




EXCHANGE STUDENT INFO-SESSION



VRIJE
UNIVERSITEIT
BRUSSEL

A thick orange line forming a stylized 'Z' or zigzag shape, starting from the top left and ending near the bottom left.

Can I have the PowerPoint?

- 
- A hand-drawn orange spiral line that starts from the bottom left and winds upwards and to the right, ending in a solid orange arrowhead pointing towards the top right.
- Sent via email
 - Uploaded on our [website](#)

EXCHANGE TEAM



▼ LOUISE



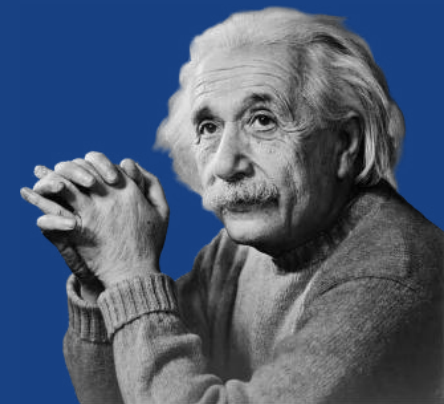
▼ PAOLA



▼ MARIA GIULIA

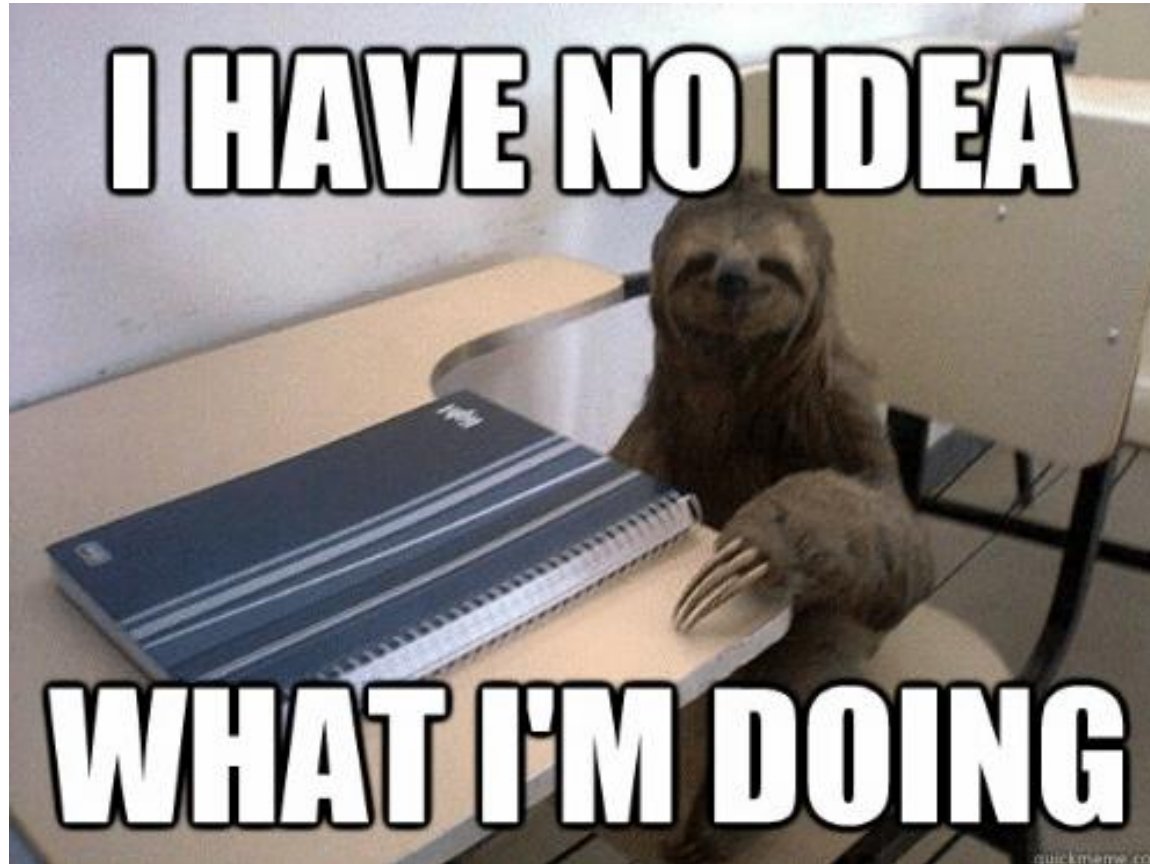
“If you measure an LA by its ability of changing itself, it will live its whole life believing that it is stupid.”

Albert Einstein



#YesTheyReallySaidIt

CURRENT STATE



*I think therefore I first
check on the website.*

René Descartes



GUIDELINES OF THE SESSION

- ▼ You will have time to ask your questions during the presentation at the dedicated times
- ▼ Individual questions should be addressed to us via e-mail: exchange.incoming@vub.be
- ▼ You can reach us by phone: +32 476 63 08 78 during the workday
- ▼ Not possible to physically visit us



Exchange roadmap



Make sure all the steps in the section “Before Mobility” in Mobility Online are complete



Make sure your Belgian paperwork is in order

☐ Insurance (mandatory for non-EU)

☐ Registering at the town hall (mandatory for everyone)



Attend the Orientation Day



Communicate your arrival to the Exchange Team



Join the
WhatsApp
Community



EXCHANGE TEAM

International Relations office – IRMO



exchange.incoming@vub.be



+32 476 63 08 78 (for calls only)

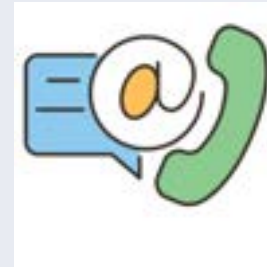
Ms. Louise Debeer
Ms. Paola Mureddu
Ms. Maria Giulia Modena



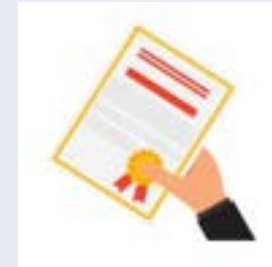
Policy &
organisation



General
assistance
to students



Contact with
home
university



Certificates
(Arrival &
Departure,
etc.)

EXCHANGE TEAM

Ms. Robin Van Der Smissen
Mr. Jeremy Herremans

❑ Education & Student Administration Office – OWSA



exchange.incoming@vub.be



+32 476 63 08 78 (for calls only)



Admin for the
Learning
Agreements



Transcript
of Records



Student Card
with
enrollment
certificate

Only today:
Hand-out at the end
of this session

Any other day: **Pick
ups of student cards
and certificates [here](#).**



Contact person VUB

Your home university

- Your scholarship
- Starting changes in your DLA/OLA (only)

exchange.incoming@vub.be

Check your faculty contacts

Exchange Team

- Certificates (Arrival & Departure, etc.)
- General administrative assistance
- Contact with home university

Student administration

- Transcript of records
- Signing physical LAs
- Student card

Faculty Secretariat

- Course schedules
- Lecture rooms
- Exam schedules

Faculty Exchange Coordinator

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

CERTIFICATE ARRIVAL/DEPARTURE

Arrival:

- ▼ Earliest date possible: beginning of the academic year 15 September 2025
- ▼ Standard date for students present today 18 September 2025

Departure:

- ▼ Latest date possible = date of last exam of first session
- ▼ Proof to be uploaded in Mobility Online



HOW TO OBTAIN YOUR CERTIFICATE?

Easy Steps

01



Upload your proof of arrival in Mobility Online

Ticket of travel, rental contract, etc.
Something that proves you have arrived

02



Wait for the Exchange Team to validate the date

This can take a few weeks

03



Download your certificate from Mobility Online

Develop valuable resources that attract and engage potential customers

An orange graphic element consisting of a vertical line with a horizontal segment at the top and a diagonal segment at the bottom, resembling a stylized 'L' or a bracket.

**HOME
UNIVERSITY
TEMPLATES
WILL NOT BE
SIGNED**



CHANGES TO LEARNING AGREEMENT

1

- Inform your coordinator at your home university **AND** at VUB

2

- Make the changes (depending on your case, see later)

Deadline: 8 October 2025

3

- VUB exchange coordinator to approve online (after deadline)

4

- Carry out the remaining administration of your flow till completion

5

- Your courses are registered for you

Changes for all

You are not obliged to make changes if your pre-departure LA is ok



Timeline for changes

- ▼ IRMO confirms your arrival date
- ▼ Download your Certificate of Arrival in Mobility Online
- ▼ You can make changes to your Learning Agreement (only once!)





REMINDER

- ▼ You don't need to register your courses.
- ▼ Your courses are registered for you by the faculty based on your Learning Agreement.
- ▼ Make sure your Learning Agreement is up to date.

Question
time!



Let's talk about **changes**

▼ Erasmus students **with** a digital/online learning agreement

▼ Erasmus students **without** a digital/online learning agreement

▼ Non-EEA exchange students & KA171 students

▼ Erasmus Belgica students



Erasmus+ Learning Agreement
Student Mobility for Studies
Mobility between Erasmus+ countries (EU
Member States and third countries associated to
the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about [Erasmus Without Paper](#).]

General information

[Applicable for all learning agreement types]

Student	Last name(s)	First name(s)	Date of birth	Nationality	Gender
	European Student Identifier (ESI) <small>[Unique electronic identifier for mobile students]</small>		Level of education <small>(EQF level)</small>	Field of education <small>(ISCED code)</small>	<Field of education <small>(clarification)</small> >
Sending Institution	Name	Faculty/Department	Erasmus code	Country	Administrative contact person name; email
Receiving Institution	Name	<Faculty/Department>	Erasmus code	Country	Administrative contact person name; email
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>					

Learning agreement type and mobility duration

Learning agreement for studies type (select one) <ul style="list-style-type: none"> Long-term mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> Short-term mobility with a mandatory virtual component <input type="checkbox"/> Short-term doctoral mobility <input type="checkbox"/> / Virtual component (only if applicable) <input type="checkbox"/> 	Estimated duration (to be confirmed by the Receiving Institution) Planned period of the physical mobility: <ul style="list-style-type: none"> Academic year [year/year] from [<day>/month/year] to [<day>/month/year]
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.

What is a DLA/OLA and is it *contagious*?

- ▼ All Erasmus students have an Erasmus+ LA
- ▼ Not all send it to us using the digital/online learning agreement
- ▼ How to understand what you are using to send us your LA?

CURRENT STATUS IN MOBILITY ONLINE

ERASMUS+ STUDIES
with DLA/OLA

Applicant details

Last name
First name(s)
Birthday (dd.mm.yyyy)
Nationality
Gender

Exchange Programme: Erasmus+ KA131 Studies
Academic year: 2024/2025
Country of the sending institution:
Sending institution:

Period of study:
Actual start:
Actual end:

Necessary steps

	Done
Before the mobility - Application and registration	
Online Registration	<input checked="" type="checkbox"/>
Personal data completed	<input checked="" type="checkbox"/>
Before mobility - Upload and print documents	
Passport-size photo uploaded	<input checked="" type="checkbox"/>
Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>
Health insurance uploaded	<input checked="" type="checkbox"/>
English language certificate uploaded	<input checked="" type="checkbox"/>
Transcript of records (ToR) before mobility uploaded	<input checked="" type="checkbox"/>
Other relevant documents uploaded	<input type="checkbox"/>
Information about Learning Agreement provided	<input checked="" type="checkbox"/>
Application documents checked by VUB Student Administration	<input checked="" type="checkbox"/>
Digital Learning Agreement (EWLP) accepted	<input checked="" type="checkbox"/>
Letter of admission printed	<input checked="" type="checkbox"/>
Registered with student number	<input checked="" type="checkbox"/>
Student number: 0634825	
During mobility - Tasks to be completed during the mobility	
Proof of date of arrival	<input type="checkbox"/>
Arrival in Brussels/Stay abroad started	<input type="checkbox"/>
Arrival date:	
After mobility - Report your departure date and get your transcript	
Proof of date of departure	<input type="checkbox"/>
Departure date reported to the International Relations office and registered	<input type="checkbox"/>
Departure date:	

Before mobility - Upload and print documents

Passport-size photo uploaded

Valid ID-card or passport uploaded

Health insurance uploaded

English language certificate uploaded

Transcript of records (ToR) before mobility uploaded

Other relevant documents uploaded

Information about Learning Agreement provided

Application documents checked by VUB Student Administration

Digital Learning Agreement (EWLP) accepted

Your university is using a DLA/OLA

Erasmus+ changes

with DLA/OLA

- ▼ Changes always start at your home university: ask your home university to make changes.
- ▼ VUB needs to receive the changes by 8 October
→ Your University needs to send the DLA/OLA to us by 8 October
- ▼ After the deadline the exchange coordinator will review them
- ▼ If approved, your courses will be registered by the faculty

CURRENT STATUS IN MOBILITY ONLINE

ERASMUS+ STUDIES
without DLA/OLA

Applicant details	
Last name	Exchange Programme: Erasmus+ KA131 Studies
First name(s)	Academic year: 2024/2025
Birthday (dd.mm.yyyy)	Period of stay abroad: Spring semester
Nationality	Actual start date
Gender	Actual end date
	Country of the sending institution
	Sending institution
	Country of the host university: Belgium
	Name of the host university: Vrije Universiteit Brussel
	Study field

Necessary steps	
Before the mobility - Application and registration	
Online Registration	
Personal data completed	
Before mobility - Upload and print documents	
Passport-size photo uploaded	
Valid ID-card or passport uploaded	
Health insurance uploaded	
English language certificate uploaded	
Transcript of records (ToR) before mobility uploaded	
Other relevant documents uploaded	
Information about Learning Agreement provided	
Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded	
Application documents checked by VUB Student Administration	
Learning agreement (before mobility) approved by the VUB exchange coordinator	
Download the fully signed learning agreement	
Letter of admission printed	
Registered with student number	
During mobility - Tasks to be completed during the mobility	
Proof of date of arrival	
Arrival in Brussels/Stay abroad started	
• Arrival date :	
Changes to the learning or traineeship agreement needed/not needed	
After mobility - Report your departure date and get your transcript	
Proof of date of departure	
Departure date reported to the International Relations office and registered	
• Departure date :	

Before mobility - Upload and print documents

Passport-size photo uploaded

Valid ID-card or passport uploaded

Health insurance uploaded

English language certificate uploaded

Transcript of records (ToR) before mobility uploaded

Other relevant documents uploaded

Information about Learning Agreement provided

Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded

Your university is **not** using a DLA/OLA, you **uploaded** a file

Erasmus+ changes without DLA/OLA

Changes always start in the VUB Mobility Online

During mobility - Tasks to be completed during the mobility

Arrival in Brussels/Stay abroad started

- Arrival date : 17.09.2024

Certificate of arrival is available [Print Certificate of Arrival](#)

☐ Changes to the learning or traineeship agreement needed/not needed [Click here to let us know whether changes to the learning or traineeship agreement are required or not](#)

Thank you for indicating changes to your Learning Agreement are needed.

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

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

During mobility - Tasks to be completed during the mobility

Arrival in Brussels/Stay abroad started	<input checked="" type="checkbox"/>
Arrival date : 17.09.2024	
Certificate of arrival is available	<input type="checkbox"/> Print Certificate of Arrival
Changes to the learning or traineeship agreement needed/not needed	<input checked="" type="checkbox"/> Click here to let us know whether changes to the learning or traineeship agreement are required or not
<input type="checkbox"/> Learning agreement Changes signed by the student and the sending institution's academic exchange coordinator uploaded	<input type="checkbox"/> Upload Learning Agreement Changes signed by yourself and your home institution
Changes to the learning agreement approved by the exchange coordinator	<input type="checkbox"/>
Signed Learning Agreement changes uploaded	<input type="checkbox"/>

Only possible after
declaration of arrival

Please use the same
document signed
before departure and
upload by **8 October**

Wait for VUB's approval

CURRENT STATUS IN MOBILITY ONLINE

STUDIES:
OTHER STUDY EXCHANGES
EBELGICA
KA171

Query application work flow				
Applicant details				
Last name				
First name(s)				
Birthday (dd.mm.yyyy)				
Country of the sending institution	China			
Sending institution	CN MWU - Northwest University			
Study field				
Country of the host university	Belgium			
Name of the host university	B BRUSSELS - Vrije Universiteit Brussel			
Start date	16-09-2024			
End date	01-02-2025			
Recovery steps	Done	Done on	Done by	Direct access via following link
Before the mobility - Application and registration				
Online Registration	<input checked="" type="checkbox"/>	23.05.2024		
Personal data completed	<input checked="" type="checkbox"/>	23.05.2024		Generate address data
Before mobility - Upload and print documents				
Passport-size photo uploaded	<input checked="" type="checkbox"/>	23.05.2024		Upload passport size photo for the application
Valid ID-card or passport uploaded	<input checked="" type="checkbox"/>	23.05.2024		Upload a copy of a valid ID-card or passport
English language certificate uploaded	<input checked="" type="checkbox"/>	23.05.2024		Upload English language certificate
Motivation letter	<input checked="" type="checkbox"/>	23.05.2024		Upload letter of motivation
Transcript of records (ToR) before mobility uploaded	<input checked="" type="checkbox"/>	24.05.2024		Upload transcript of records before mobility
Other relevant documents uploaded	<input checked="" type="checkbox"/>	28.05.2024		Upload other relevant documents
Learning agreement (LA) courses at RECEIVING institution filed in	<input checked="" type="checkbox"/>	28.05.2024		
Learning agreement (LA) courses at SENDING institution filed in	<input checked="" type="checkbox"/>	29.05.2024		
Learning agreement (before mobility) approved by the VUB exchange coordinator	<input checked="" type="checkbox"/>	04.06.2024		
Learning agreement before mobility printed	<input checked="" type="checkbox"/>	06.06.2024		Print learning agreement
Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded	<input checked="" type="checkbox"/>	11.06.2024		Upload learning agreement signed by yourself and your home institution
Fully signed learning agreement before mobility checked and approved by CVSA	<input checked="" type="checkbox"/>	11.06.2024		
Before the mobility - Visa related procedures				
Letter of admission printed	<input checked="" type="checkbox"/>	08.07.2024		Print letter of admission
During mobility - Tasks to be completed during the mobility				
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 :	<input type="checkbox"/>			
Changes to the learning or internship 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"/>			
Departure date reported to the International Relations office and registered	<input type="checkbox"/>			
+ Departure date :	<input type="checkbox"/>			

ERASMUS+
TRAINEESHIPS



Changes to Learning Agreement

STUDIES:
OTHER STUDY EXCHANGES
EBELGICA
KA171

ERASMUS+ TRAINEESHIP

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	
 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	

!Important to indicate it also if you do not need changes

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: 8 October 2025

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 CHANGE

<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 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)	5. Substituting a deleted component 6. Extending the mobility period 7. Other (please specify)

WELCOME TO OUR ONLINE WORLD

**DO IT YOURSELF, BUT HELP IS
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 starting point!

E-tools and portals

The VUB website has a lot of 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

Go to help

Webinars

Register for VUB webinars

Hardware & Software



Class schedule



Log in using your VUB account



WeAreVUB

WeAreVUB is the place to be for students. You'll find VUB news and more updates that are customized to your preferences. Download the app, download it on your phone!

[Website](#) [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 email. You can also use Office software (Word, Excel, PowerPoint, OneDrive and Skype for Business). As 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 removed.

[Office 365](#)

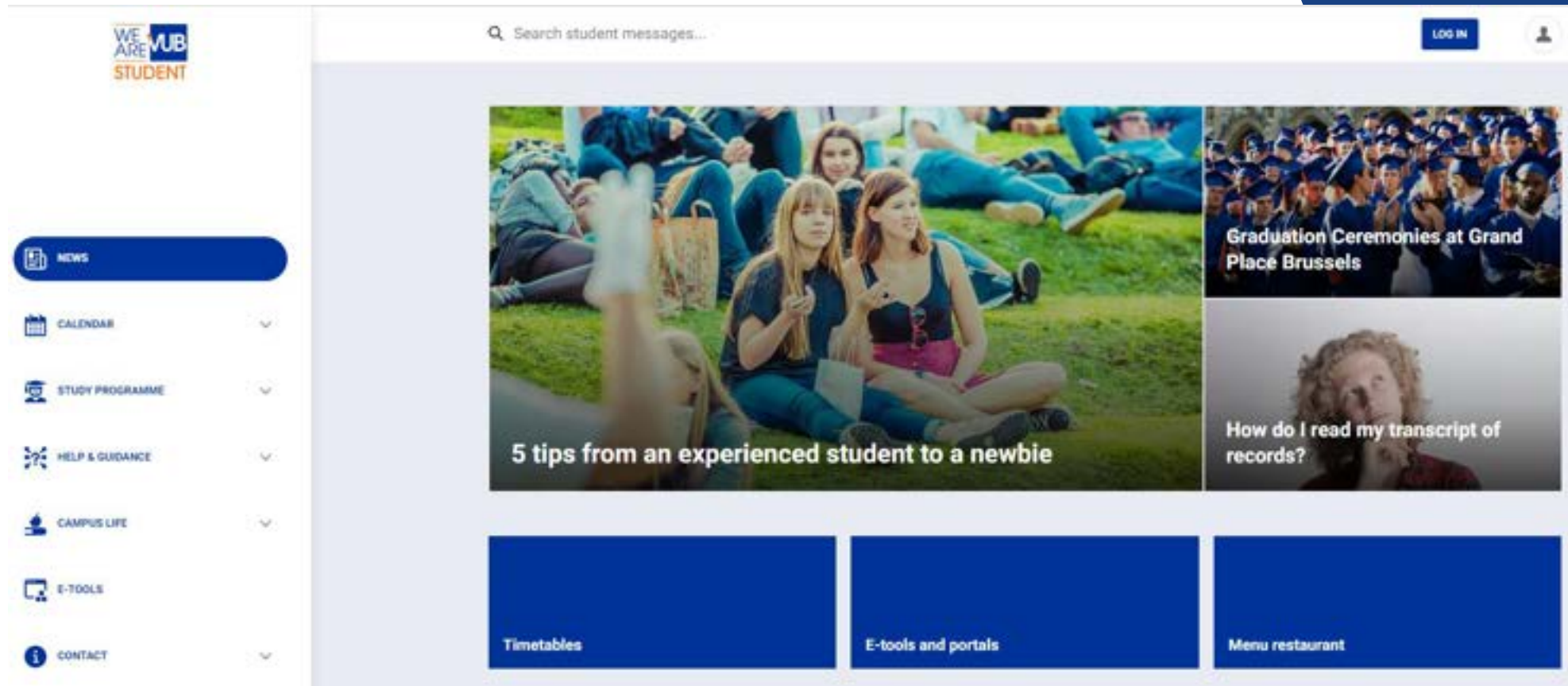
Student SelfService

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
- apply for your programme
- apply for an exchange programme
- view your grades and download an official transcript of records

[Student SelfService](#)

WeAreVUB STUDENT PORTAL





REMINDER

- ▼ You don't need to register your courses.
- ▼ Your courses are registered for you by the faculty based on your Learning Agreement.
- ▼ Make sure your Learning Agreement is up to date.

Question
time!



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[Student SelfService](#)



CANVAS

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

CANVAS

The screenshot shows the Canvas LMS interface for a course titled "Exchange to VUB for beginners". The interface is divided into several sections:

- Header:** Includes the VUB logo, a menu icon, the course ID "1920", and the course title "Syllabus". On the right, there are buttons for "Student View", "Immersive Reader", and a "Jump to Today" button.
- Left Sidebar:** Contains navigation links for Home, Announcements, Modules, Files, People, Panopto, Discussions, Assignments, Grades, Pages, Syllabus (highlighted), Outcomes, Quizzes, BigBlueButton, Collaborations, Rubrics, Item Banks, and Settings.
- Main Content Area:**
 - Course Title:** "Exchange to VUB for beginners" (repeated in a large blue banner).
 - Welcome Section:** Includes a "Welcome" message: "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:** A section titled "Modules and Timing" with a link to "Introduction" and a list of modules: "Introduction - Module 1 - Module 2 - Module 3 - Module 4 - Module 5 - Module 6 - Module 7 - Module 8 - Module 9 - Module 10".
 - Course Summary:** A section titled "Course Summary:" with a table showing "Date", "Details", and "Due".
- Right Sidebar:**
 - Course Status:** Shows "Unpublish" and "Published" buttons.
 - Actions:** Includes buttons for "Import Existing Content", "Import from Commons", "Choose Home Page", "View Course Stream", "New Announcement", "View Course Analytics", and "View Course Notifications".
 - Calendar:** A calendar for September 2022, with the 21st highlighted.
 - Assignments:** A section titled "Assignments are weighted by group:".

CHANGING THE LANGUAGE

1. Click “Profiel”(=Account), “Instellingen”(=Settings)
2. Click “Instellingen bewerken” (=Edit Settings)
3. Select “English” in the “Taal” drop-down menu
4. Select the orange button with “Instellingen
bijwerken”

*If you can dream it, you
can check with your
exchange coordinator if
you can do it.*

Walt Disney



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[Office 365](#)

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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)

☐ **Login: VUB email address**

☐ **Manage Personal Data**

☐ **Name used on official documents**

☐ **How you will be contacted by the university**

☐ **Consult exam results**



VUB E-MAIL ADDRESS

- ☐ 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

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.

REMINDER

Question
time!



- ▼ You don't need to register your courses.
- ▼ Your courses are registered for you by the faculty based on your Learning Agreement.
- ▼ Make sure your Learning Agreement is up to date.

E-tools and portals

The VUB offers 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

Learn to go!



Webinars

Register for VUB webinars



Hardware & Software



Class schedule



Log in using your VUB account



WeAreVUB

Virtual VUB is the place to be for students. You'll find VUB events and more updates that are customized related to your preferences. Download the app, download a simple website!

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

Canvas

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

[Canvas](#)

Office 365

Office 365 gives you access to your official VUB email. You can also use Office software (Word, Excel, PowerPoint, OneDrive and Skype for Business). As 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 removed.

[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
- apply for your programme
- apply for an exchange programme
- view your grades and download an official transcript of records

[Student SelfService](#)

COURSE INFORMATION

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

The screenshot shows the 'Class schedules' page on the VUB website. The page has a light blue header with the title 'Class schedules' and a sub-header explaining that users can find their course schedule or overview on this page, with a note that changes to the class schedule are possible and users should check their timetable on a regular basis. The main content area is divided into two columns. The left column is titled 'Consult the general schedules' and contains a paragraph explaining that public class schedules are available for anyone to consult, while personal schedules are only for registered VUB students. It also mentions that schedules are provisional and can change. Below this is an orange button labeled 'Online public schedules' and a list of three steps: 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'. At the bottom of this column is a link 'Manual to consult public schedules'. The right column is titled 'Compose your timetable yourself' and contains a paragraph stating that personal schedules are only available for registered VUB students with an active VUB account. It also mentions that schedules are provisional and can change. Below this is an orange button labeled 'Online personal schedules' and a list of four steps: 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 electronic timetable will be coming soon where your personal timetable will be created automatically. At the bottom of this column is a link 'Manual to create your own timetable'. At the bottom of the page, there are three more sections: 'Different class groups' (Are there different class groups in your class schedule and you don't know which one you belong to?), 'Sick or absent?' (Are you sick or absent during a mandatory class?), and 'Educational Master schedules' (These schedules are only available in Dutch). Each of these three sections has an orange button with a right arrow.

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 electronic 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 to?

Sick or absent?

Are you sick or absent during a mandatory class?

Educational Master schedules

These schedules are only available in Dutch.

EXAM SCHEDULE

Exam schedules

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

Exams

Do you have to register for an exam? Check the exam schedule in my personal dashboard after the exam period.

1

Examinations

How do you prepare for an exam? Check the exam schedule in my personal dashboard after the exam period.

2

Exam regulations

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

3

Announcement of exam schedules

- **First exam period:** January + April, at least **4 weeks before the start** of the exam period.
- **Second exam period:** June + September, at least **2 weeks before the start** of the exam period.

Check the exam periods in

the academic calendar

Read more of interest

Contact your faculty



- ▼ 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**.

1st SEMESTER SCHEDULE 2025-2026

Check the academic calendar [online](#)

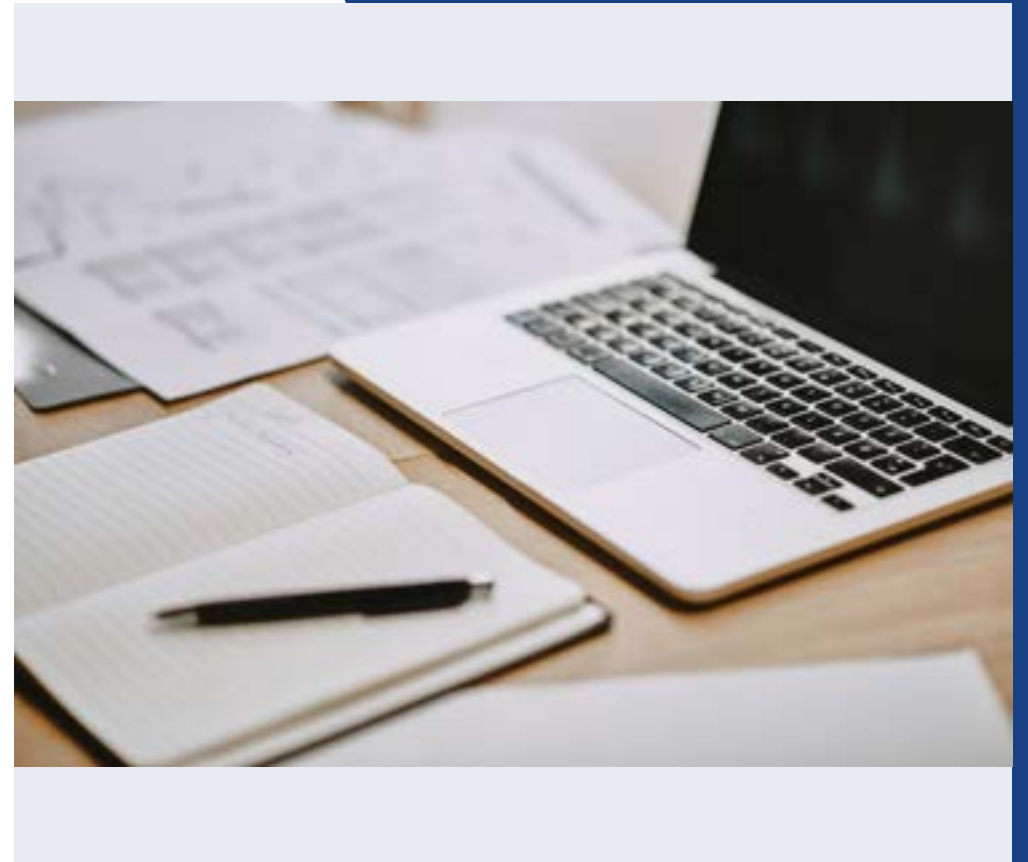
Start of classes: 22/09/2025 (exception for *Bruface* students)

Bank holidays
(01/11/2025, 02/11/2025, 11/11/2025, 20/11/2025, 25/12/2025)

Winter holidays (22/12/2025 until 04/01/2025)

Start exams (Monday 05/01/2025 until 01/02/2025)

End of your exchange: date of your last exam





TRANSCRIPT OF RECORDS (ToR)

- ☐ Student: Consult grades directly in the Student SelfService
- ☐ OWSA: Uploads certified copy for credit recognition in Mobility-Online

A copy of the ToR is automatically sent to the contact person in your LA (home university)

EXCHANGE COORDINATORS



ECONOMISCHE &
SOCIALE WETENSCHAPPEN
SOLVAY BUSINESS SCHOOL

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

Coordinator Internationalisation:

Mr. Jonas Loos

E: mobility.es@vub.be

Ms. Marie Janssens

Ms. Mathilde Huysmans

Ms. Delphine Van Molle

EXCHANGE COORDINATORS



☐ Languages

Prof. Philipp Kramer, E: Philipp.Kramer@vub.be

☐ Applied Linguistics

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

☐ History

Prof. Frits Heinrich, E: Frits.Heinrich@vub.be

☐ Art Sciences &
Archaeology

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

☐ Philosophy

Prof. Dirk Lafaut, E: Dirk.Lafaut@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. Karen Sermon, E: Karen.Sermon@vub.be

☐ Health - Gerontology

Prof. Rose Njemini, E: Rose.Njemini@vub.be

EXCHANGE COORDINATORS



RECHT &
CRIMINOLOGIE

☐ Law

Prof. Tony Joris,
Mr. Brecht Plessers

☐ Criminology

Prof. Lars Breuls
Ms. Jasmine De Backer

General Admin: Ms. Floor Debeyne

E: mobility.rc@vub.be

EXCHANGE COORDINATORS



☐ Psychology

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

☐ Adult Educational Sciences

Mr. Marta Lucchetti, E: Marta.Lucchetti@vub.be

☐ Educational Sciences

Prof. Chang Zhu, E: Chang.Zhu@vub.be

Coordinator Internationalisation:

Ms. Freya De Vroede E: pe.mobility@vub.be

EXCHANGE COORDINATORS



LIJCHAMELIJKE OPVOEDING &
KINESITHERAPIE

- ☐ Physical Education
- ☐ Physiotherapy

Mrs. Katrijn D'Herdt, E: mobility.lk@vub.be ; Kdherdt@vub.be

EXCHANGE COORDINATORS



- ☐ Biology
- ☐ Bioengineering Sciences
- ☐ Geography

Prof. Thomas Merckx, E: Thomas.Merckx@vub.be
Prof. Stefan Magez, E: Stefan.Magez@vub.be
Prof. Matthieu Kervyn,
E: Matthieu.Kervyn.De.Meerendre@vub.be

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

Prof. Leandro Vendramin, E: Leandro.Vendramin@vub.be
Prof. Sophie De Buyl, E: Sophie.de.Buyt@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
E: oceansandlakes@vub.be
Prof. Beat Signer, E: Beat.Signer@vub.be

Coordinator Internationalisation: Mrs. Marjan Maes, E: mobility.we@vub.be

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

Prof. Lars De Laet, E: Lars.De.Laet@vub.be

Prof. Philippe Lataire, E: plataire@vub.be

Prof. Iris De Graeve, E: Iris.De.Graeve@vub.be

Prof. Lincy Pyl, E: Lincy.Pyl@vub.be

Prof. Adrian Munteanu, E: Adrian.Munteanu@vub.be

Prof. Iris De Graeve, E: Iris.De.Graeve@vub.be

Prof. Philippe Lataire, E: plataire@vub.be

Prof. Marijke Huysmans, E: mhuysman@vub.be

Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be

Prof. Jef Vandemeulebroucke, E: jefvdmb@etrovub.be

Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be

Prof. Heidi Ottevaere, E: Heidi.Ottevaere@vub.be

Coordinator Internationalisation:

Ms. Pauline De Pelsmacker, E: ir.mobility@vub.be

UPCOMING EVENTS

- ✓ General info session: 18/09/2025 – 14:30
- ✓ Social Event: 18/09/2025 – 16:00
- ✓ Go Abroad Fair: 14/10/2025
- ✓ Go Abroad Café: 25/11/2025



Shoot for the perfect pre-mobility LA, if you miss you'll land among the changes for your LA.

Norman Vincent Peale



VUB SOCIAL MEDIA



www.facebook.com/VUBInternationalRelations (English only)

www.facebook.com/VUBrussel (Mostly in Dutch, sometimes in English)



@vubinternationalrelations (English only)

@vubrussel (both languages)



[Join the WhatsApp Community](#)



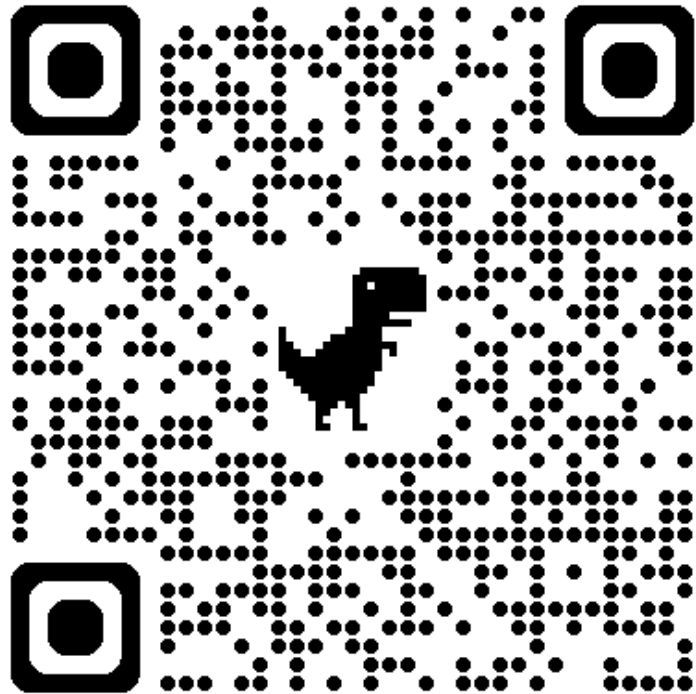
*Live, laugh, learning
agreement.*

*Anonymous exchange
student*



Scan QR code to our Instagram
Follow us on IG
Like reel 'Welcome to VUB'
Comment where you are from

**...Winner at the end of the info
session in the afternoon**





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



ANY QUESTIONS?



VRIJE
UNIVERSITEIT
BRUSSEL