WELCOME TO BRUSSELS. WELCOME TO VUB.

ORIENTATION DAYS a.y. 23/24

Exchange Students Info Session

21/09/2023
Exchange Team

- **International Relations office – IRMO**
  - Ms. Louise Debeer
  - Ms. Paola Mureddu
  - Ms. Lynn De Groote
  - Ms. Delphine Van Molle
  - Ms. Eugenia Marchetti

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

**Need to come to the office?**

- **Address:** Pleinlaan 5, 1050 Brussels
- **E:** exchange.incoming@vub.be
- **Between 5 September and 31 October from from 10h00-12h30 and from 13h30 – 16h00**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available for exchange questions in office</td>
<td>Available for exchange questions in office</td>
<td>Available via phone and e-mail</td>
<td>Available via phone and e-mail</td>
<td>Available via phone and e-mail</td>
</tr>
</tbody>
</table>

Exchange 2023-2024
Exchange Team

- Education & Student Administration Office – OWSA
  Ms. Gwen Van Der Smissen, Mr. Jeremy Herremans

- Administration for the Learning Agreements
- Transcript of Records
- Student Card: hand-out at the end of this session.
- Proof of Registration

- Pleinlaan 2, 1050 Brussels
E: exchange.incoming@vub.be
Contact person

OWSA
• Learning Agreement: Administration
• VUB documents & other administration

Faculty Secretary
• Course schedules
• Lecture rooms
• Exam schedules
• Registration of courses

Exchange Coordinator
• Learning Agreement: Content
• Information about the content of courses
Changes to Learning Agreement in Mobility Online

1. Inform your coordinator at your home university AND at VUB
2. Make the change in Mobility-online: **YES/ NO** + courses + **FINAL**
3. **Deadline: 15 October 2023**
   - 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

Exchange 2023-2024
Current status in Mobility Online

Studies

- Exchange Programme: destination KA13X Studies
- Exchange year: 2023-2024

- Country of the sending institution: Italy
- Sending institution: FAU Munich - University of Fribourg
- Country of the host university: Belgium
- Name of the host university: VUB
- Study field: Law

- For the mobility - Application and registration:
  - Online registration: done
  - Personal data completed: done

- Before mobility - Upload and print documents:
  - Passport photo uploaded: done
  - Valid ID card or passport uploaded: done
  - Health insurance uploaded: done
  - English language certificate uploaded: done
  - Motivation letter uploaded: done
  - Transcripts (VHE) before mobility uploaded: done
  - Other relevant documents uploaded: done
  - Learning agreement (SA) courses at receiving institution filed in: done
  - Learning agreement (SA) courses at sending institution filed in: done
  - Learning agreement before mobility approved by VUB exchange coordinator: done
  - Invitation letter printed: done
  - Learning agreement before mobility printed: done
  - Learning agreement signed by student and sending institution's academic exchange coordinator uploaded: done
  - Fully signed learning agreement before mobility checked and approved by CIESA: done

- During mobility - Tasks to be completed during the mobility:
  - Proof of date of arrival: done
  - Arrival in Brussels/Stay abroad started: done
    - Changes to the learning or internship agreement needed: not needed

- After mobility - Report your departure date and get your transcript:
  - Proof of date of departure: not done
  - Departure date reported to the International Relations office and registered: not done

Exchange 2023-2024
Current status in Mobility Online

- **Traineeships**

<table>
<thead>
<tr>
<th>Necessary steps</th>
<th>Done</th>
<th>Date on</th>
<th>Date by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before the mobility - Application and registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Registration</td>
<td>✓</td>
<td>06.05.2022</td>
<td></td>
<td>Complete address data</td>
</tr>
<tr>
<td>Personal data completed</td>
<td>✓</td>
<td>24.05.2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Before mobility - Upload documents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport photo uploaded</td>
<td>✓</td>
<td>10.06.2022</td>
<td></td>
<td>Upload passport photo for the application</td>
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<tr>
<td>Valid ID card or passport uploaded</td>
<td>✓</td>
<td>10.06.2022</td>
<td></td>
<td>Upload a copy of a valid ID card or passport</td>
</tr>
<tr>
<td>Signed traineeship agreement uploaded</td>
<td>✓</td>
<td>21.08.2022</td>
<td></td>
<td>Upload the signed traineeship agreement</td>
</tr>
<tr>
<td>Health insurance uploaded</td>
<td>✓</td>
<td>05.04.2023</td>
<td></td>
<td>Upload proof of health insurance</td>
</tr>
<tr>
<td><strong>Before the mobility - Screening by host university</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Application formally checked and approved by the VUB</td>
<td>✓</td>
<td>23.08.2022</td>
<td></td>
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</tr>
<tr>
<td><strong>During mobility - Tasks to be completed during the mobility</strong></td>
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<td></td>
</tr>
<tr>
<td>Proof of date of arrival</td>
<td>✓</td>
<td>30.08.2022</td>
<td></td>
<td>Upload a document confirming your arrival date in Belgium</td>
</tr>
<tr>
<td>Arrival in Brussels/Stay abroad started</td>
<td>✓</td>
<td></td>
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<tr>
<td>Change to the learning or traineeship agreement needed/not needed</td>
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<tr>
<td><strong>After mobility - Report your departure data</strong></td>
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<td></td>
<td></td>
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<td>Proof of date of departure</td>
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<td>Departure data reported to the International Relations office and registered</td>
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Exchange 2023-2024
Changes to Learning Agreement

- IRMO first enters your arrival date (after this session): 21/09/2023
  - 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: 05/09/2023
- Certificate of arrival is available: 05/09/2023
- Changes to the learning agreement needed/not needed: 

Deadline: 15 October 2023
Changes to Learning Agreement

- Indicated ‘Yes’?
  You will be able to edit courses again in the same pipeline used before for adding courses:

- Indicate changes are **final**
- Only possible **once**, so make sure the changes are final!
# Reasons for Changes

## Reasons for deleting a component

1. Previously selected educational component is not available at the Receiving Institution
2. Component is in a different language than previously specified in the course catalogue
3. Timetable conflict
4. Other (please specify)

## Reason for adding a component

5. Substituting a deleted component
6. Extending the mobility period
7. Other (please specify)
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
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](#)!
STARTING POINT

Opening new desk: STARTING POINT

Course registration

Group study

Exchange 2023-2024
E-tools and portals

Canvas

Canvas is the digital learning platform at VUB. This is the central online learning environment for teachers and students. You can communicate with your fellow students and teachers here.

Student SelfService

Student SelfService

Office 365

Office 365 is the username for your official VUB mail. You can use Office 365 online for all your emails, documents and much more. Students can obtain their personal mailbox address here.

WeAreVUB

WeAreVUB is the community for students. You can find all your information, services and online tools here. Everything is at your fingertips. Receive alerts and messages here.

VUB

VRIJE UNIVERSITEIT BRUSSEL

Exchange 2023-2024
Canvas: canvas.vub.be
LEARNING PLATFORM

- Your courses
- Automatically synchronised with Student Self Service
- Manually added courses ≠ registration
- Course material and slides
- Assignments submissions
- Announcements
- Calendar
- Inbox
Exchange to VUB for beginners

Welcome

Welcome to VUB! We are so happy you are finally here, and we can’t wait to show you our university.

Have a wonderful time

Modules and Timing

Course Summary:
E-tools and portals

We're tools needed for communication between VUB and its students. Below, some important tools are highlighted along with where to find them on this page.

We Are VUB

Canvas

Office 365

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
Student Self Service - Cali.vub.be
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
After enrolment, create VUB account

Via VUB Password Manager

Login and password

Activation of your official email address

Wifi = VUBnext

Email
ACCESS AND OFFICIAL COMMUNICATION

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 to merge your new and old account.
Course info
FOR MORE INFO, CLICK HERE

- Check your course schedule
- Consult the general schedules
- Compose your timetable yourself
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.
Semester Schedule

- Start of classes: 25/09/2023 (exception for Bruface students)
- Winter holidays (25/12/2023 until 07/01/2024)
- Start exams (Monday 08/01/2024 until 05/02/2024)
- End of your exchange: date of your last exam
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
Exchange Coordinators

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

Coordinator Internationalisation:

Mr. Jonas Loos  
E: mobility.es@vub.be
Exchange Coordinators

- Languages
  Prof. Diana Castilleja, E: Diana.Castilleja@vub.be
- Applied Linguistics
  Prof. Geert Crauwels, E: Geert.Crauwels@vub.ac.be
- History
  Prof. Benoît Henriet, E: Benoit.Henriet@vub.be
- Art Sciences & Archaeology
  Prof. Chirstophe Snoeck, E: Christophe.Snoeck@vub.be
- Philosophy
  Prof. Emiliano Acosta, E: Emiliano.Acosta@vub.be

Coordinator Internationalisation: Ms. Catharina Peersman, E: mobility.lw@vub.be
Exchange Coordinators

- Pharmacy
  Prof. Debby Mangelings, E: Debby.Mangelings@vub.be

- Biomedical Sciences
  Prof. Ellen Goossens, E: Ellen.Goossens@vub.be

- Health - Gerontology
  Prof. Rose Njemini, E: Rose.Njemini@vub.be
Exchange Coordinators

- Law
  Prof. Tony Joris, E: Tony.Joris@vub.be

- Criminology
  Ms. Jasmine De Backer, E: Jasmine.De.Backer@vub.be
  Mr. Lars Breuls, E: Lars.Breuls@vub.be
Exchange Coordinators

- Psychology
  Prof. Tim Vantilborgh, E: Tim.Vantilborgh@vub.be

- Adult Educational Sciences
  Mr. Bas Dikmans, E: Bas.Dikmans@vub.be

- Educational Sciences
  Prof. Chang Zhu, E: Chang.Zhu@vub.be

Coordinator Internationalisation: E: pe.mobility@vub.be
Exchange Coordinators

- Physical Education
- Physiotherapy

Mrs. Katrijn D’Herdt, E: Kdherdt@vub.be
Exchange Coordinators

- Biology
  - Prof. Marc Kochzius, E: Marc.Kochzius@vub.be

- Bioengineering Sciences
  - Prof. Stefan Magez, E: Stefan.Magez@vub.be

- Geography
  - Prof. Matthieu Kervyn, E: Matthieu.Kervyn.De.Meerendre@vub.be

- Mathematics
  - Prof. Uwe Einmahl, E: ueinmahl@vub.be

- Physics
  - Prof. Sophie De Buyl, E: Sophie.de.Buyl@vub.be

- Urban studies
  - Prof. Bas Van Heur, E: bas.van.heur@vub.be

- Urban design & Spatial Planning
  - Prof. Fabio Vanin, E: Fabio.Vanin@vub.be

- Chemistry
  - Prof. Yue Gao, E: yuegao@vub.be

- Oceanography
  - Prof. Karolien Van Puyvelde, E: Karolien.Van.Puyvelde@vub.be

- Informatics
  - Prof. Beat Signer, E: Beat.Signer@vub.be

Coordinator Internationalisation: Mrs. Marjan Maes, E: Marjan.Maes@vub.be
Exchange Coordinators

- Architectural Engineering: Prof. Lars De Laet, E: Lars.De.Laet@vub.be
- Electrical Engineering: Prof. Philippe Lataire, E: plataire@vub.be
- Chemical Engineering: Prof. Iris De Graeve, E: Iris.De.Graeve@vub.be
- Civil Engineering: Prof. Lincy Pyl, E: Lincy.Pyl@vub.be
- Electronics & Imaging: Prof. Adrian Munteanu, E: Adrian.Munteanu@vub.be
- Materials Science: Prof. Iris De Graeve, E: Iris.De.Graeve@vub.be
- Mechanical Engineering: Prof. Philippe Lataire, E: plataire@vub.be
- Hydrology, Construction Eng.: Prof. Marijke Huysmans, E: mhuysman@vub.be
- Industrial Engineering: Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be
- Biomedical Engineering: Prof. Jef Vandemeulebroucke, E: jefvdm@etrouvub.be
- Applied Computer Science: Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be
- Photonics: Prof. Heidi Ottevaere, E: Heidi.Ottevaere@vub.be

Coordinator Internationalisation: Ms. Pauline De Pelsmacker, E: ir.mobility@vub.be
Upcoming events

- Thursday 21/09: “Help! I’m confused, they only speak chocolate and waffle”
- Explore Brussels
  - Register online
- Office days (until end of October)
  - Monday & Tuesday
- Go Abroad café
  - Tuesday 29 November
Upcoming events

- Anything else? We’ll keep you posted via mail, Facebook & VUB student portal, ESN FB page...

Keep up to date!
Like our Facebook Page!
@VUBInternationalRelations
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
  - If hard copy is needed: come to IRMO on Monday or Thursday.
  - 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 (OWSA will sign)
Student Card

- General hand-out after this session

- Collect your enveloppe 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
Student Card Handover by OWSA

- Come to the front, row by row

- Please stand in line, based on your surname (last name, family name)
  - Table 1: A-C
  - Table 2: D-J
  - Table 3: K-Q
  - Table 4: R-Z