



VRIJE  
UNIVERSITEIT  
BRUSSEL

# ORIENTATION DAY 2023

WELCOME TO BRUSSELS. WELCOME TO VUB



# WHO IS WHO IN THE VUB INTERNATIONAL RELATIONS OFFICE

- International project management
- International student support
- Going abroad:  
studies, internships, volunteering
- International initiatives by students
- Development cooperation
- International recruitment,  
marketing & comms



[www.vub.be/en/internationalisation-vub](http://www.vub.be/en/internationalisation-vub)



# INTERNATIONAL RELATIONS OFFICE

## CONTACT US

### General Questions:

	MORNING	AFTERNOON
MON	10h00 – 12h30	13h30 – 16h00
TUE	10h00 – 12h30	13h30 – 16h00
WED	closed	closed
THU	10h00 – 12h30	13h30 – 16h00
FRI	10h00 – 12h30	13h30 – 16h00

### Exchange Team Desk:

- Exchange related questions
- Signatures (also possible online)

### Health Insurance Representative (Partena)



Book meeting with a staff member



Pleinlaan 5; 1050 Brussels



[International.relations@vub.be](mailto:International.relations@vub.be)



+32 (0)2 614 81 01



[www.vub.be/en/internationalisation-vub](http://www.vub.be/en/internationalisation-vub)

# WELCOME TO THE ORIENTATION DAY

## GUIDELINES

Questions → Q&A Session (after the presentation)

Individual questions should be sent via **email to** [exchange.incoming@vub.be](mailto:exchange.incoming@vub.be)

# AGENDA

## PART 1:

### Student organisations

- ▶ ESN : Erasmus Student Network
- ▶ ISP : International Student Platform







- Who are we?
- Buddy system
- ESN card

# ESN VUB EhB Brussels

# CONTACT US



[esnbxl@gmail.com](mailto:esnbxl@gmail.com)



group chat



[esn.brussels](https://www.facebook.com/esn.brussels)



[esn\\_vubehbxi](https://www.instagram.com/esn_vubehbxi)



# WHO ARE WE?







[Home](#)[Project](#)[Our partners](#)[LOG IN](#)[SIGN UP](#)[ENGLISH +](#)

## Buddy System

Become a Buddy for an international student  
or be helped by a local student!

[LET'S GO!](#)[LEARN MORE](#)

- Why should you do it?
  - ➔ Join an international environment
  - ➔ Improve your language skills
  - ➔ Improve your intercultural skills
  - ➔ Meet people from all over the world

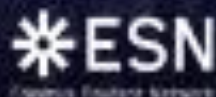
Do you want to get a superhero?  
Register using the link below for ESN VUB  
EhB Brussels and we will get back to you  
with your superhero!  
Also keep an eye on our FB page for more  
info regarding the buddy system.

<https://buddysystem.eu/en>

# Get your ESNcard



## Become Part of The Erasmus Generation



[bit.ly/ESNcardVUBEhb21-22](https://bit.ly/ESNcardVUBEhb21-22)



# Join our Telegram group





Erasmus Student Network

[esnbxl@gmail.com](mailto:esnbxl@gmail.com)



[esn.brussels](https://www.facebook.com/esn.brussels)



[esn\\_vubehbxbxl](https://www.instagram.com/esn_vubehbxbxl)

[www.esnvubehb.org](http://www.esnvubehb.org)



# **International Student Platform**



# International Student Platform



# International Student Platform

As the International Student Platform, we connect international students, discuss diverse topics and act as one voice representing the interests of all international students.



Advising the  
Student Council



Working with other  
bodies of the VUB



Organising events  
for all VUB students





# International Student Platform



[ISP@VUB.be](mailto:ISP@VUB.be)



[VUB.ISP](https://www.instagram.com/VUB.ISP)



[facebook.com/vub.isp](https://facebook.com/vub.isp)





# LIVING IN BRUSSELS

# ADMINISTRATION IN BRUSSELS

## REGISTRATION AT TOWN HALL\*

EU	Non-EU
<b>Short-type residence (max. 3 months)</b>	
No registration required	Report to District Town Hall ('Commune') for 'Declaration of Arrival' (annex 3) within <u>8 days of arrival</u> after finding temporary accommodation other than hotel, youth hostel (family & friends)
EU	Non-EU
<b>Long-type residence</b>	
Make an appointment online by clicking on "first registration EU inhabitant" **  **Make sure you check with your own Town Hall	<ul style="list-style-type: none"><li>• Report to District Town Hall ('Commune') for 'Inscription Request' (Annex 15) with mention of national register number) after signing rental agreement</li><li>• You can open an online bank account with Wise, Hello Bank...</li><li>• ID-card compulsory</li></ul>

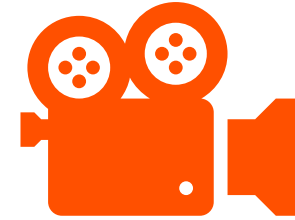


= 19 districts in Brussels

→ ID card valid for duration of academic programme & for duration of funding for studies

# ADMINISTRATION IN BRUSSELS

## REGISTRATION AT TOWN HALL



[Check our registration video!](#)

### Required documents

- Rental contract
- National ID/Passport with type D visa
- For EU citizens: Proof of Health Insurance
- For non-EU: Registration certificate from VUB for 54 credits
- For non-EU citizens: Proof of Health Insurance SIP INTEGRAL insurance ([www.sipinsurance.eu](http://www.sipinsurance.eu)) or Partena. Please sign up upon arrival in Belgium
- For non-EU citizens: Proof of Solvability (scholarship, blocked account or annex 32 (= guarantorship procedure\*))

Sometimes also: birth certificate, civil status certificate, or certificate of good conduct

\* Pay attention: up to 70% of visa applications with Annex 32 currently are not accepted by the Embassies.

Appointment  
@ Foreigners  
Department

Local Police  
Check

Belgian ID-  
card

Can take 2-6  
months!



## ADMINISTRATION IN BRUSSELS

### HEALTHCARE

Every person living in Belgium is advised to register with a national health insurance provider.

With a national health insurance you will benefit from reimbursements:

- ±70% general care
- 100% for critical diseases

### PARTENAMUT OFFICE

- National health insurance
- Multinational, assistance and advice
- Communication in English
- Specialised in student matters

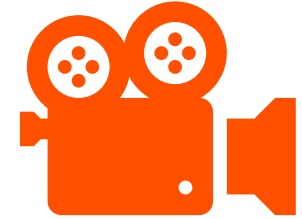
#### **Partenamut office VUB**

**Pleinlaan 5 (International Relations Office)**

**Tuesday & Friday:**

**10:00-12:30 + 13:30-16:00**

**E-mail: [vub@healthinsurance.be](mailto:vub@healthinsurance.be)**



Non-EU exchange students (KA107): SIP integral → No Partena needed

**In Case of Emergency**  
EU EMERGENCY NUMBER **112**  
POLICE **101**

**Campus Security:**  
**02 629 11 11**

# ICE – Contact (In Case of Emergency)





# LIVING IN BRUSSELS

## PUBLIC TRANSPORT

**MIVB/STIB** = public transport system in Brussels covering metro, tram, bus, and train (optionally, Brupass XL).

5 MIVB/STIB 'Bootiks' (i.e. where you can get your pass)

## TRAVEL IN EUR

!! Check UK and multiple entry

!! Check Schengen Visa = travel in EU



.brussels 



**Driving tip: Trams in Belgium always get priority**

**Night buses are only in weekends!**

# LIVING IN BRUSSELS

## SUSTAINABILITY & ENVIRONMENT

**Sustainable development** is a central goal of the university, with 4 green campuses.

Throughout the university and across Belgium, **recycling is vital**. The following rubbish bags are used across Belgium, colour-coded:

- Blue bags = plastics, drinking cartons and cans
- White bags = general refuse
- Green bags = garden waste
- Yellow bags = paper and cardboard
- Orange bags = food waste (composting)

More info [on the website](#)

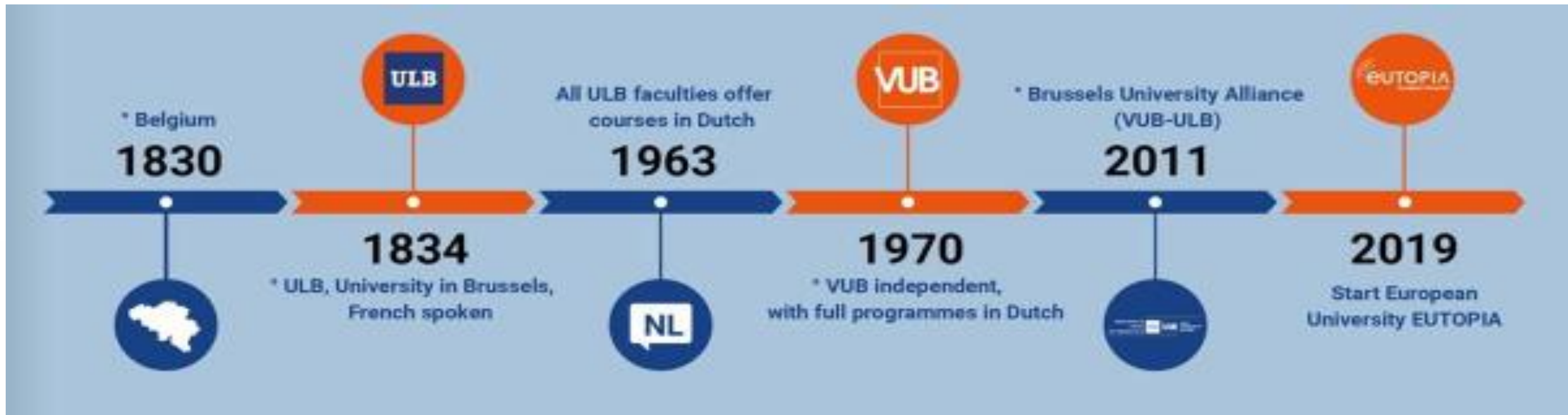


A wide-angle photograph of a VUB campus landscape. In the background, a modern building with a glass facade and a white cylindrical structure are visible under a clear blue sky. The middle ground is dominated by a large, green, terraced lawn where many students are sitting and relaxing. The foreground shows a gravel path.

# OVERVIEW VUB



## OVERVIEW VUB

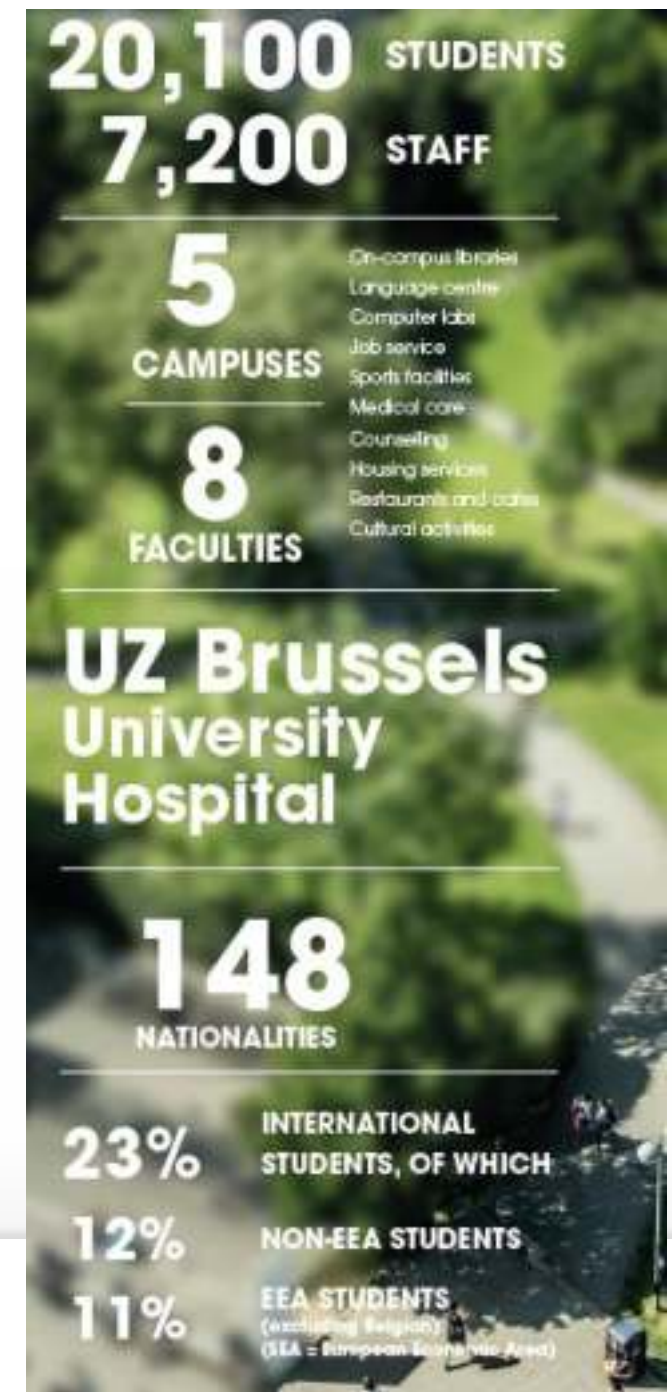


Rector:  
Prof. dr. Jan Danckaert

# OVERVIEW VUB

## 8 FACULTIES

- Social Sciences & Solvay Business School (ES)
- Law & Criminology (RC)
- Psychology & Educational Sciences (PE)
- Languages & Humanities (LW)
- Science & Bio-engineering Sciences (WE)
- Medicine & Pharmacy (GF)
- Engineering (IR)
- Physical Education & Physiotherapy (LK)







# LIFE AT VUB

## FACILITIES ON CAMPUS

- 📍 Food on campus:
  - Restaurant: Warm meal 5,6 €
  - Opinio: Sandwiches & pasta
- 📍
  - Pilar
  - Complex
- Sports facilities



## LIFE AT VUB

### SPORTS AT VUB

- **"Sportmix"** card - 28 different sports (€ 15, 30)
  - **Sport card** €10,30
- **Swimming Pool**
- **Competitions**
- **BasicFit Gym**
- **Find a Sports buddy via [VUB sport app](#)**



## LIFE AT VUB

### FACILITIES ON CAMPUS

➤ Medical facilities:

***Humanities, Sciences & Engineering Campus: doctors***

- Mon-Fri: 08:00-17:00. Appointments online
- Henri Schoofslaan 8. Tel: 02 897 19 50
- Includes: dentist, physiotherapy & gynaecology

***Health Campus Jette: Group practice Patio***





- First appointment call 02/425 21 87
- Bonaventurestraat 13, 1090 Jette





# LIFE AT VUB

## FACILITIES ON CAMPUS

-  Library
-  Bookshop
-  'Crazy Copy'
-  Computer rooms



# VUB DEPARTMENTS

## STUDENT INFORMATION - INFOPUNT

Building D, entrance hall  
Pleinlaan 2, 1050 Brussels  
Mon-Fri: 09:00-17:00

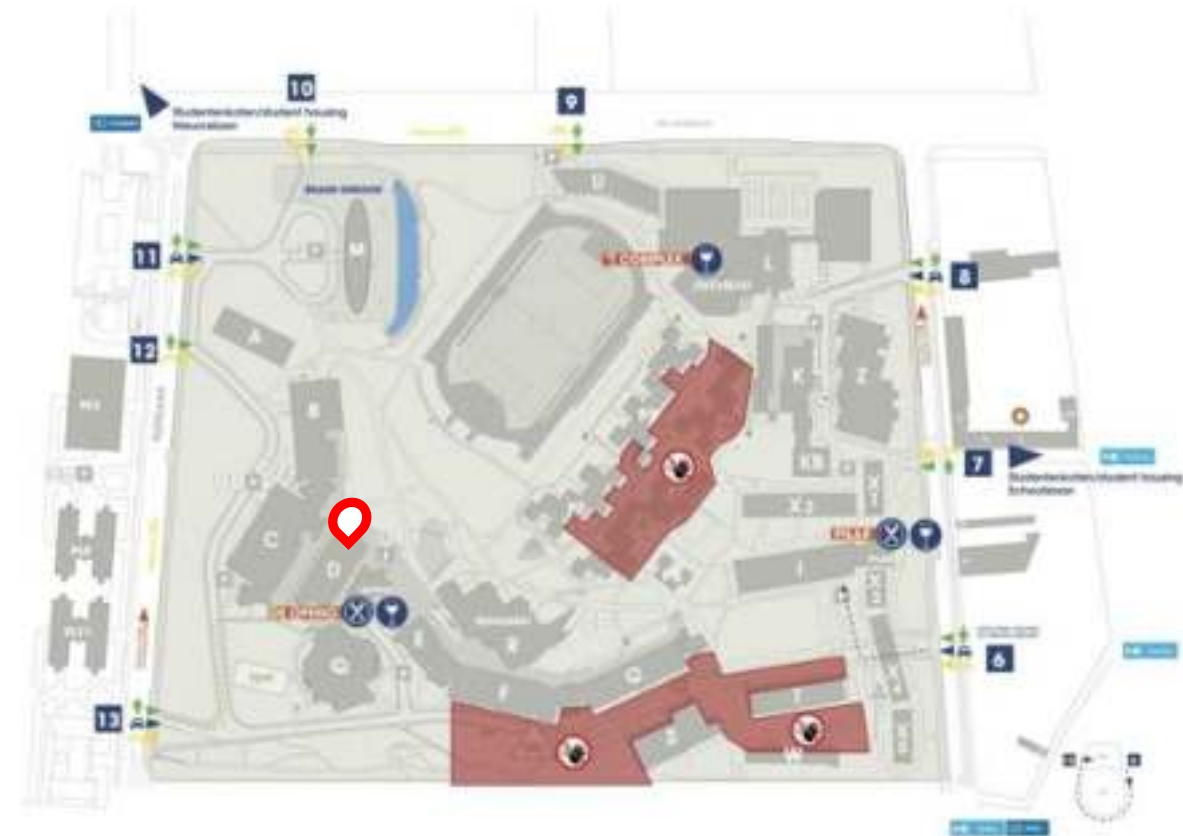
Tel: 02 2 629 2010  
Email: [info@vub.be](mailto:info@vub.be)

### Student portal: How What Where?

Your email address  
Your student card  
Student Self-Service  
Canvas  
Office 365

Wifi: VUBnext &  
Eduroam  
Academic Calendar &  
course timetable  
VUB Restaurant &  
weekly menus.

<https://wearestudent.vub.be/>



## LIFE AT VUB

### LANGUAGE LEARNING

#### **Academic Language Centre (ACTO)**

English, German, Italian & Modern Greek

- ▶ Campus Etterbeek, Building B (room B2.14)
- ▶ Search 'ACTO' on [vub.be/en](http://vub.be/en)

#### **Semper CVO**

Dutch, English, French, German, Italian, Spanish, Arabic, etc.

- ▶ Campus Etterbeek, Building D, room D1.33
- ▶ [www.cvosemper.be](http://www.cvosemper.be)





# VUB DEPARTMENTS

## STUDY GUIDANCE CENTRE

The Study Guidance Centre offers:

- information,
- counselling and
- training to help you study more efficiently

Contact us any time for personal advice, and check what's going on in our free workshops

**Contact our Meeting Points:** [guidance@vub.be](mailto:guidance@vub.be)

▪ **Humanities, Sciences & Engineering Campus**

Building F - +32 2 629 23 06

▪ **Health Campus**

ILRC, Building A (room A.053C) - +32 2 477 44 81

▪ **Technology Campus**

By appointment - +32 2 629 23 06



## VUB DEPARTMENTS

### REPORT IT!

- Report inappropriate behaviour
  - Prevent an escalation
  - Stop other people's unwanted behaviour
  - Get the support you want
- 
- Confidentiality is guaranteed
  - **YOU** determine which behaviour is unacceptable
  - Report it! No procedures started without express permission by person who filed the report
  - Report it! ⇒ professional secrecy



report via email:  
[reportit@vub.be](mailto:reportit@vub.be)

## VUB TACKLES TRANSGRESSIVE BEHAVIOR

- ❑ With its new You Are Not Alone (YANA) policy, the university is putting maximum effort into prevention and better support for those reporting transgressive behaviour, so they do not feel alone.

**YANA: YOU ARE NOT ALONE**

**NO WAY!**





## LIFE AT VUB: PILAR

### PILAR - HOUSE FOR ART & SCIENCE AT VUB

- Cultural facilities in building Y on campus Etterbeek
- Activities in English
- Music, art,...
- <https://pilar.brussels/en>



# COMMUNICATION WITH STUDENTS

You're go-to source for all info is the Student Portal

There is a **student newsletter** sent to your VUB email address every other week.

**CANVAS** is where you'll find all the communication from your programme/faculty.

WE ARE **VUB** STUDENT

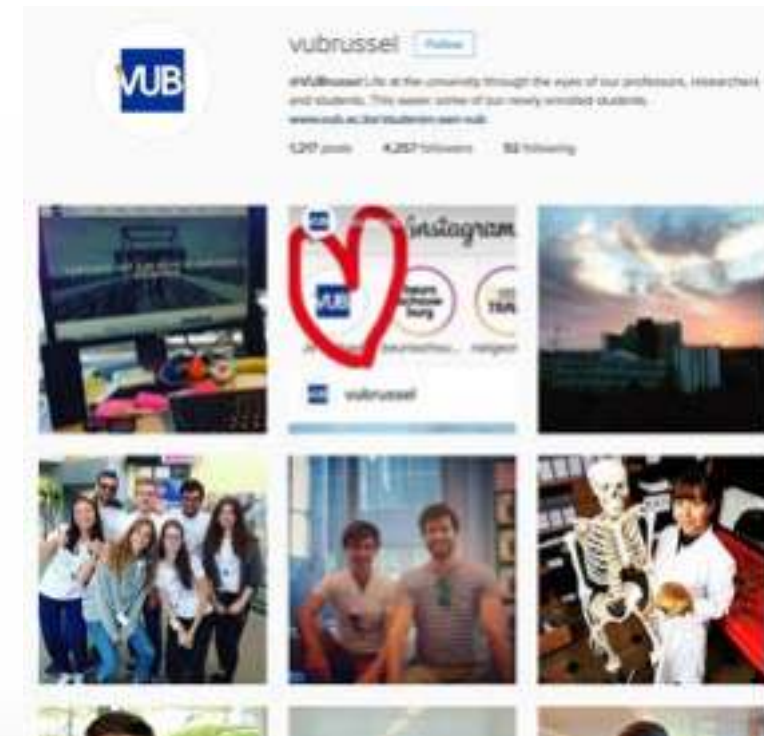
# VUB ON SOCIAL MEDIA



[www.facebook.com/VUBInternationalRelations](https://www.facebook.com/VUBInternationalRelations)



[@vubrusssel](https://www.instagram.com/vubrusssel)





# EXCHANGE TO DO'S



VRIJE  
UNIVERSITEIT  
BRUSSEL

# CONTACT PERSON – WHO DOES WHAT

## EXCHANGE TEAM

### International Relations & Mobility Office (IRMO)

- ☐ Policy & organisation
- ☐ General assistance to students
- ☐ Contact with home university
- ☐ Certificates (Arrival & Departure, etc.)

### Student Administration (OWSA/SAC)

- ☐ Administration for the Learning Agreements
- ☐ Transcript of Records
- ☐ Student Card (sent via post to physical address mentioned in earlier sent survey)
- ☐ Enrolment Certificate (sent electronically)
- ☐ Proof of Registration

[exchange.incoming@vub.be](mailto:exchange.incoming@vub.be)

## FACULTY

### Faculty Secretary

- ☐ Course schedules
- ☐ Lecture rooms
- ☐ Exam schedules
- ☐ Registration of courses

### Exchange Coordinator

- ☐ Learning Agreement: Content
- ☐ Information about the content of courses

Full list e-mail addresses later

### Exchange student

**Deadline 28 February 2023 (included)**

What to do?

Changes to learning agreement

- Log in to SOP Mobility online
- Under "During mobility": Click here to let us know whether changes to learning agreement are needed or not
- Approvals
- Questions: [exchange.incoming@vub.be](mailto:exchange.incoming@vub.be)

**Course registration done by faculty!**

Student  
Site



# CHANGES TO LEARNING AGREEMENT IN MOBILITY ONLINE

1

- Follow the courses
- Inform your coordinator at your home university AND at VUB

2

- Make the change in Mobility-online: YES/ NO + courses + FINAL

**Deadline: 28 February 2023 (included)**

3

- VUB exchange coordinator to approve online (after deadline)

4

- You can print your updated LA, get the signatures and upload it again

5

- OWSA has a final check online

# CURRENT STATUS IN MOBILITY ONLINE

## ❑ Studies

Applicant details

Last name: Aletti

First name(s): Giulia

Birthday (dd.mm.yyyy): 08.07.1999

Nationality: Italy

Gender: Female

Exchange Programme: Erasmus KA220 Studies

Academic year: 2022/2023

Period of stay abroad: Full semester

Actual start date:

Actual end date:

Country of the sending institution: Italy

Sending institution: I RADONZI - University of Padova

Country of the host university: Belgium

Name of the host university: Vrije Universiteit Brussel

Study field: Law

Enable tool icon

Necessary stage	Done	Done on	Done by	Direct access via following link
<b>Before the mobility - Application and registration</b> 2 / 2				
Online Registration	<input checked="" type="checkbox"/>	30.04.2022		
Personal data completed	<input checked="" type="checkbox"/>	30.04.2022		Complete address data
<b>Before mobility - Upload and print documents</b> 12 / 14				
Passport photo uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload passport photo for the application
Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload a scan of a valid ID card or passport
Health insurance uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload proof of health insurance
English language certificate uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload English language certificate
Motivation letter uploaded	<input type="checkbox"/>			Upload letter of motivation
Transcript of records (TbR) before mobility uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload transcript of records before mobility
Other relevant documents uploaded	<input type="checkbox"/>			Upload other relevant documents
Learning agreement (LA) courses at RECEIVING institution filed in	<input checked="" type="checkbox"/>	12.06.2022		
Learning agreement (LA) courses at SENDING institution filed in	<input checked="" type="checkbox"/>	12.06.2022		
Learning agreement (before mobility) approved by the VUE exchange coordinator	<input checked="" type="checkbox"/>	07.06.2022		
Invitation letter printed	<input checked="" type="checkbox"/>	09.06.2022		Print invitation letter
Learning agreement before mobility printed	<input checked="" type="checkbox"/>	09.06.2022		Print learning agreement
Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded	<input checked="" type="checkbox"/>	16.06.2022		Upload learning agreement signed by yourself and your home institution
Fully signed learning agreement before mobility checked and approved by ORSA	<input checked="" type="checkbox"/>	23.06.2022		
<b>During mobility - Tasks to be completed during the mobility</b> 0 / 3				
Proof of date of arrival	<input type="checkbox"/>			Upload a document confirming your arrival date in Belgium
Arrival in Brussels/ stay abroad started	<input type="checkbox"/>			
+ Arrival date:				
Changes to the learning or traineeship agreement needed/not needed	<input type="checkbox"/>			
<b>After mobility - Report your departure date and get your transcript</b> 0 / 2				
Proof of date of departure	<input type="checkbox"/>			
Departure date reported to the International Relations office and registered	<input type="checkbox"/>			
+ Departure date:				

# CURRENT STATUS IN MOBILITY ONLINE

## ☐ Traineeships

Necessary steps	Done	Done on	Done by	Direct access via following link	8 / 12
<b>Before the mobility - Application and registration</b>					2 / 2
Online Registration	<input checked="" type="checkbox"/>	08.05.2022			
Personal data completed	<input checked="" type="checkbox"/>	24.05.2022		<a href="#">Complete address data</a>	
<b>Before mobility - Upload documents</b>					4 / 4
Passport photo uploaded	<input checked="" type="checkbox"/>	10.06.2022		<a href="#">Upload passport photo for the application</a>	
Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>	10.06.2022		<a href="#">Upload a copy of a valid ID-card or passport</a>	
Signed traineeship agreement uploaded	<input checked="" type="checkbox"/>	21.08.2022		<a href="#">Upload the signed traineeship agreement</a>	
Health insurance uploaded	<input checked="" type="checkbox"/>	10.06.2022		<a href="#">Upload proof of health insurance</a>	<span>?</span>
<b>Before the mobility - Screening by host university</b>					1 / 1
Application formally checked and approved by the VUB	<input checked="" type="checkbox"/>	23.08.2022			
<b>During mobility - Tasks to be completed during the mobility</b>					1 / 3
Proof of date of arrival	<input checked="" type="checkbox"/>	30.08.2022		<a href="#">Upload a document confirming your arrival date in Belgium</a>	
<span>▶</span> Arrival in Brussels/Stay abroad started	<input type="checkbox"/>				
• Arrival date :					
Changes to the learning or traineeship agreement needed/not needed	<input type="checkbox"/>				
<b>After mobility - Report your departure date</b>					0 / 2
Proof of date of departure	<input type="checkbox"/>				
Departure date reported to the International Relations office and registered	<input type="checkbox"/>				
• Departure date :					



# CHANGES TO LEARNING AGREEMENT

- ❑ IRMO first enters your arrival date (after this session): 10/02/2023
  - If you did not attend the session: please upload a proof of arrival
- ❑ You can print your Certificate of Arrival
- ❑ You can make changes to your Learning Agreement (**only once!**)

During mobility - Tasks to be completed during the mobility			
Student has arrived in Brussels/Stay abroad started	<input checked="" type="checkbox"/>	05.09.2018	[Redacted]
Certificate of arrival is available	<input checked="" type="checkbox"/>	05.09.2018	[Redacted]
Changes to the learning agreement needed/not needed	<input type="checkbox"/>		<a href="#">Click here to let us know whether changes to the learning agreement are required or not</a>



Thank you for inc institution' and 'E

Do/Did you need to make changes to the original learning agreement? ☐ Yes ☐ No

[Back to the application workflow](#) [Submit answer](#)

**Deadline: 28 February 2023**

# CHANGES TO LEARNING AGREEMENT

## ☐ Indicated 'Yes'?

You will be able to edit courses again in the same pipeline used before for adding courses:

Learning agreement (LA) courses at RECEIVING institution filled in



24.05.2018



[Edit courses at the RECEIVING institution](#)

Learning agreement (LA) courses at SENDING institution filled in



30.05.2018



[Edit courses at the SENDING institution](#)

Learning agreement before mobility is complete



[Click here to let us know whether your learning agreement before mobility is now complete](#)

## ☐ Indicate changes are **final**

## ☐ Only possible **once**, so make sure the changes are final!

## REASONS FOR CHANGES

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
<ul style="list-style-type: none"><li>1. Previously selected educational component is not available at the Receiving Institution</li><li>2. Component is in a different language than previously specified in the course catalogue</li><li>3. Timetable conflict</li><li>4. Other (please specify)</li></ul>	<ul style="list-style-type: none"><li>5. Substituting a deleted component</li><li>6. Extending the mobility period</li><li>7. Other (please specify)</li></ul>

# WELCOME TO OUR ONLINE WORLD

*Do-it-yourself, but help available*



VRIJE  
UNIVERSITEIT  
BRUSSEL



## E-TOOLS VUB

1. You have to **inform yourself online!**
2. VUB has **many different tools**
3. Find [here](#) an overview as a **starting point**
4. How-to videos for all tools on [CANVAS](#) page
5. Questions or difficulties to get online: go to **student information point!**



## E-tools and portals

We use several tools for communication between VUB and our students. Read about what these tools are, how to use them and where to find them on this page.



 ICT Helpdesk

Need help?



Specific for iPhone



Class schedule



Log in using your VUB account



### WeAreVUB

WeAreVUB is the place to be for students. You'll find VUB-events and news updates that are completely tailored to your preferences. Download the app, don't miss a single update!

[iWeAreVUB](#) | [Android App](#) | [iOS App](#)

### Canvas

Canvas is the digital learning platform of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

[Canvas](#)

### Office 365

Office 365 gives you access to your official VUB e-mail. You can also use Office software (Word, Excel, PowerPoint), OneDrive and Skype for Business. So you can share and edit documents anywhere, anytime and with anyone.

**Good to know:** as soon as you graduate, you can no longer use these programmes and your access will be cancelled.

[Office 365](#)

### Student SelfService

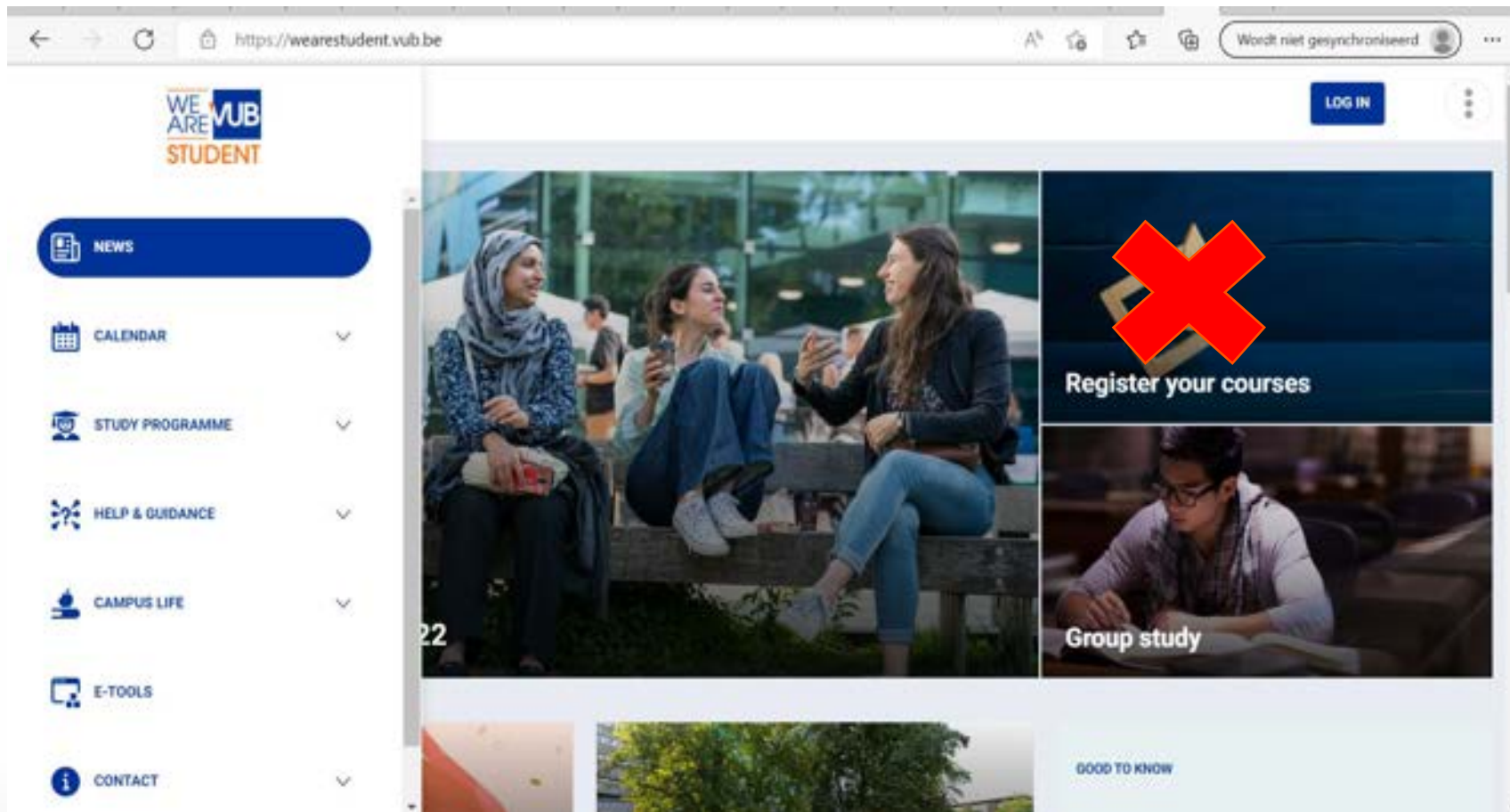
Use this tool to contact and manage your **personal student administration**. You can:

- manage your personal information
- check the status of your payments
- register for courses
- re-enroll for your programme
- apply for an additional programme
- view your grades and download an official transcript of records

[Student SelfService](#)

# WEAREVUB

## THE STUDENT PORTAL OF VUB





## E-tools and portals

We use several tools for communication between VUB and our students. Read about what these tools are, how to use them and where to find them on this page.



ICT Helpdesk

1000 1000



Specific for Brussels



Class schedule



Log in using your VUB account



### WeAreVUB

WeAreVUB is the place to be for students. You find VUB events and news updates that are completely tailored to your preferences. Download the app, don't miss a single update.

[Webversion](#) | [Android app](#) | [iOS app](#)

### Office 365

Office 365 gives you access to your **official VUB e-mail**. You can also use Office software (Word, Excel, PowerPoint, OneDrive and Skype for Business). So you can share and edit documents anywhere, anytime and with anyone.

**Good to know:** as soon as you graduate, you can no longer use these programmes and your access will be cancelled.

[Office 365](#)

### Canvas

Canvas is the **digital learning platform** of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

[Canvas](#)

### Student SelfService

Use this tool to consult and manage your **personal student administration**. You can:

- manage your personal information
- check the status of your payments
- register for courses
- request for your programme
- apply for an additional programme
- view your grades and download an official transcript of records

[Student SelfService](#)



# CANVAS : CANVAS.VUB.B


## LEARNING PLATFORM

- ❑ Your courses
  - ❑ Automatically synchronised with Student Self Service
  - ❑ Manually added courses  $\neq$  registration
- ❑ Course material and slides
- ❑ Assignments submissions
- ❑ Announcements
- ❑ Calendar
- ❑ Inbox




# CANVAS


## CANVAS.VUB.BE




### Dashboard




Account




Dashboard




Courses




Groups




Calendar








Inbox




Help



VRIJE  
UNIVERSITEIT  
BRUSSEL



#### Coming up

[View calendar](#)

Nothing for the next week

#### Recent feedback

Nothing for now

View Grades

## E-tools and portals

We use several tools for communication between VUB and our students. Read about what these tools are, how to use them and where to find them on this page.



 **ICT Helpdesk**

Have help?



**Specific for Surface**



**Class schedule**



**Log in using your VUB account**



### WeAreVUB

WeAreVUB is the place to be for students. You'll find VUB news and news updates that are completely tailored to your preferences. Download the app, don't miss a single update.

[Webversion](#) | [Android app](#) | [iOS app](#)

### Canvas

Canvas is the digital learning platform of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

[Canvas](#)

### Office 365

Office 365 gives you access to your **official VUB e-mail**. You can also use Office software (Word, Excel, PowerPoint), OneDrive and Skype for Business. So you can share and edit documents anywhere, anytime and with anyone.

**Need to know:** as soon as you graduate, you can no longer use these programmes and your access will be cancelled.

[Office 365](#)

### Student SelfService

Use this tool to consult and manage your **personal student administration**. You can:

- manage your personal information
- check the status of your payments
- register for courses
- request for your programme
- apply for an additional programme
- view your grades and download an official transcript of records

[Student SelfService](#)



# OFFICE 365

❑ You will be notified by e-mail (first activate your webmail!!) when ready for you:

❑ **first.last@vub.be** as an official address (*except ULB*)

❑ **Office software:** Word, Excel, Powerpoint, Outlook ...

❑ Install software on 5 different computers

❑ Use software online

❑ **Teams:** chat and video chat

❑ **Collaboration:** share documents with other students and co-work on them

❑ **Storage and back-up:** 1 terrabyte





## E-tools and portals

We use several tools for communication between VUB and our students. Read about what these tools are, how to use them and where to find them on this page.



ICT Helpdesk

1000 1000



Specific for iPhone



Class schedule



Log in using your VUB account



### WeAreVUB

WeAreVUB is the place to be for students. You'll find VUB emails and news updates that are completely tailored to your preferences. Download the app, don't miss a single update.

[Webversion](#) | [Android app](#) | [iOS app](#)

### Canvas

Canvas is the digital learning platform of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

[Canvas](#)

### Office 365

Office 365 gives you access to your **official VUB e-mail**. You can also use Office software (Word, Excel, PowerPoint), OneDrive and Skype for Business. So you can share and edit documents anywhere, anytime and with anyone.

**Need to know:** as soon as you graduate, you can no longer use these programmes and your access will be cancelled.

[Office 365](#)

### Student SelfService

Use this tool to consult and manage your **personal student administration**. You can:

- manage your personal information
- check the status of your payments
- register for courses
- request for your programme
- apply for an additional programme
- view your grades and download an official transcript of records

[Student SelfService](#)

# STUDENT SELF SERVICE - **CALI.VUB**

## DO-IT-YOURSELF ADMINISTRATION TOOL

- ☐ **Login: VUB email address**
- ☐ **Manage Personal Data**
  - ☐ Name used on official documents
  - ☐ How you will be contacted by the university
- ☐ **Consult exam results**



# EMAIL

## ACCESS AND OFFICIAL COMMUNICATION

❑ After enrolment, **create VUB account**

❑ Via **VUB Password Manager**

❑ **Login and password**

❑ Activation of your **official email address**

❑ Wifi = **VUBnext**

## VUB account

As a new student, you need to create a VUB account and a VUB e-mail address. You will need this to gain access to the computers and wifi on campus, and for various VUB applications.

### How to activate my VUB account?

After your enrolment is completed (by ~~signing your online study contract~~), you receive an email within the hour to activate your VUB account. You manage your VUB account, VUB e-mail address and password in the **VUB Password Manager**.

You log in with the VUB e-mail address and password you receive in the activation email. After that you will be asked to choose a new password, and confirm by clicking 'change password'.

Your VUB account and e-mail address are ready for use within 24 hours after completing the account request procedure. Both remain valid during your entire VUB career.



# VUB PASSWORD MANAGER

MORE INFO [HERE](#)

## Didn't receive an activation email after completing enrolment?

You should receive the activation email within 1 hour after completing your enrolment. This means you successfully signed your online study contract. If you don't receive this activation mail within the hour, please contact our ICT Helpdesk.

## Forgot your password?

[Change your password here](#) | [Contact the ICT Helpdesk](#)

## A few years between your last and current enrolment at the VUB?

Make a new application (with a new/different e-mail address) and contact [studentadministration@vub.be](mailto:studentadministration@vub.be) to merge your new and old account.



## E-tools and portals

We use several tools for communication between VUB and our students. Read about what these tools are, how to use them and where to find them on this page.



ICT Helpdesk

1000 1000



Specific for Brussels



Class schedule



Log in using your VUB account



### WeAreVUB

WeAreVUB is the place to be for students. You find VUB events and news updates that are completely tailored to your preferences. Download the app, download a single update.

[Web version](#) | [Android app](#) | [iOS app](#)

### Canvas

Canvas is the digital learning platform of the VUB. This is where teachers make announcements and publish course materials. You can also communicate with your fellow students and teachers here.

[Canvas](#)

### Office 365

Office 365 gives you access to your official VUB e-mail. You can also use Office software (Word, Excel, PowerPoint, OneDrive and Skype for Business). So you can share and edit documents anywhere, anytime and with anyone.

**Good to know:** as soon as you graduate, you can no longer use these programmes and your access will be cancelled.

[Office 365](#)

### Student SelfService

Use this tool to consult and manage your personal student administration. You can:

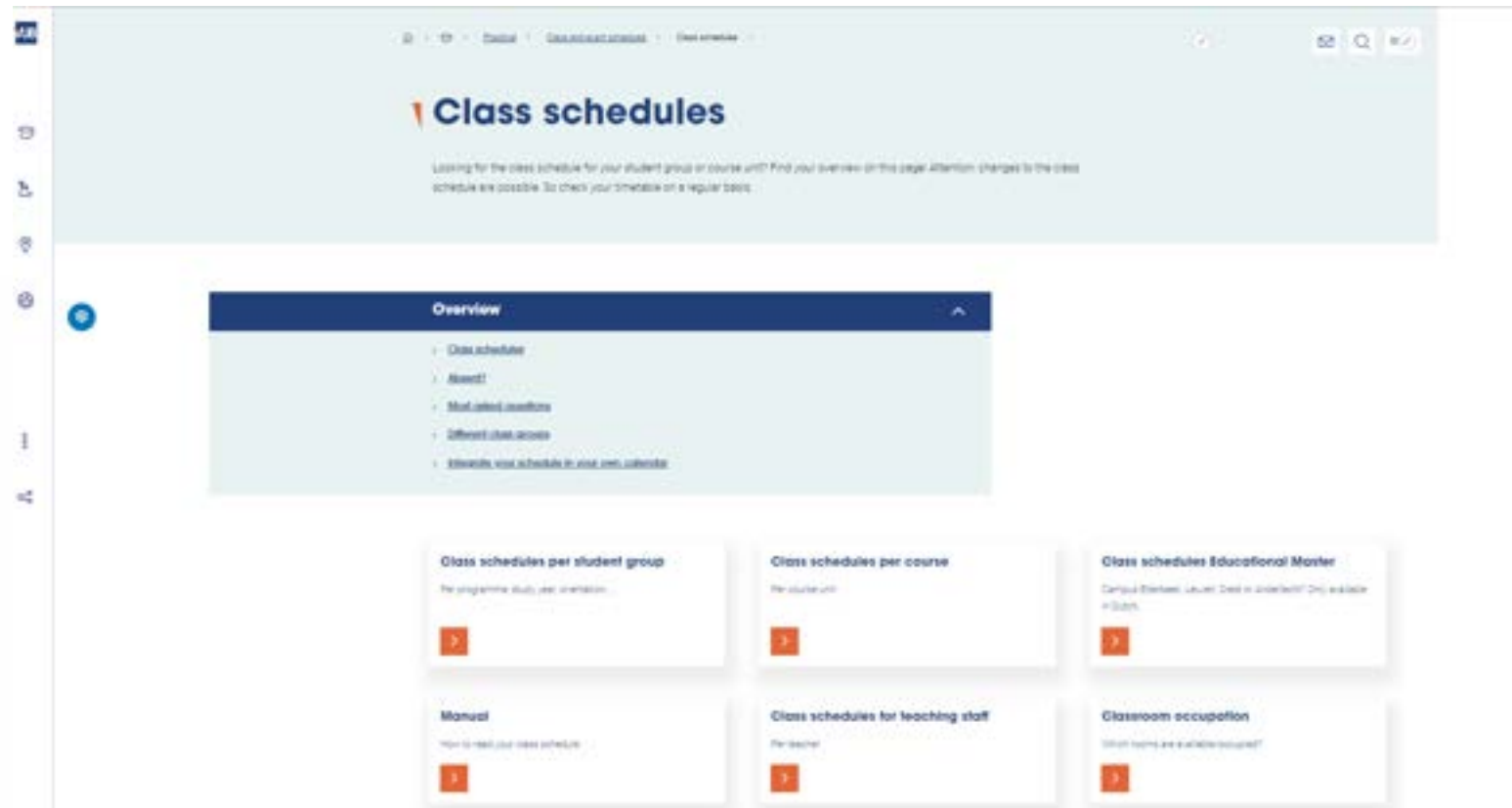
- manage your personal information
- check the status of your payments
- register for courses
- request for your programme
- apply for an additional programme
- view your grades and download an official transcript of records

[Student SelfService](#)

# COURSE INFO

FOR MORE INFO, CLICK [HERE](#)

- Check your **course schedule**
- Consult **course timetable** by course



# EXAMS

FOR MORE INFO, CLICK [HERE](#)

- Faculty or department secretary
- Oral & written exams
- Lab, papers, group work

❑ **Exam registration** on Canvas/Pointcarré  
(manuals available on some faculty webpages)

❑ Need help with studying? Contact the **Study Guidance Center**.



The screenshot shows the 'Exam schedules' page of the Vrije Universiteit Brussel (VUB). The page has a light blue header with the title 'Exam schedules' and a subtitle 'Looking for the exam schedule for the upcoming exam period? Scroll down for the schedules of the different faculties'. Below the header, there are three white boxes with orange arrows pointing right, labeled 'Exams', 'Deliberations', and 'Exam regulations'. The 'Exams' box contains the text 'Do you have to register for an exam? What if there is an overlap in my schedule? And can I get feedback after the exam period?'. The 'Deliberations' box contains the text 'How do deliberations work and in which case can my failed courses be tolerated?'. The 'Exam regulations' box contains the text 'Check the Teaching and Examination Regulations, as well as your faculty's editions'. Below these boxes, there is a section titled 'Announcement of exam schedules' with two bullet points: '1st exam session (January + June): at least 4 weeks before the start of the exam period' and '2nd exam session = resits (August + September): at least 2 weeks before the start of the exam period'. Below the bullet points, there is a section titled 'Check the exam periods in' with a link 'the academic calendar'. Below that, there is a section titled 'Questions or concerns?' with a link 'Contact your faculty'. On the right side of the page, there is a photograph of a person's hands holding a pen and pointing at a calendar on a desk.

## Exam schedules

Looking for the exam schedule for the upcoming exam period? Scroll down for the schedules of the different faculties

### Exams

Do you have to register for an exam? What if there is an overlap in my schedule? And can I get feedback after the exam period?

### Deliberations

How do deliberations work and in which case can my failed courses be tolerated?

### Exam regulations

Check the Teaching and Examination Regulations, as well as your faculty's editions.

## Announcement of exam schedules

- 1st exam session (January + June): at least 4 weeks before the start of the exam period
- 2nd exam session = resits (August + September): at least 2 weeks before the start of the exam period

Check the exam periods in  
[the academic calendar](#)

Questions or concerns?  
[Contact your faculty](#)

## Exam Schedules

[Check here your  
Timetable and Exam  
Schedule](#)

- ☐ Faculty or department secretary
- ☐ Oral & written exams
- ☐ Lab, papers, group work
  
- ☐ Start of classes (on campus) (13/02/2023)
- ☐ Bank holidays (9/04/2023, 10/04/2023, 01/05/2023, 18/05/2023, 29/05/2023)
- ☐ Start exams (Monday 03/06/2023 until 08/07/2023)



# TRANSCRIPT OF RECORDS

❑ Student: Consult grades directly in the Student SelfService

❑ OWSA: Uploads certified copy –for credit recognition-  
in Mobility-Online

→ Need a hard copy? Please mail to [exchange.incoming@vub.be](mailto:exchange.incoming@vub.be)

# EXCHANGE COORDINATORS



- ☐ Economics & Management/Business Studies
- ☐ Political Sciences
- ☐ Sociology
- ☐ Communication Studies
- ☐ BA Social Sciences

## **Coordinator Internationalisation:**

Mr. Jonas Loos

E: [faces@vub.be](mailto:faces@vub.be)

## EXCHANGE COORDINATORS



☐ Languages

Prof. Diana Castilleja, E: [Diana.Castilleja@vub.be](mailto:Diana.Castilleja@vub.be)

☐ Applied Linguistics

Mr. Geert Crauwels, E: [Geert.Crauwels@vub.ac.be](mailto:Geert.Crauwels@vub.ac.be)

☐ History

Prof. Benoit Henriët, E: [Benoit.Henriet@vub.be](mailto:Benoit.Henriet@vub.be)

☐ Art Sciences &  
Archaeology

Prof. Karin Nys, E: [Karin.Nys@vub.be](mailto:Karin.Nys@vub.be)

☐ Philosophy

Prof. Emiliano Acosta, E: [Emiliano.Acosta@vub.be](mailto:Emiliano.Acosta@vub.be)

**Coordinator Internationalisation:** [mobility.lw@vub.be](mailto:mobility.lw@vub.be)

## EXCHANGE COORDINATORS



GENEESKUNDE &  
FARMACIE

### ☐ Pharmacy

Prof. Debby Mangelings, E: [Debby.Mangelings@vub.be](mailto:Debby.Mangelings@vub.be)

### ☐ Biomedical Sciences

Prof. Ellen Goossens, E: [Ellen.Goossens@vub.be](mailto:Ellen.Goossens@vub.be)

### ☐ Health - Gerontology

Prof. Rose Njemini, E: [Rose.Njemini@vub.be](mailto:Rose.Njemini@vub.be)

### ☐ Manual Therapy

Prof. Aldo Scafoglieri, E: [Aldo.Scafoglieri@vub.be](mailto:Aldo.Scafoglieri@vub.be)



## EXCHANGE COORDINATORS



### ☐ Law

Prof. Tony Joris, E: [Tony.Joris@vub.be](mailto:Tony.Joris@vub.be)

Mr. Floris Fonteyn, E: [Floris.fonteyn@vub.be](mailto:Floris.fonteyn@vub.be)

### ☐ Criminology

Ms. Julie Caluwaerts, E: [Julie.Caluwaerts@vub.be](mailto:Julie.Caluwaerts@vub.be)

Mr. Lucas Melgaço, E: [Lucas.Melgaco@vub.be](mailto:Lucas.Melgaco@vub.be)

## EXCHANGE COORDINATORS



PSYCHOLOGIE &  
EDUCATIEWETENSCHAPPEN

### □ Psychology

Ms. Safâa Achnak, E: [Safaa.Achnak@vub.be](mailto:Safaa.Achnak@vub.be)

### □ Adult Educational Sciences

Mr. Bas Dikmans, E: [Bas.Dikmans@vub.be](mailto:Bas.Dikmans@vub.be)

### □ Educational Sciences

Prof. Chang Zhu, E: [Chang.Zhu@vub.be](mailto:Chang.Zhu@vub.be)

### **Coordinator Internationalisation:**

**Ms. Freya De Vroede, E: [pe.mobility@vub.be](mailto:pe.mobility@vub.be)**

# EXCHANGE COORDINATORS



□Biology

Prof. Marc Kochzius, E: [Marc.Kochzius@vub.be](mailto:Marc.Kochzius@vub.be)

□Bioengineering Sciences

Prof. Wim Vrancken, E: [Wim.Vrancken@vub.be](mailto:Wim.Vrancken@vub.be)

□Geography

Prof. Matthieu Kerveyn, E: [Matthieu.Kerveyn.De.Meerendre@vub.be](mailto:Matthieu.Kerveyn.De.Meerendre@vub.be)

□Mathematics

Prof. Uwe Einmahl, E: [ueinmahl@vub.be](mailto:ueinmahl@vub.be)

□Physics

Prof. Sophie De Buyl, E: [Sophie.de.Buyl@vub.be](mailto:Sophie.de.Buyl@vub.be)

□Urban studies

Prof. Bas Van Heur, E: [bas.van.heur@vub.be](mailto:bas.van.heur@vub.be)

□Urban design & Spatial Planning

Prof. Fabio Vanin, E: [Fabio.Vanin@vub.be](mailto:Fabio.Vanin@vub.be)

□Chemistry

Prof. Yue Gao, E: [yuegao@vub.be](mailto:yuegao@vub.be)

□Oceanography

Prof. Karolien Van Puyvelde, E: [Karolien.Van.Puyvelde@vub.be](mailto:Karolien.Van.Puyvelde@vub.be)

□Informatics

Prof. Beat Signer, E: [Beat.Signer@vub.be](mailto:Beat.Signer@vub.be)

**Coordinator Internationalisation:**

**Mrs. Marjan Maes, E: [Marjan.Maes@vub.be](mailto:Marjan.Maes@vub.be)**

# EXCHANGE COORDINATORS



☐ Architectural Engineering

Prof. Lars De Laet, E: [Lars.De.Laet@vub.be](mailto:Lars.De.Laet@vub.be)

☐ Electrical Engineering

Prof. Philippe Lataire, E: [plataire@vub.be](mailto:plataire@vub.be)

☐ Chemical Engineering

Prof. Iris De Graeve, E: [Iris.De.Graeve@vub.be](mailto:Iris.De.Graeve@vub.be)

☐ Civil Engineering

Prof. Lincy Pyl, E: [Lincy.Pyl@vub.be](mailto:Lincy.Pyl@vub.be)

☐ Electronics & Imaging

Prof. Adrian Munteanu, E: [Adrian.Munteanu@vub.be](mailto:Adrian.Munteanu@vub.be)

☐ Materials Science

Prof. Iris De Graeve, E: [Iris.De.Graeve@vub.be](mailto:Iris.De.Graeve@vub.be)

☐ Mechanical Engineering

Prof. Philippe Lataire, E: [plataire@vub.be](mailto:plataire@vub.be)

☐ Hydrology, Construction Eng.

Prof. Marijke Huysmans, E: [mhuysman@vub.be](mailto:mhuysman@vub.be)

☐ Industrial Engineering

Prof. Kris Steenhaut, E: [Kris.Steenhaut@vub.be](mailto:Kris.Steenhaut@vub.be)

☐ Biomedical Engineering

Prof. Jef Vandemeulebroucke, E: [jefvdmbe@etrovub.be](mailto:jefvdmbe@etrovub.be)

☐ Applied Computer Science

Prof. Kris Steenhaut, E: [Kris.Steenhaut@vub.be](mailto:Kris.Steenhaut@vub.be)

☐ Photonics

Prof. Heidi Ottevaere, E: [Heidi.Ottevaere@vub.be](mailto:Heidi.Ottevaere@vub.be)



# CERTIFICATES

- ❑ Declare your arrival date. We will enter it on Mobility Online so you can print a **Certificate of Arrival (CoA)**
- ❑ Having your own university's arrival certificate signed
  - ❑ Preferable, if electronic version is sufficient, send it to [exchange.incoming@vub.be](mailto:exchange.incoming@vub.be)
  - ❑ If hard copy is needed: come to IRMO on Monday.
  - ❑ Make sure as much information is already pre-filled!
- ❑ Having your own university's Learning Agreement signed
  - ❑ Only possible by sending it via e-mail to [exchange.incoming@vub.be](mailto:exchange.incoming@vub.be) (OWSA will sign)

# STUDENT CARD

- ❑ General hand-out after this session
- ❑ Collect your envelope containing your **student card** and **enrolment certificate**
- ❑ How to receive your student card, when not being able to attend the exchange info session?
- ❑ You can make an appointment to pick up the student card at a later time