multiple external courses, you can immediately start a new 'Case' for the next course.

Previous Cancel Submit

10. Read the text carefully. Click on **Submit** when you have checked everything.

 **WAGENINGEN**
UNIVERSITY & RESEARCH

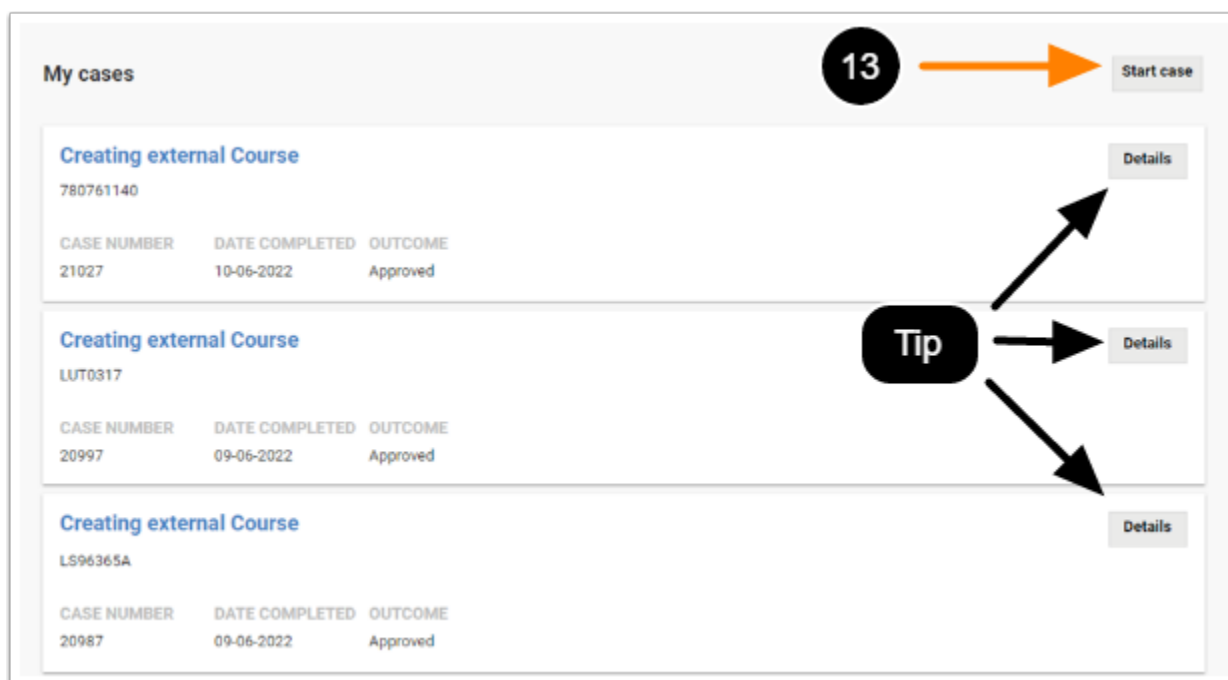
Creating external Course

✓ The case is successfully submitted. The case is created with the following description:

Case number: 21027
Description: Creating external Course

OK

11. The case is successfully submitted. Click on **OK** to proceed.

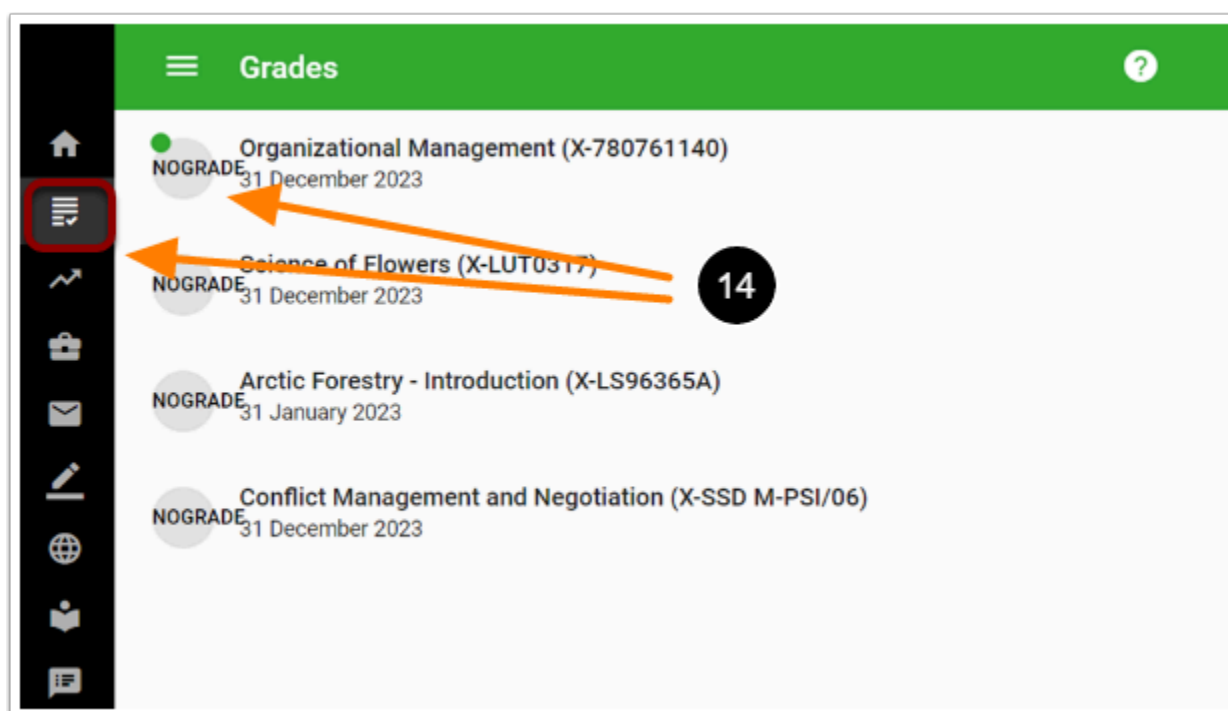


12. Now **My cases** are shown.

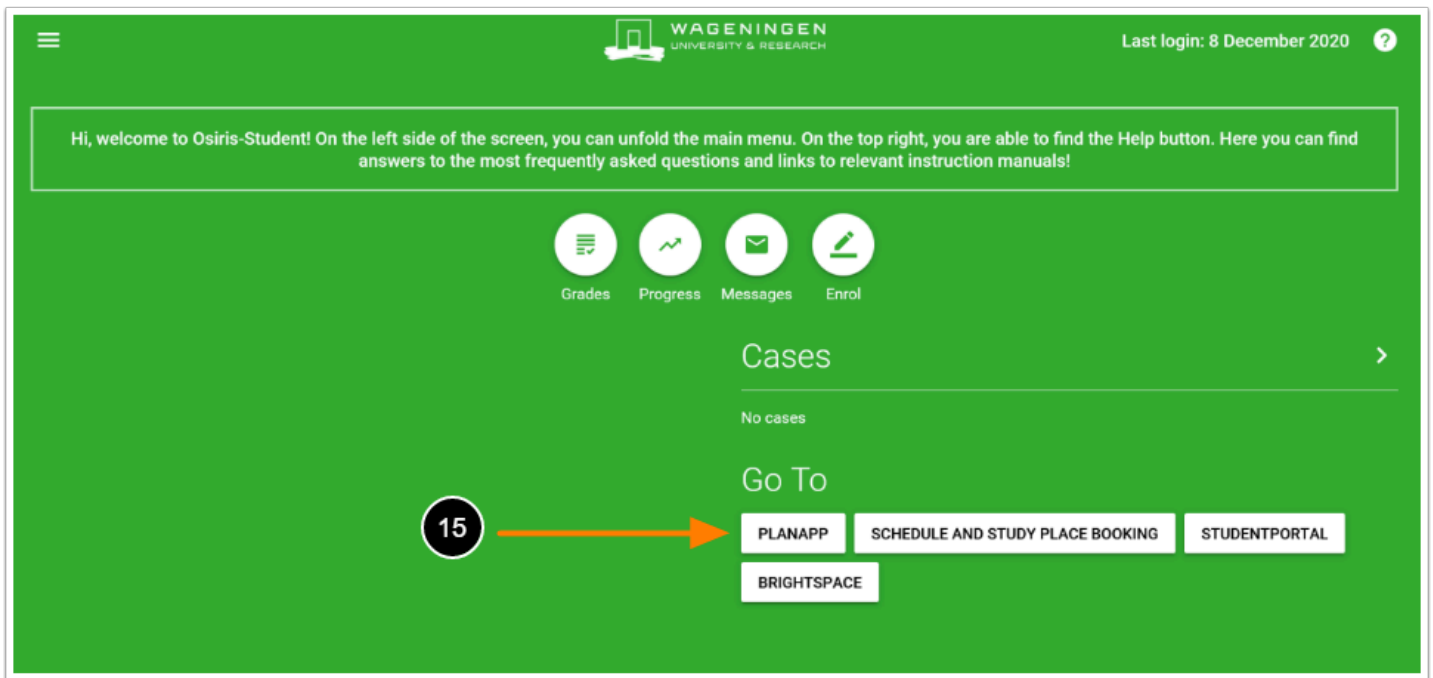
TIP: For more details, click on Details.

13. The external course is now created and the grade 'NOGRADE' is awarded. To start a new case, repeat step 2 to 12.

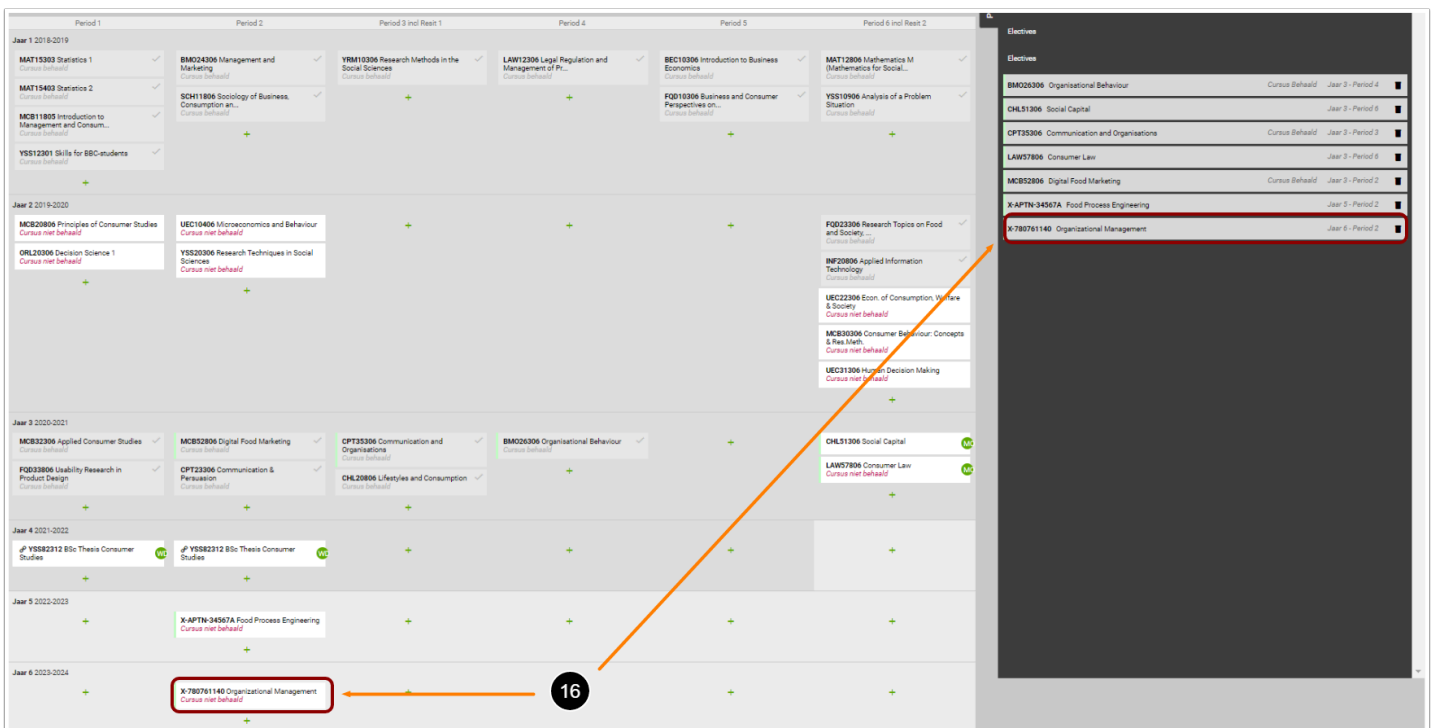
NOTE: Make sure that you do not enter the same course code again during step 5 of adding a new external course.



14. You can check the 'NOGRADE' by clicking on **Grades** on the Osiris Student home page.



15. To plan the External course(s) in your study programme, go to the PlanApp in the home screen of Osiris.



16. The course should be placed in your planning and/or in the Plan Later menu (you can click the magnifying glass in the bottom right corner to enlarge the image).

NOTE: If the course does not appear in your planning, but only in the Plan Later menu, this is because the end date you entered for the external course is in a year that is currently not in

your planning. You have to add a year to your planning until that year is included and the course will appear. How to add a year to your planning can be found in the manual [How to add a year to/delete a year from my planning?](#)

If you're satisfied with your planning and you want to request approval, take a look at the manual [How to request approval for electives?](#). You can also find the Electives Motivation Form [here](#).

17. After completing the courses at another university, you have to inform the Student Service Centre (SSC). How to inform SSC is described at the following website: <https://www.wur.nl/en/Education-Programmes/Current-Students/Adding-external-courses-to-your-Study-Programme.htm>

BE AWARE to always save your plan in between changes and before you close the PlanApp!