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

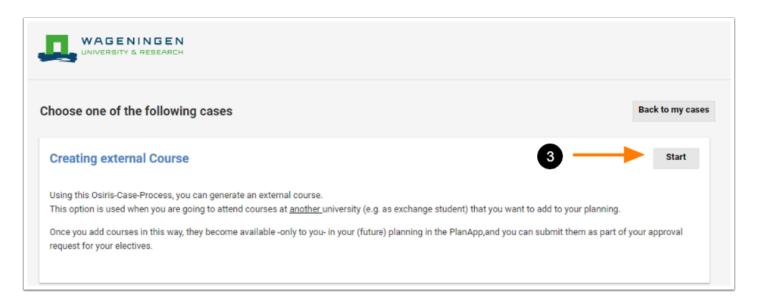
BE AWARE the procedure for adding external courses in your study programme has been changed

≡		Last login: 8 December 2020 📀				
Hi, welcome to Osiris-Student! On the left side of the screen, answers to the most fre	Hi, welcome to Osiris-Student! On the left side of the screen, you can unfold the main menu. On the top right, you are able to find the Help button. Here you can find answers to the most frequently asked questions and links to relevant instruction manuals!					
	Grades Progress Messages Envol					
0	Cases	>				
	No cases					
	GO TO PLANAPP SCHEDULE AND STUDY	PLACE BOOKING STUDENTPORTAL				
	BRIGHTSPACE	STOLENTPORTAL				
		0				

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

			2 -	Start case
ly cases			U	atar case
Creating exte	mal Course			Details
Firenze01				
CASE NUMBER	DATE COMPLETED	OUTCOME		
17426	08-04-2022	Approved		

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 exter You can subsequently use this course to request r	nal course in Osiris for your own use. ermission from the examining board using the PlanApp.					
	diately 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 an 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 *	Type at least 3 characters of the code or description	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 y	ou capitalize all nouns as is common with course names within Wageningen. E.g. "Introduction to Commun	ication 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 *	dd-mm-yyyy 🚱 🕕	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 creditconversion 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 pre Check the information you provided carefully.	vious step correctly, you can continue.			
Title of the external course	Organizational Management			
Code of the course	780761140			
Number of Credits	6.5		10	
University	Rheinische Friedrich-Wilhelms-Universität Bonn - faculty of agriculture	Bonn - DE	1	
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.

	UNIVERSITY & RESEARCH				
Creati	ng external Cou	IFSE ully submitted. The case is created with the following description:			
ок	Case number: Description:	21027 Creating external Course			

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

y cases			13 start cas
Creating exter	mal Course		Details
780761140			
CASE NUMBER	DATE COMPLETED	DUTCOME	X
21027	10-06-2022	Approved	
Creating exter	mal Course		
LUT0317			
CASE NUMBER	DATE COMPLETED	DUTCOME	
20997	09-06-2022	Approved	¥
Creating exter	mal Course		Details
LS96365A			
CASE NUMBER	DATE COMPLETED	DUTCOME	
20987	09-06-2022	Approved	

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.

	\equiv Grades	?
^	Organizational Management (X-780761140) NOGRADE 31 December 2023	
ک اال	Science of Flowers (X-LUT0317) NOGRADE 31 December 2023	
4 ∑	Arctic Forestry - Introduction (X-LS96365A) NOGRADE 31 January 2023	
∕ ⊕	Conflict Management and Negotiation (X-SSD M-PSI/06) NOGRADE 31 December 2023	
₩		

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

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	n, you can unfold the main menu. On the top right, you are able equently asked questions and links to relevant instruction ma	
	Grades Progress Messages Enrol	
	Cases	>
	No cases	
	Go To	
(15) —	PLANAPP SCHEDULE AND STUE	Y PLACE BOOKING STUDENTPORTAL
	BRIGHTSPACE	

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

Period 1	Period 2	Period 3 incl Resit 1	Period 4	Period 5	Period 6 incl Resit 2	a. Electives
Jaar 1 2018-2019						
MAT15303 Statistics 1 Cursus behaved	BM024306 Management and Marketing Carsus behavid	YRM10306 Research Methods in the Social Sciences Cursus behaald	LAW12306 Legal Regulation and Management of Pr Cursus behavior	BEC10306 Introduction to Business Economics Cursus behaved	MAT12806 Mathematics M (Mathematics for Social Cursus behavior	Electives
MAT15403 Statistics 2 ✓	SCH11806 Sociology of Business,	+	+	FQD10306 Business and Consumer ✓ Perspectives on	VSS10906 Analysis of a Problem ✓	BM026306 Organisational Behaviour Cursus Behaviour
MCB11805 Introduction to V Management and Consum	Cursus behaald			Cursus behaald	Cursus beheald	CHL51306 Social Capital Jaar 3 - Period 6
Cursus behaald	+			+	+	CPT35306 Communication and Organisations Cursus Behaald Jaar 3 - Period 3
VSS12301 Skills for BBC-students Cursus behaald						LAW57806 Consumer Law Jaar 3 - Period 6
+						MCB52806 Digital Food Marketing Cursus Behaald Jaar 3 - Period 2
Jaar 2 2019-2020						X-APTN-34567A Food Process Engineering Jaar 5 - Period 2
MCB20806 Principles of Consumer Studies Cursus niet behaald	UEC10406 Microeconomics and Behaviour Cursus niet behaald	+	+	+	FQD23306 Research Topics on Food and Society, Cursus behaved	X-780761140 Organizational Management Jasr 6 - Period 2
ORL20306 Decision Science 1 Cursus niet behaald	YSS20306 Research Techniques in Social Sciences Cursus niet behaald				INF20806 Applied Information	/
+	+				Cursus behaald	
					UEC22306 Econ. of Consumption, Winfare & Society Cursus niet behaald	
					MCB30306 Consumer Bebaviour: Concepts	
					& Res. Meth. Cursus niet behaald	
					UEC31306 Hugen Decision Making Cursus niet benaald	
					+	
Jaar 3 2020-2021						
MCB32306 Applied Consumer Studies Cursus behaved	MCB52806 Digital Food Marketing <	CPT35306 Communication and Organisations Currun behavid	BM026306 Organisational Behaviour	· · /	CHL51306 Social Capital	
FQD33806 Usability Research in V Product Design Cursus behaved	CPT23306 Communication & Persuasion Cursus behaved	CHL20806 Lifestyles and Consumption 🗸	+		LAW57806 Consumer Law Cursus niet behaald	
+	+	+			+	
Jaar 4 2021-2022						
	P YSS82312 BSc Thesis Consumer O	+	+	-	+	
+	+					
Jaar 5 2022-2023						
+	X-APTN-34567A Food Process Engineering Cursus niet behaald	+	+	+	+	
	+					
Jaar 6 2023-2024						•
+	X-780761140 Organizational Management Cursus niet behaald	· · · · · · · · · · · · · · · · · · ·	<u> </u>	+	+	
	+					

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 <u>How to</u> 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 <u>How to request approval for electives?</u>. You can also find the Electives Motivation Form <u>here</u>.

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: <u>https://www.wur.nl/en/</u>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!