



ORIENTATION DAYS a.y. 23/24

WELCOME TO BRUSSELS. WELCOME TO VUB.



VRIJE
UNIVERSITEIT
BRUSSEL

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 10h00-12h30 and from 13h30 – 16h00

Monday	Tuesday	Wednesday	Thursday	Friday
Available for exchange questions in office	Available for exchange questions in office	Available via phone and e-mail	Available via phone and e-mail	Available via phone and e-mail

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

Deadline: 15 October 2023

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		Exchange Programme	Erasmus+ KA131 Studies	Country of the sending institution	Italy
First name(s)		Academic year	2022/2023	Sending institution	I PADOVA01 - University of Padova
Birthday (dd.mm.yyyy)		Period of stay abroad	Fall semester	Country of the host university	Belgium
Nationality	Italy	Actual start date		Name of the host university	B BRUSSEL01 - VRIJE UNIVERSITEIT BRUSSEL
Gender	Female	Actual end date		Study field	Law

Enable tool icon

	Done	Done on	Done by	Direct access via following link	
Before the mobility - Application and registration					
Online Registration	<input checked="" type="checkbox"/>	30.04.2022			14 / 21
Personal data completed	<input checked="" type="checkbox"/>	30.04.2022		Complete address data	2 / 2
Before mobility - Upload and print documents					
Passport photo uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload passport photo for the application	12 / 14
Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>	30.04.2022		Upload a copy 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 checked="" type="checkbox"/>			Upload letter of motivation	
Transcript of records (ToR) 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 filled in	<input checked="" type="checkbox"/>	12.05.2022			
Learning agreement (LA) courses at SENDING institution filled in	<input checked="" type="checkbox"/>	12.05.2022			
Learning agreement (before mobility) approved by the VUB 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 OWSA	<input checked="" type="checkbox"/>	21.06.2022			
During mobility - Tasks to be completed during the mobility					
<input type="checkbox"/> Proof of date of arrival	<input type="checkbox"/>			Upload a document confirming your arrival date in Belgium	0 / 3
Arrival in Brussels/Stay abroad started	<input type="checkbox"/>				
• Arrival date :					
Changes to the learning or traineeship agreement needed/not needed	<input type="checkbox"/>				
After mobility - Report your departure date and get your transcript					
Proof of date of departure	<input type="checkbox"/>				0 / 2
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
☐ Before the mobility - Application and registration					2 / 2
Online Registration	✓	08.05.2022			
Personal data completed	✓	24.05.2022		Complete address data	
☐ Before mobility - Upload documents					4 / 4
Passport photo uploaded	✓	10.06.2022		Upload passport photo for the application	
Valid ID-card or passport uploaded	✓	10.06.2022		Upload a copy of a valid ID-card or passport	
Signed traineeship agreement uploaded	✓	21.08.2022		Upload the signed traineeship agreement	
Health insurance uploaded	✓	10.06.2022		Upload proof of health insurance	?
☐ Before the mobility - Screening by host university					1 / 1
Application formally checked and approved by the VUB	✓	23.08.2022			
☐ During mobility - Tasks to be completed during the mobility					1 / 3
Proof of date of arrival	✓	30.08.2022		Upload a document confirming your arrival date in Belgium	
▶ Arrival in Brussels/Stay abroad started	☐				
• Arrival date :					
Changes to the learning or traineeship agreement needed/not needed	☐				
☐ After mobility - Report your departure date					0 / 2
Proof of date of departure	☐				
Departure date reported to the International Relations office and registered	☐				
• Departure date :					

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					2 / 3
	Student has arrived in Brussels/Stay abroad started	<input checked="" type="checkbox"/>	05.09.2018		
	Certificate of arrival is available	<input checked="" type="checkbox"/>	05.09.2018		Print Certificate of Arrival
<input type="checkbox"/>	Changes to the learning agreement needed/not needed	<input type="checkbox"/>			Click here to let us know whether changes to the learning agreement are required or not



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: 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:

Learning agreement (LA) courses at RECEIVING institution filled in	<input checked="" type="checkbox"/>	24.05.2018	Edit courses at the RECEIVING institution
Learning agreement (LA) courses at SENDING institution filled in	<input checked="" type="checkbox"/>	30.05.2018	Edit courses at the SENDING institution
Learning agreement before mobility is complete	<input type="checkbox"/>		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>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available



VRIJE
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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?



Brulose

Specifically for Brussels students



Hardware & Software



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!

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

Canvas

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[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](#)

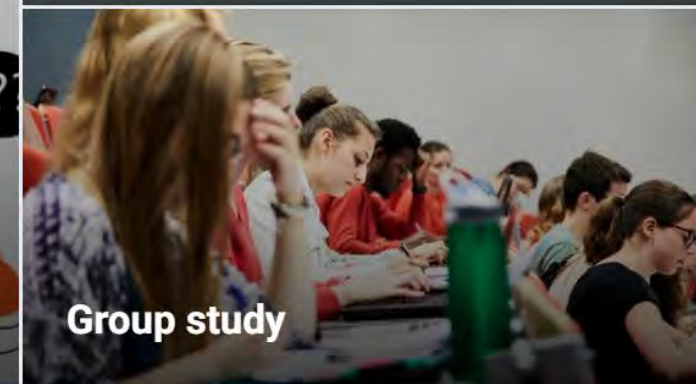


STARTING POINT

Opening new desk: **STARTING POINT**



Course registration



Group study

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[Student SelfService](#)

Canvas : canvas.vub.be


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







Account




Dashboard




Courses




Calendar




Inbox




History



Commons



Help

 1920 > Syllabus

Home

Announcements


Modules


Files


People


Panopto


Discussions


Assignments 


Grades 


Pages 

Syllabus 

Outcomes 

Quizzes 

BigBlueButton 


Collaborations 

Rubrics

Item Banks

Settings

Exchange to VUB for beginners

[Jump to Today](#)  Edit

Exchange to VUB for beginners

Introduction

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

[Introduction](#) - [Module 1](#) - [Module 2](#) - [Module 3](#) - [Module 4](#) - [Module 5](#) - [Module 6](#) - [Module 7](#) - [Module 8](#) - [Module 9](#) - [Module 10](#)

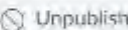
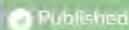
Course Summary:


Date


Details


63 Student View  Immersive Reader 


Course Status


 Unpublish  Published


 Import Existing Content


 Import from Commons

 Choose Home Page

 View Course Stream

 New Announcement

 View Course Analytics

 View Course Notifications

< September 2022 >

28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Assignments are weighted by group:

Due

E-tools and portals

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ICT Helpdesk

Need help?



Brulace

Specifically for Brulace students



Hardware & Software



Class schedule



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[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*



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[Student SelfService](#)

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**



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 to merge your new and old account.

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[Office 365](#)

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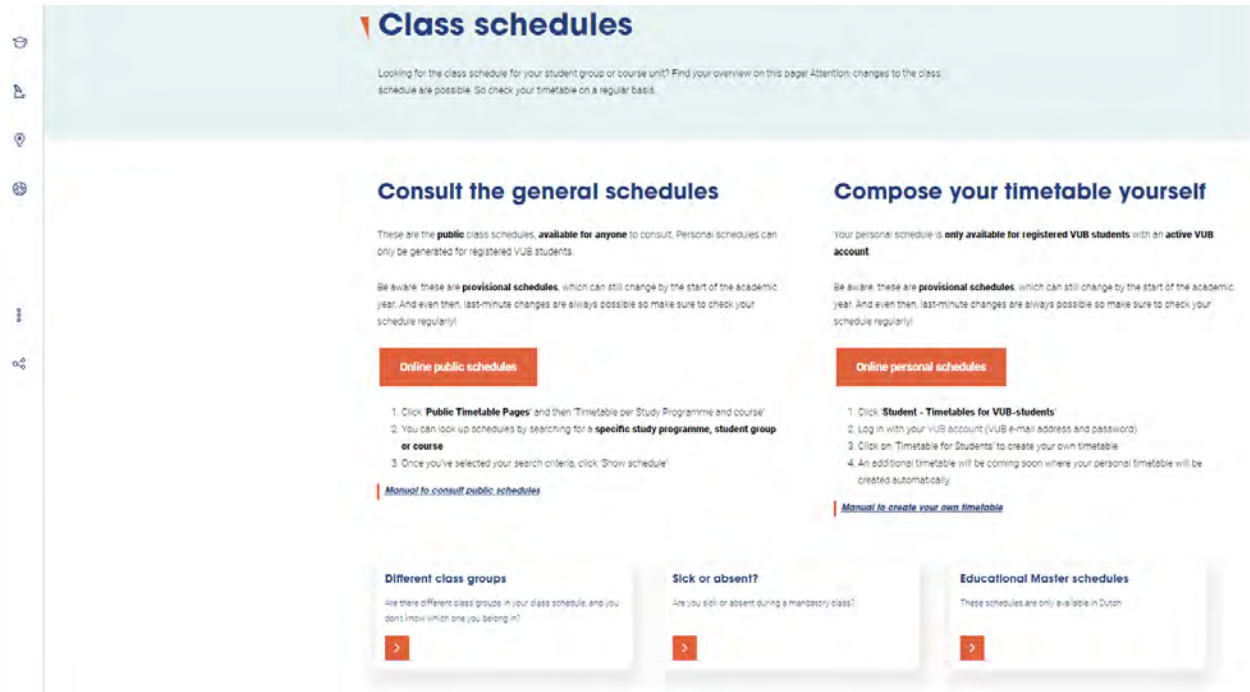
- manage your personal information
- check the status of your payments
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[Student SelfService](#)

Course info

FOR MORE INFO, CLICK [HERE](#)

- ☐ Check your **course schedule**
- ☐ Consult **the general schedules**
- ☐ Compose **your timetable** yourself



The screenshot shows the 'Class schedules' page of the VUB website. The page has a light blue header with the title 'Class schedules' and a sub-header 'Looking for the class schedule for your student group or course unit? Find your overview on this page! Attention: changes to the class schedule are possible. So check your timetable on a regular basis.' Below the header, there are two main sections: 'Consult the general schedules' and 'Compose your timetable yourself'. The 'Consult the general schedules' section includes a link to 'Online public schedules' and a list of steps to find a schedule. The 'Compose your timetable yourself' section includes a link to 'Online personal schedules' and a list of steps to create a personal timetable. At the bottom, there are three smaller sections: 'Different class groups', 'Sick or absent?', and 'Educational Master schedules', each with a red arrow button.

Class schedules

Looking for the class schedule for your student group or course unit? Find your overview on this page! Attention: changes to the class schedule are possible. So check your timetable on a regular basis.

Consult the general schedules

These are the **public** class schedules, **available for anyone** to consult. Personal schedules can only be generated for registered VUB students.

Be aware: these are **provisional schedules**, which can still change by the start of the academic year. And even then, last-minute changes are always possible so make sure to check your schedule regularly!

[Online public schedules](#)

1. Click 'Public Timetable Pages' and then 'Timetable per Study Programme and course'
2. You can look up schedules by searching for a **specific study programme, student group or course**
3. Once you've selected your search criteria, click 'Show schedule'

[Manual to consult public schedules](#)

Compose your timetable yourself

Your personal schedule is **only available for registered VUB students** with an **active VUB account**.

Be aware: these are **provisional schedules**, which can still change by the start of the academic year. And even then, last-minute changes are always possible so make sure to check your schedule regularly!

[Online personal schedules](#)

1. Click 'Student - Timetables for VUB-students'
2. Log in with your VUB account (VUB e-mail address and password)
3. Click on 'Timetable for Students' to create your own timetable
4. An additional timetable will be coming soon where your personal timetable will be created automatically.

[Manual to create your own timetable](#)

Different class groups

Are there different class groups in your class schedule and you don't know which one you belong in?

[>](#)

Sick or absent?

Are you sick or absent during a mandatory class?

[>](#)

Educational Master schedules

These schedules are only available in Dutch

[>](#)

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**.

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's 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 additions.



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](#)



Semester Schedule



- ❑ Start of classes: 25/09/2023 (exception for *Bruface* students)
- ❑ Bank holidays (01/11/2023, 02/11/2023, 11/11/2023, 20/11/2023, 25/12/2023)
- ❑ 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
- ☐ Applied Linguistics
- ☐ History
- ☐ Art Sciences & Archaeology
- ☐ Philosophy

Prof. Diana Castilleja, E: Diana.Castilleja@vub.be

Prof. Geert Crauwels, E: Geert.Crauwels@vub.ac.be

Prof. Benoît Henriët, E: Benoit.Henriet@vub.be

Prof. Chirstophe Snoeck, E: Christophe.Snoeck@vub.be

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
- ☐ Bioengineering Sciences
- ☐ Geography

- ☐ Mathematics
- ☐ Physics
- ☐ Urban studies
- ☐ Urban design & Spatial Planning
- ☐ Chemistry
- ☐ Oceanography

- ☐ Informatics

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

Prof. Stefan Magez, E: Stefan.Magez@vub.be

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

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

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

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

Prof. Fabio Vanin, E: Fabio.Vanin@vub.be

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

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

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Exchange Coordinators



- ☐ Architectural Engineering
- ☐ Electrical Engineering
- ☐ Chemical Engineering
- ☐ Civil Engineering
- ☐ Electronics & Imaging
- ☐ Materials Science
- ☐ Mechanical Engineering
- ☐ Hydrology, Construction Eng.
- ☐ Industrial Engineering
- ☐ Biomedical Engineering
- ☐ Applied Computer Science
- ☐ Photonics

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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...



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 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

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