VRIJE
UNIVERSITEIT
BRUSSEL

GUIDE FOR OUTGOING STUDENTS 2025 – 2026

FACULTY OF ENGINEERING

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1 INTRODUCTION

Going abroad offers a wide range of exciting opportunities to explore a new culture, experience another way of teaching and meet like-minded people from all over the world. Motivations to undertake an exchange may differ from wanting to delve further into a field of expertise at a partner institution, or to gain valuable work experience through a traineeship at a tech giant or engineering hub across the world.

The Faculty of Engineering offers mobility opportunities for studies or traineeships with partner institutions in Europe and beyond, depending on the type of agreement in place. With a high share of international and exchange students, the Faculty of Engineering is the second largest faculty for internationalisation at Vrije Universiteit Brussel.

This guide covers all areas of an exchange: from the application process, to registration at the partner institution to receiving the conversion of grades. It also includes an overview of financial grants, destinations and useful contact information for further questions.

The world is your oyster!

Good to know

Students who have gone abroad during their studies have:
- Doubled their chances of employment a year after graduation
- Have increasingly been offered jobs in the company where they have worked as a trainee
- Found their first job faster and tend to earn 25% more than their peers who did not go abroad

Source: Agence Erasmus+ 2010, European Commission 2014 & 2015

2 DIFFERENT TYPES OF EXCHANGES

2.1 Within Europe: Erasmus+

The EU programme 'Erasmus+ Key Action 1' (simply known as "Erasmus") offers individual students the opportunity to go abroad for a period of 3–12 months for studies or 2–12 months for a traineeship. Students can benefit from an exchange abroad with Erasmus+ multiple times, either as a student or as a trainee, but the total time abroad (study abroad periods included) may not exceed 12 months within one study cycle (i.e. Master studies).

At the Faculty of Engineering, only Master students are eligible to undertake this programme. Depending on the study domain, Engineering students can go on an exchange during MA1/MA2 (1st/2nd semester or entire academic year) or do an internship (depending on the programme).

Exchanges to Switzerland and the UK are no longer possible under the Erasmus+ programme and therefore are considered as exchanges outside of Europe.

2.2 Within Belgium: Erasmus Belgica

Given Belgium's multilingual and multicultural identity, Erasmus Belgica offers students the opportunity to undertake a part of their degree at a recognised French partner institution within Belgium. The same conditions apply as with Erasmus+: students can go on an exchange for a period of 3–12 months for studies or 2–12 months for a traineeship.

2.3 Outside of Europe

Going abroad for studies or a traineeship outside of Europe is possible to a number of countries or partner institutions. Please note it is the student's responsibility to contact the exchange coordinator and IRMO in time (by 15 December), in case of interest in an exchange outside of Europe.

Good to know

The Faculty of Engineering organises an info evening each year in early October to inform all engineering students of the possibilities of going abroad. Contact your exchange coordinator for more details.

IRMO holds a 'Go abroad Fair' each year to share information about potential destinations and exchange opportunities.

3 PROCEDURE OF APPLYING FOR AN EXCHANGE

3.1 Apply at faculty level

The first step would be to contact the responsible exchange coordinator, as they will help the student choose the right partner institution based on their academic interests. It is highly recommended to consider this decision carefully, as some partner institutions may have specific fields of expertise, research centers or language policies which may fit one's interests as a developing engineer, or even impact future job prospects. Furthermore, the exchange coordinator oversees the student's academic path by approving the Learning Agreement.

Please contact the exchange coordinator during the first semester of the academic year prior to the intended exchange period. The exchange coordinator will request an overview of the student's academic records, and depending on the destination, they might also ask for a motivation letter prior to nomination. The Faculty will also ask the student to make a selection of their top three destinations. Once the student has made their decision, the exchange coordinator will report their selection of the partner institution, duration of exchange and their academic records to the Faculty Committee for International Relations (FACIR). This committee will consider the application and nominate the student according to their motivation and academic records. Since some partner institutions only offer a select number of places, it is possible that the student will be nominated for their second or even third choice.

<u>The conditions to go on an exchange at the Faculty of Engineering* are:</u>

- To hold a bachelor's degree
- To have a weighted average of minimum 50% (of all ECTS registered in the cycle)
- To have failed no more than 10 ECTS of master courses

Please note that for double degree programmes, the weighted average must be minimum 70% and students must pass all exams in the first exam session (January or June).

**Engineering Technology may have a maximum of 10 ECTS failed courses of the 3rd bachelor year*

These conditions must be met prior to the exchange, but do not need to be met at the time of application or nomination. In other words, should a student need to retake a course in second session, and/or have a weighted average below 50%, they will still have a chance to improve their conditions by September.

The Faculty will inform the International Relations and Mobility Office (IRMO) of its nomination of students. Only students who were officially nominated by the Faculty can start their VUB exchange registration and will be eligible for one of the scholarship programmes managed by VUB for their exchange (including Erasmus+ scholarships for Traineeships after Graduation).

Late applications will not be accepted.

3.2 Register online at VUB

Once nominated, IRMO will ask the student to register on the online platform SOP Mobility Online. All administration before, during and after the exchange is managed through this online platform, so it is of high importance to keep a close eye on it.

3.3 Complete your Learning Agreement for Studies or Traineeships before mobility

A Learning Agreement for Studies or Traineeships is a plan which details the courses or training activities achieved during the mobility. This is an official document and obligatory for all exchanges which fall under the VUB study programme. Composing the Learning Agreement falls under the student's responsibility, including a careful selection of the number of credits and equivalent courses at VUB. The Faculty highly recommends to compose the Learning Agreement in close cooperation with the exchange coordinator as it offers students also a chance to choose a specific curriculum suited to their interests.

Finally, three parties need to approve the Learning Agreement: the student, the exchange coordinator at VUB and the responsible coordinator at the partner institution. Once all parties have agreed, the student will be asked to upload the signed document to the platform. Please note this is an obligatory requirement prior to departure.

3.4 Apply at the home institution

After the nomination at Faculty level has been completed, IRMO will pass on the student's information to the partner institution who will invite them to complete their registration details. Please note it is the student's responsibility to follow up on the registration; i.e. to check on the partner's website what the procedure is to register online and submit an application.

Please be aware that applications for intercontinental exchanges demand more time and documents, and therefore take more time to complete. The application procedure needs to start as soon as IRMO has confirmed the nomination. In addition, please note that the application is subject to the official acceptance by the host institution. Exchanges to partner universities within the framework of Erasmus+ are usually accepted if all administration is completed correctly, including the recommended language proficiency. Applications for intercontinental exchanges (exchanges to partner institutions outside the framework of Erasmus+) are evaluated by the partner institution as well, taking into account multiple criteria such as study results, language proficiency and personal motivation. Students going abroad for a traineeship need to make the necessary arrangements with the host organisation.

3.5 Receive official and final approval by the Faculty

Once the exam period in June has taken place, the Faculty will evaluate the academic records of the nominees and check if all conditions as aforementioned have been met. Students who comply with all conditions will receive a final and official confirmation email from the Faculty and IRMO.

The same process will be repeated in September for those students who will need to retake exams in second session. Only when green light has been given from the Faculty, the student will be able to start their exchange. If they do not meet the conditions, but have been nominated earlier in the year, the faculty will inform IRMO that the exchange will be cancelled, and the student should inform the partner institution.

Finally, the partner institution needs to accept the exchange application once all administrative steps have been completed. Students will receive instructions directly from the partner institution. Please note once again that this process might be more demanding and time-consuming for partners in non-EU destinations.

Once the last step has been completed, students are free to book their flights, look for accommodation and pack their bags.

4 FACULTY SPECIFIC CRITERIA TO TAKE INTO CONSIDERATION

4.1 Time of exchange

The Faculty *recommends* the following times for an exchange for studies:

Architectural Engineering – MA 1 or MA2, one semester or entire academic year

Chemical and Materials Engineering – MA 2, one semester or entire academic year

Civil Engineering – MA 1 or MA 2, one semester or entire academic year

Electrical Engineering – MA 2, one semester or entire academic year

Electromechanical Engineering – MA 1 or MA 2, one semester or entire academic year

Biomedical Engineering – MA 1 or MA 2, one semester or entire academic year

Photonics Engineering – MA 2, one semester or entire academic year

Sustainable Land Management – MA 2, one semester or entire academic year

Applied Computer Sciences – MA 2, one semester or entire academic year

Engineering Technology – MA 1, one semester (second semester)

4.2 Guidelines for composing the Learning Agreement

A Learning Agreement can be composed in two ways:

1) Mobility window: the programme is composed of predetermined courses determined by host university
2) Custom made: the programme is composed of a selection of courses in agreement with the exchange coordinator. A Learning Agreement should include a minimum of 27 ECTS per semester; please note some exceptions to this rule apply according to your programme and individual study path). If the Learning Agreement includes a thesis, the academic supervisor at the partner institution should send their confirmation to accept the student prior to the exchange taking place. There is no maximum for the number of credits per semester, but only credits from equivalent VUB courses will be counted towards the total of the curriculum (with a maximum of 2 ECTS difference between ECTS of VUB equivalent courses and ECTS at the partner institution).

When composing a Learning Agreement, anomalies and gaps should be kept to a minimum to ensure it reflects the study programme by proposing equivalent courses. Please take into account the sequence of courses and timetable at the partner institution.

The deadline for the submission of the Learning Agreement on SOP Mobility is end of May. Please carefully check the deadline at the partner institution for which you are applying.

4.3 Admission criteria

The conditions to go on an exchange at the Faculty of Engineering* are:

- To hold a bachelor's degree
- To have a weighted average of minimum 50% (of all ECTS registered in the cycle)
- To have failed no more than 10 ECTS of master courses

Please note that for double degree programmes, the weighted average must be minimum 70% and students must pass all exams in the first exam session (January or June).

**Engineering Technology may have a maximum of 10 ECTS failed courses of the 3rd bachelor year*

4.4 Procedure for international students

International degree-seeking students registered at VUB fall under the same conditions when applying for an exchange, with the exception that they cannot select a country where they have achieved any previous degree(s) or pursued studies before.

4.5 Language courses

Students are allowed to follow language courses at the partner institution, but these cannot be included in the total number of credits in their Learning Agreement which count as equivalent VUB credits. Learning the language of the host country is encouraged, but will be considered as an extracurricular and voluntary activity. Exceptionally, a language course can be included in the Learning Agreement if it covers technical language or when required as a prerequisite for another course within Engineering (max. 5 ECTS).

4.6 Advancing the official proclamation in case of an exam in second session

If a VUB student with exams in second session has been nominated for an exchange to a country where the academic year starts before the official deliberation date in September, the FACIR holds the authorization to nominate the student before the official announcement of their grades. In agreement with the professor, the student should send the results directly to the Internationalisation Coordinator, who will follow up on the nomination. The student cannot start their exchange before having received green light from the Faculty based on the result of the predeliberation.

Please note that this policy exceptionally differs for Bruface students registered at ULB, where the nomination can only happen after the official deliberation has taken place. In some cases, this might cause a conflict with the academic calendar at the partner institution.

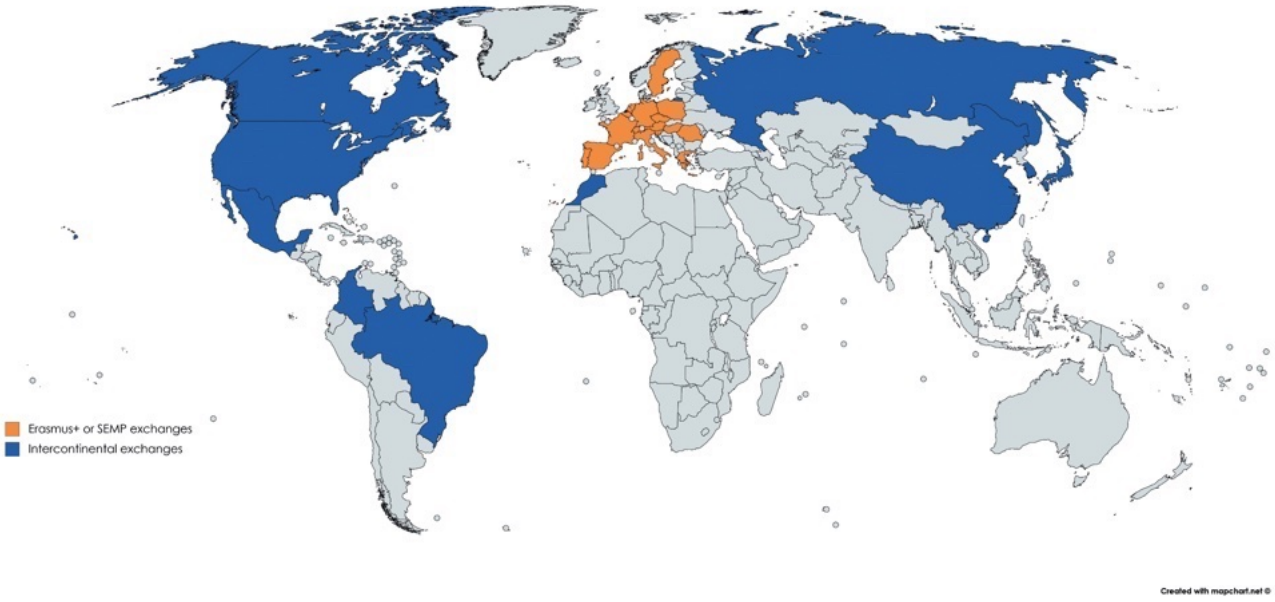
I chose to go to Lund University because of their specialisation in Medical Photonics, as it is a field I would like to specialize in in my career. I am also curious to discover the Swedish education system and culture, as I am sure it will be a great experience.

Mehdi Feizpou, Photonics Engineering, Lund University, Sweden

1 The weighted average is calculated based on grades achieved at VUB (international students will not be asked to provide the FACIR with results achieved during their Bsc studies)

5
OVERVIEW OF PARTNER INSTITUTIONS

The Faculty of Engineering has agreements with over a wide range of partners from across the world. When selecting a partner, please carefully consider the specific areas of expertise, methods of teaching and language policies in place. Make sure to have a look at IRMO's Go Abroad pages for the latest updates.
Overview of destinations for exchanges at the Faculty of Engineering may be subject to changes during the academic year.



5.1 Partner institutions within Europe

Please note that on the condition of a strong motivation and upon agreement of the exchange coordinator and parter institution and the Faculty, students can choose a partner institution from another programme.

Disclaimer: the agreements listed below are under discussion at the time of writing this brochure. It is possible that agreements have changed in the meantime.
Please contact your exchange coordinator for more information.

Denmark

- Danmarks Tekniske Universitet (only possible for Double Degree students)

France

- Ecole Centrale Lille (all degrees)
- Ecole Centrale Marseille (all degrees)
- École nationale supérieure de l'aéronautique et de l'espace (ISAE), Toulouse (Electromechanical Engineering)
- Institut d'Optique, Paris (Photonics Engineering)
- Chimie ParisTech (Sorbonne Universite) (Chemical and Materials Engineering)
- CY Cergy Paris Universite (Civil Engineering)
- Université Côte d'Azur UCA (Substainable Land Management)

Germany

- Brandenburgische Technische Universität Cottbus (Architectural Engineering)
- RWTH Aachen University (Biomedical Eng., Electrical Eng., Applied Computer Sciences Eng., Electromechanical Eng., Civil Engineering)
- Karlsruhe Institute for Technology (Photonics Engineering)

Greece

- University of Patras (Electrical Eng., Applied Computer Sciences Eng.)

Italy

- Politecnico di Milano (PoliMi) (all degrees)
- Universita degli Studi di Roma 'La Sapienza' (all degrees)
- Universita Degli Studi di Perugia (Engineering Technology)
- Università Politecnica delle Marche (Electromechanical Engineering)
- Università de Pisa (Biomedical Engineering)

Portugal

- Universidade de Lisboa (Electromechanical Engineering)

Romania

- University "Politehnica" of Bucharest (Applied Computer Sciences Eng., Electrical Eng.)
- Technical University of Cluj-Napoca (Applied Computer Sciences Eng., Electrical Eng.)

Slovenia

- University of Ljubljana (Electromechanical Engineering)

Spain

- Universidad CEU San Pablo (Architectural Engineering)
- Universitat Politecnica de Valencia (all degrees)
- Universidad de Vigo (Engineering Technology)
- Universidad Publica De Navarra (Engineering Technology)
- Universitat Politecnica de Catalunya (Photonics, Electrical Engineering)

Sweden

- Chalmers University of Technology (Architectural Engineering)
- Lund University (all degrees except Architectural Engineering)

Turkey

- Maltepe University (Electrical Engineering, Engineering Technology, Applied Computer Science
- Izmir Institute of Technology (Photonics Engineering)

United Kingdom

- University of Warwick (Biomedical Engineering)

My Erasmus exchange gave me the opportunity to work with students from across the world, on projects with outstanding machines and materials. Next to a wide range of activities offered by Erasmus Student Network who were very active in Lausanne, I also enjoyed every chance I had to explore the beautiful Swiss nature surrounding the city. I would definitely recommend an exchange abroad!

Bjorn le Sage, Photonics, EPFL, Switzerland

5.2 Partner institutions outside Europe

South America

- Universidad Nacional Autonoma de Mexico , UNAM (Mexico)
- Universidad Iberoamericana, IBERO (Mexico)
- Universidad de Guadalajara (Mexico)
- Universidade Estadual de Campinas (Unicamp), Sao Paulo (Brazil)
- Universidad Nacional del Litoral, Santa Fe (Argentine)
- Pontifica Universidad Catolica de Chile (Chile)
- Benemerita Universidad Autonoma de Puebla, BUAP (Mexico)

North America

- Windsor University (Canada)
- University of Central Florida (USA)

Good to know

Partnerships with partners outside of Europe are VUB-wide. It is therefore important to first carefully research whether the partner of your interest offers courses that match with the courses of your programme. It is also recommended to double check the language, academic calendar and potential administrative deadlines (for instance, to apply for a student visa).

An exchange is not only an opportunity to enlarge your horizon, but is also an asset to your future career. The fact that you can choose courses which are not offered at the VUB depending on your specific interests, can transform your profile to be unique and opens a new variety of possible specializations, giving you a head start to your future career. It shows your drive to learn and is by consequence an enormous asset to your resumé.

Remco Royen, Electrical Engineering, Universita degli Studi di Roma, 'La Sapienza, Italy

Asia

- Fudan University (China)
- Tongji University (China)
- Tongji University, Shanghai (China)
- Huazhong University of Science and Technology (China)

- Kobe University (Japan)

- Seoul National University (South Korea)
- Korea University (South Korea)
-

Africa

- Université Internationale de Rabat (Morocco)
- Central University of Technology (South Africa)
- University of the Western Cape (South Africa)
- Stellenbosch University (South Africa)

Good to know

Did you have a partner institution or country in mind that has not been listed? The Faculty offers the flexibility to discuss the possibility of setting up a new bilateral agreement in cooperation with IRMO based on a strong motivation and matching values.

Important deadlines

Application deadlines differ according to your destination:

Within Europe: End first semester of academic year prior to exchange (latest 15 February)

Outside of Europe: First semester of academic year prior to exchange (latest 15 December)

TIME Double Degree Programs: First semester of academic year prior to exchange (latest 15 February)

6 FINANCIAL SUPPORT DURING YOUR EXCHANGE

Living abroad whilst supporting yourself isn't always easy. Scholarships should encourage all students to go abroad without any financial concerns. The scholarship programmes are managed by IRMO and all administration will be sent to the student –and only if– the Learning Agreement for Studies or Traineeships has been signed by all three parties, and if the exchange has been officially approved by the Faculty. Please note IRMO cannot guarantee a scholarship for all students should the demand be bigger than the offer.

An overview of the various programmes per type of exchange:

6.1 Erasmus +

Erasmus+ grant provided to students will depend on the mobility flow, as calculated by the European Commission and according to the following scheme (please note this is subject to minor changes):

	COUNTRIES	STUDIES	TRAINEESHIP
Category one	DK, SE, NO, IS, FI, IE, LUX, LIE	€ 419	€ 569
Category two	NL, FR, DE, AT, IT, ES, PT, GR, CY, MT	€ 329	€ 479
Category three	EE, LV, LT, PL, CZ, SK, HU, RO, MK, SL, HV, TR, RS	€ 319	€ 469

Students receiving a scholarship from the Flemish community will receive an additional 250 EUR top-up. The scholarship is paid in two installments: 70% is after arrival and 30% upon return.

VUB provides **extra travel grants** (*buitenlandtoelage*) for Belgian students* who experience difficulties financing their study period abroad. With this exchange grant, students can finance the study costs abroad (transport, housing, study books, etc.). To receive this grant, there are general and specific conditions students must comply with. Please contact IRMO for more information.

Good to know

Students with physical, mental or health-related conditions may apply for additional funding after they have been selected to study abroad.

The Erasmus+ Online Linguistic Support helps students learn the language used if they move between Erasmus+ partner countries.

* Some EU/EEA-students can be entitled if they have been living in Belgium for at least five years or if they (or their parents) have been working in Belgium at least one year. Non-EEA-students can be entitled if they have a permanent residence in Belgium.

6.3 Outside of Europe

For exchanges outside of Europe, there are several types of scholarship programmes but please be aware that no grants can be guaranteed. Please also carefully check the conditions of the duration of each type of exchange.

Generic scholarships (generieke beurzen) are provided by the Flemish government for exchanges to countries that do not fall under the Erasmus+ programme. However, there needs to be an agreement with the non-European higher education institution. Once the Faculty has nominated the student(s), IRMO will contact them with more information on how to apply.

The VUB International Policy Council (Raad Internationaal Beleid) will collectively decide which students will be awarded the grant, based on: 1) their weighted average (incl. January session), 2) priority for exchanges to a VUB partner institution and 3) at least 25% of the selected candidates must receive a Flemish study allowance.

The grant consists of a return ticket (fixed amounts) and a monthly grant. 80% of the scholarship is paid upon arrival, 20% upon return. The travel grant will be transferred after signing the grant agreement.

The Washington Center for Internships and Academic Seminars is a nonprofit educational organisation that provides an integrated academic and work experience for university students and professionals. The Flemish government donates each year a number of scholarships to participate in the Washington Center Internship Program for a period of 15 weeks during the first semester. An informative session is organised in December every year, please contact IRMO for more information. For Engineering students, this exchange covers the topic of information technology. Students will be placed in an internship with an organisation that fits their interests for 4 days a week or will be required to complete one academic course during the semester, according to their interests. A grant will be foreseen.

It is the student's responsibility to contact IRMO for more details in order to apply. The selection is done by an international selection committee, in cooperation with the Flemish Ministry of Education and Training and is based on the quality of the motivation, academic results, quality of the CV and the profile of the candidate.

By going on an Erasmus+ exchange, it was possible for me to take courses with a more creative approach in Architectural Engineering. I learned to adapt myself to a new school and new situations. It was very interesting to work with people from different backgrounds, which gave me new insights and inspiration.

Yolente Van Brussel, Architectural Engineering, Universidad CEU San Pablo, Spain

7
BEFORE, DURING AND AFTER YOUR EXCHANGE

7.1 Before mobility: enroll at VUB

Exchange students remain students at VUB and therefore need to enroll at the start of the academic year. In addition, they will also need to register at the host institution, but will not need to pay tuition fees. In some countries, the academic calendar is fundamentally different from the VUB calendar, so it is important to check this beforehand.

7.2 During mobility: Certificate of Arrival and Learning Agreement

Once arrived, it is time to explore the various lectures and (academic) activities offered by the institution or organisation. There may be a conflict in the timetable, or a course more suitable than the one listed in the current Learning Agreement. Students may propose changes to the Learning Agreement up until three weeks after arrival and have these approved by both the exchange coordinator at VUB and partner institution.

Students should then ask the responsible coordinator at the partner institution to sign the Certificate of Arrival and upload it to SOP Mobility Online.

Good to know

Avoid any spelling mistakes in the Learning Agreement: the exchange courses as mentioned in the Learning Agreement will be written on your diploma supplement.
Only the credits of the VUB equivalent courses will count towards your curriculum and final count of ECTS.

7.3 After mobility: Certificate of Departure and Transcript of Records

At the end of the exchange, the student should contact the responsible coordinator at the partner institution to sign the Certificate of Departure and upload it to SOP Mobility Online.

Finally, the partner institution will send the Transcript of Records, listing the grades achieved during the exchange. The grade conversion is conducted according to a set of guidelines at the Faculty. The credits gained abroad will be converted and mentioned on the VUB diploma supplement.

Students receiving a scholarship managed by VUB need to comply with the specific requirements set by the funding organisation (i.e. complete survey, non-binding online language test, essay writing) to receive the last instalment.

8
CONVERSION OF GRADES

8.1 Conversion guidelines

The conversion of grades is based on the ECTS-scale conversion policy, whereby the grade of the partner institution is converted according to a table with values ranging from A to F. The ECTS-scale system allows institutions to interchange grades, regardless of the differences in grading scales between the partners.

Each institution determines how to apply the ECTS grading scale to its system and provides VUB with an overview when sending the Transcript of Records at the end of the student's exchange. In order to provide transparent and coherent information on the performance of the individual student, the institution should provide - in addition to their national/institutional grading scale and an explanation of the scale - a statistical distribution table of the passing grades awarded in the programme attended by the student. This grade distribution table will show how the grading scale is actually used in that programme.

An ECTS-scale typically looks as follows:

	TOP %	CUMULATIVE %*	DESCRIPTION
A	10%	10	outstanding performance without errors above
B	25%	35%	the average standard with minor errors
C	30%	65%	generally sound work with some errors
D	25%	90%	fair but with significant shortcomings
E	10%	100%	performance meets the minimum criteria does
F		FAIL	not meet the minimum criteria

* Whereby the best 10% falls in category A and 100% of passed students in category E.

A score for a master thesis achieved in exchange will always be subject to approval of the exchange coordinator and the co-promoter at VUB.
The conversion guidelines should serve as a guideline and is not a hard policy set in stone. Your final score may deviate from the guidelines.
The below is an example from 2024-2025 and **may still be subject to minor changes for 2025-2026):**

10	11	12	13	14	15	16	17	18	19	20
100%	94,6%	89%	81,8%	72,5%	60,7%	47,3%	32,2%	17,5%	7,0%	1,6%
E	**E**	**D**	**D**	**D**	**C**	**C**	**B**	**B**	**A**	**A**

This data leads to the following ECTS-scale:

	CUMULATIVE %	GRADE AT VUB (ON 20)
A	7.0%	19
B	32.2%	17
C	60.7%	15
D	89%	12
E	100%	10
F	FAIL	

The ECTS scale allows for a fair and transparent conversion of grades between the partner institution and VUB/ULB, and is recommended by the European Commission. If a partner institution is not able to provide an ECTS scale, a grading table will be used instead.

The conversion of grades for Bruface students is conducted in cooperation with the ULB to ensure a transparent and fair way of translating the achieved grades at the partner institution to grades at VUB. The converted grades will count towards the final average and grade of distinction. The conversion guidelines are for all engineering students at VUB, both non-Bruface and Bruface students.

8.2 Failing an exam abroad

If a student has failed one or more courses abroad, the exchange coordinator is instructed to contact the responsible academic at the partner institution to enquire about the grade of failure. The student should take the failed exam in second session at the partner institution, should this possibility exist.

Should this not be an option, the student will be asked to retake the exam of the failed course in second session at VUB upon agreement with the exchange coordinator, responsible academic titular and partner institution. In this case, the titular at the partner institution will prepare and evaluate the exam.

Should this not be possible, or if the student would fail again, the student should take the exam of the equivalent course at VUB as dictated in the learning agreement, possibly followed by an additional task. In the latter scenario, ECTS credits (of the equivalent study unit) will be charged again.

Finally, the student holds the right to retake an exam in second session if, and only if, the VUB equivalent course equally offers a second session, even if the partner institution does not allow to retake an exam in second session. Please check the course unit description of the VUB course to see whether the VUB course offers an exam in second session.

My exchange abroad was a life-changing experience, an enlightenment and broadened my horizon: I learned a new language and discovered a new culture, I learnt to step outside my comfort zone and opened my eyes to live my life in a more open and daring way. The professional and personal connections I made with local and international friends from all over world will last a lifetime and so will my memories of this great experience!

Guillaume Dotreppe, Electromechanical Engineering, Politecnico di Milano (PoliMi), Italy

9 TIME, DOUBLE AND JOINT DEGREES IN ENGINEERING

The T.I.M.E. (Top Industrial Managers for Europe) Association is a network of universities specialised in the field of Engineering and Technology with a strong international dimension. The TIME network consists of 59 members in 25 countries.

Within this network, the Faculty of Engineering has agreements in place with several partner institutions for double degrees. This implies that students have the opportunity to do a degree at a partner institution and at the VUB for a minimum of 150 ECTS. At the end, the student will receive a degree from both VUB and the partner institution.

The student remains a VUB student for the duration of the exchange.

9.1 Application procedure

Who can apply

- Please contact the Internationalisation Coordinator at the Faculty for more information about possible destinations and universities, based on your programme and profile.

Admission criteria

The following conditions must be met in order to be accepted for an international TIME exchange:

- The student needs to have obtained a Bachelor's degree before departure. If the student needs to take an exam in second session, the definitive approval will only be given after the deliberation in second session (September).
- The student has to have obtained a weighted average of at least 70%, at the moment of nomination, and must have passed all exams in the first exam session (January or June).

Each academic programme and partner institution needs to be approved by the exchange coordinator.

Selection procedure

The selection procedure to apply is the same as to that of an Erasmus+ exchange (see chapter three). Students should contact their exchange coordinator to express their interest during the first semester of the academic year prior to the intended exchange period.

The deadline to inform the faculty is February 15th.

The rest of the procedure (nomination by FACIR, registration at VUB and financial grants) is the same as that of an Erasmus+ exchange. Please note not every TIME double degree agreement offers the possibility to apply for an Erasmus+ grant.

If there is a bilateral agreement in place with the partner institution, the student can benefit from the Erasmus+ programme and grants. Please consult chapter 5.1 for an overview of partner institutions with whom the Faculty has agreements with. Please note that if there is no bilateral agreement in place, students will not be able to benefit from Erasmus+ grants, but can still go on an exchange.

Recognition of grades

After successful completion of the exchange year, VUB will ensure that the credits obtained during the exchange at the partner institution are recognised as credits at VUB. The student should prepare a learning agreement and only the credits of the VUB equivalent courses will count towards the total count of ECTS in the curriculum at VUB.

Guidelines for preparing a Learning Agreement

In most TIME double degree exchanges the student will study both the first and (part of the) second master years at the partner institution. The Learning Agreement for the first year of exchange will therefore (almost) be identical to that of the programme for MA1 of the partner institution.

Conversion of grades

The conversion of grades is based on the same principles as mentioned in chapter 8. Should the student stop the double degree after the first year, the same policy as an Erasmus+ exchange will apply for the conversion of grades. Furthermore, in case of failure, the student needs to follow the procedure as instructed by the partner institution and according to the Faculty's policy.

9.2 Overview of partner institutions

Please find below an overview of TIME partner institutions:

Denmark

- Technical University of Denmark (DTU)

Doing a TIME exchange at DTU gives you the opportunity to study at a very advanced and fast-growing university, discover a wide range of research fields on the most actual topics and learn with hands-on teaching methods. At DTU you have the possibility to choose and plan all your courses out of a very brought curriculum with large flexibility. This way you can tailor your degree to the subjects that interest you the most. A two-year exchange is not only an academic exchange but is the kick start to various new experiences regarding worldwide connections, discovering new cultures, experiencing new traditions, becoming independent and open up numerous opportunities for your work and life after graduating.

Zoé Van Begin, Architectural Engineering, DTU, Denmark

France

- Ecole Centrale de Marseille (ECM)
- Ecole Centrale de Lille (ECL)
- Institut Supérieur de l'Aéronautique et de l'Espace (ISAE Toulouse)

Greece

- University of Nicosia

Italy

- Politecnico di Milano (PoliMi)

Poland

- Wroclaw University of Science and Technology (WUST)

Portugal

- Instituto Superior Tecnico de Lisboa (IST)

Romania

- Technical University of Cluj-Napoca (TUCN)

Spain

- Universitat Politecnica de Valencia (UPV)
- Universidad Politecnica de Madrid (UPM)

Turkey

- Istanbul Technical University

Good to know

Interested in a double degree that is not listed? In cooperation with the TIME coordinator, the Faculty will look into the possibilities of setting up a new agreement, should there be a match with the academic programme and values. Please note that this whole procedure might take up to a full academic year to complete and requires a strong motivation and support from the programme.

An overview of all members can be found on the website of TIME: https://timeassociation.org/

Important notice for Bruface students

If you are a student in Bruface with an enrolment as a degree seeking student at VUB and ULB, you have the opportunity to choose between partner institutions of ULB or VUB. If you wish to choose a ULB partner institution, it is important you first check whether the partner offers courses that match those courses of the study field you are enrolled in.

The selection criteria for an exchange abroad are the same for VUB and ULB partner institutions. After an internal selection, the Faculty of Engineering and the international relations team at VUB follow up with the nomination process and remain in contact with you.

Please note that if you wish to select a partner at ULB, you can only apply for a grant at ULB. The grant amounts and success rate of receiving a grant may differ between VUB and ULB. VUB cannot guarantee that every student will receive a grant. It is not allowed to apply at both universities.

For more information, please contact ir.mobility@vub.be or erasmus@bepolytech.be

If you are a guest student at VUB or ULB, you cannot choose a partner from the other institution, but only from the institution where you have your enrolment as a degree seeking student.

10 TRAINEESHIPS

The application process for a traineeship abroad is the same as that for studies. Students wishing to undertake a traineeship should select a destination, present a Traineeship agreement in dialogue with both the internship coordinator and exchange coordinator and go through the administrative process on SOP Mobility Online in the same way as students wishing to go abroad to study.

It is important to check the guidelines around traineeships per programme. The traineeship is only valid if a traineeship agreement has been established, verified and signed by all concerned parties. These parties are: the student, the internship coordinator at VUB, the exchange coordinator and the company or employer. Even if the placement organisation abroad and technical content are not yet known to the parties, but the student intends to do a traineeship abroad.

For international students, traineeships are not allowed at their home university (for exchange students) or the university where they previously studied (for degree-seeking students). The Faculty of Engineering will give negative advice for students applying for a traineeship in countries at war or countries where the student would be put at risk.For more information regarding the guidelines and deadlines, please consult the website

Important notice for Bruface students

If you are a student in Bruface with an enrolment as a degree seeking student at VUB and ULB, you can choose to do an internship abroad. If you choose to do an internship of 6 ECTS, you will automatically be redirected to VUB for the administrative follow-up of the contract and grants. If you choose to do an internship of 10 ECTS, you will automatically be redirected to ULB for the administrative follow-up of the contract and grants. You can apply by filling in an online form before 15 December (non-EU countries) or 15 February 2026 (EU countries). The selection criteria for an exchange abroad are the same for VUB and ULB partner institutions. After an internal selection, the Faculty of Engineering and the international relations team at VUB follow up with the nomination process and remain in contact with you. Please note that the grant amounts and success rate of receiving a grant may differ between VUB and ULB. VUB cannot guarantee that every student will receive a grant. For more information, please contact ir.mobility@vub.be

If you are a non-EU student with a first enrolment in Bruface in 25-26, you can apply for both the 6 ECTS and 10 ECTS traineeship at VUB. The nomination process and grants will be followed up by the Faculty of Engineering and the International Relations team at VUB.

11
CONTACT DETAILS

11.1 Who does what and who to contact

Exchange Coordinator

- Offers advice with regard to the selection of partner institutions and academic path
- Offers support with the composition of the Learning Agreement and grants approval

Internationalisation Coordinator of the Faculty

- First point of contact for all questions regarding exchange (before, during and after)
- Link between student, exchange coordinator, Faculty, IRMO and OWSA
- Conversion of results
- Administrative support and registration of courses

International Relations and Mobility Office (IRMO)

- Monitoring of SOP Mobility Online platform, grants and administrative steps
- Management of application and selection process of financial support
- Maintaining of relationships and agreements with partner institutions

Onderwijs– en Studentenadminstratie (OWSA)

- Enrolment of outgoing exchange students
- Monitoring of signed Learning Agreements
- Management of Transcript of Records

11.2 Overview of contact information

DEPARTMENTS	CONTACT DETAILS
Internationalisation team at the Faculty	**ir.mobility@vub.be Faculty of Engineering** **Faculty Secretariat: building K, 2nd floor**
IRMO	**exchange.outgoing@vub.be**
OWSA	**Studentenadministratie** **exchange.outgoing@vub.be**

11.3 Overview of exchange coordinators per degree

Architectural Engineering	Prof. Lars De Laet Lars.de.laet@vub.be
Chemical and Materials Engineering	Prof. Iris De Graeve Iris.De.Graeve@vub.be
Civil Engineering	Prof. Lincy Pyl Lincy.Pyl@vub.be
Electromechanical Engineering	Prof. Aurelie Bellemans aurelie.bellemans@vub.be
Electrical Engineering	Prof. Adrian Munteanu Adrian.Munteanu@vub.be
Biomedical Engineering	Prof. Jef Vandemeulenbroucke Jef.Vandemeulebroucke@vub.be
Photonics Engineering	Prof. Heidi Ottevaere Heidi.Ottevaere@vub.be
Sustainable Land Management	Prof. Elga Salvadore elga.salvadore@vub.be
Water Resources Engineering	Prof. Elga Salvadore elga.salvadore@vub.be
Applied Computer Sciences Engineering	Prof. Adrian Munteanu Adrian.Munteanu@vub.be
Engineering Technology	Prof. Kris Steenhaut Kris.Steenhaut@vub.be Prof. Jan Helsen Jan.Helsen@vub.be

Good to know

Most partner institutions have an active network for international students, most likely the Erasmus Student Network (ESN)

ESN offers a clear introductory programme for all international students to introduce them to the laws, rules and customs of the host country. ESN also organises a buddy system where native students help exchange students and assist them in learning more about the host university, country and culture.