

# Information for all students involved in the Bruface masters (ULB, VUB and international)

2020 - 2021

## Contact persons

Contact persons are available for each of the Master programs in the first year :

Architecture :	stephanie.van.de.voorde@vub.be Bertrand.Francois@ulb.ac.be
Civil engineering :	Danny.Van.Hemelrijck@vub.ac.be Bertrand.Francois@ulb.ac.be
Chemical/material engineering :	Stephane.Godet@ulb.ac.be Annick.Hubin@vub.ac.be
Electromechanical engineering :	plataire@vub.ac.be johan.gyselinck@ulb.ac.be
Electrical Engineering :	Maarten.Kuijk@vub.ac.be dmilojev@ulb.ac.be

Do not hesitate to contact them if you have questions or problems regarding the curriculum.

Any feedback from you is also welcome.

For the second master year your master thesis promoter will act as contact person.

Prof. Danny Van Hemelrijck ([Danny.Van.Hemelrijck@vub.ac.be](mailto:Danny.Van.Hemelrijck@vub.ac.be)) acts as overall 'ombudsperson'.

Do not hesitate to contact him for sensitive problems, he will treat the information as strictly confidential.

For more administrative issues or other problems you can contact the Bruface coordinator Prof. J. De Ruyck ([jdruyck@vub.ac.be](mailto:jdruyck@vub.ac.be)) or your secretariat ([facultyofengineering@vub.be](mailto:facultyofengineering@vub.be) or [polytech@ulb.be](mailto:polytech@ulb.be))

## Student representatives

Communication between students and staff occurs preferably through student representatives for each Master. For good representation we propose that every master would be represented by three students: two native Belgian (one N and one F) and one international student. Representative names will be collected in the course of the first weeks by sending a message to [jdruyck@vub.ac.be](mailto:jdruyck@vub.ac.be).

## Consulting your Timetable

### At VUB :

Go to <https://student.vub.be/en/ir#home>  
Select 'timetables'  
Select Master – Engineering – your choice of masters  
Select 1 MA Engineering xxxx  
Select Week 1-14  
Select 8-18u

You can also use the shortcut:

<https://splus.cumulus.vub.ac.be/SWS/v3/evenjr/EN/STUDENTSET/studentset.aspx>

### At ULB :

The same information is available on the ULB website.

Go to to the <https://gehol.ulb.ac.be/gehol/Vue/Accueil.php?lang=en>.

Select 'level timetables'  
Select 'Department' : Ecole Polytechnique  
Select ' Level' : Master title (*in French only!*)  
Select 'groups' : M-IRxxx:1

**Both are synchronized on a weekly base, please update during each weekend.**

**It is advised NOT to use the individual timetables possibilities, for reasons of updating and non-academic activities.**

See included maps to find the locations.

If you experience problems regarding scheduling do not hesitate to contact [jdruyck@vub.ac.be](mailto:jdruyck@vub.ac.be).

## Communication/learning platforms :

ULB professors most likely use 'Université Virtuelle', while VUB professors use 'CANVAS'.

For mutual access, you need to get a registration as 'guest student'/'inscription administrative' at the partner university.

*For students registered at the VUB :*

The registration as guest will be done automatically during the first weeks of the year, *no action required from you!* No ULB student card is issued. As soon as your application is processed, you can login in the ULB learning platform <https://uv.ulb.ac.be/>.

*For students registered at the ULB :*

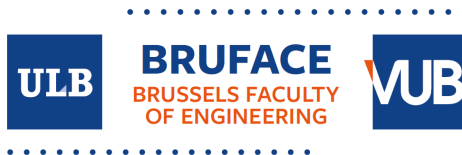
You must register yourself as a guest student, through the website <https://student.vub.be/en/specific-info-for-guest-students#application>. A VUB student card will be issued.

As soon as your application is processed (can take several days..), you must activate an office O365 vub address (vub@be) as follows :

- a) go to <https://www.vub.ac.be/tools/activation.html>
- b) identify yourself with the student data you have received from the VUB administration and click 'Continue'
  - Institution: 'VUB'
  - Category: Student
  - Student number: your VUB student number
  - PIN-code: your VUB PIN-code
  - Date of birth : your date of birth
- c) if necessary, answer the question asked and click 'Continue'
- d) propose a password and confirm it, you can choose the same password as the one you have for your ULB address
- e) choose a secret question and answer, you can leave the current question and answer if there is one already present
- f) confirm to accept the rules for using the ICT environment
- g) click 'Continue'

If your password is accepted, you will see the confirmation that your VUB account and a vub.be address (Office 365) has been activated.

The next working day, you can log in into Canvas on <https://canvas.vub.be> with your Office 365 vub.be address `firstname.lastname@vub.be` OR `netid@vub.be` (only one of them will work). Continue using the vub.be address that you succeeded logging in with.



The VUB secretariat will register your individual courses for you

You can now login in the VUB learning platform <https://canvas.vub.be>, using the @vub.be credentials. If the language

is not English (default is Dutch) :

- Select 'settings' or 'instellingen'
- Click 'edit settings' or 'instellingen bewerken' (on the right side)
- Select the language 'Language' or 'Taal'
- Click 'update settings' or 'Instellingen bijwerken'

You can access the different courses as follows :

- Select 'courses'
- Select 'all courses'
- Select 'browse more courses'
- Enter the course name
- Click on 'join this course'

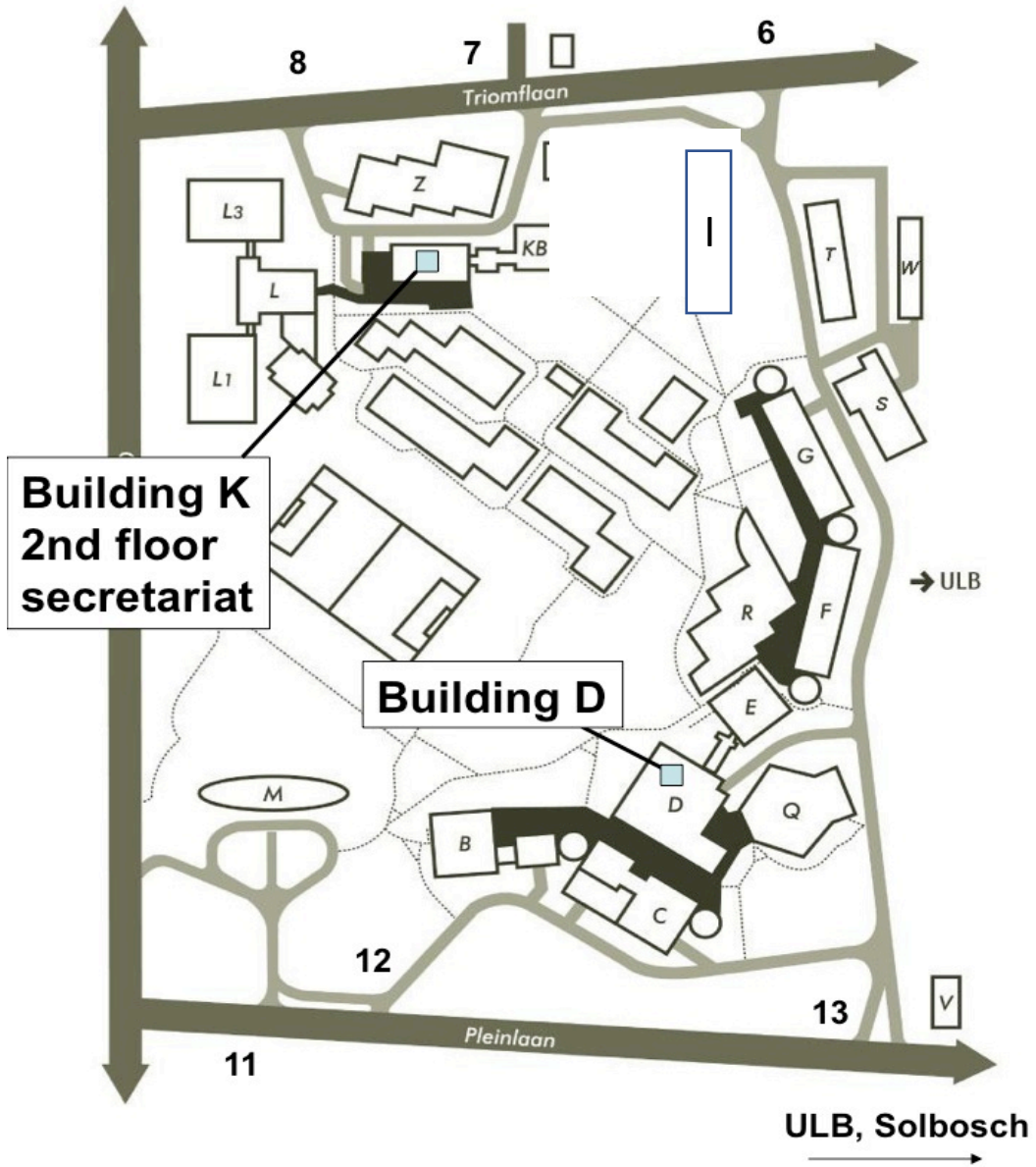
### **Access to other facilities:**

Your student card gives access to most ULB and VUB facilities (mainly restaurant, library, etc). No action is required from your side. *As an exception, ULB students must produce their VUB student card for acces to the VUB swimming pool !*

**Further questions? Contact us through [www.bruface.eu](http://www.bruface.eu).**

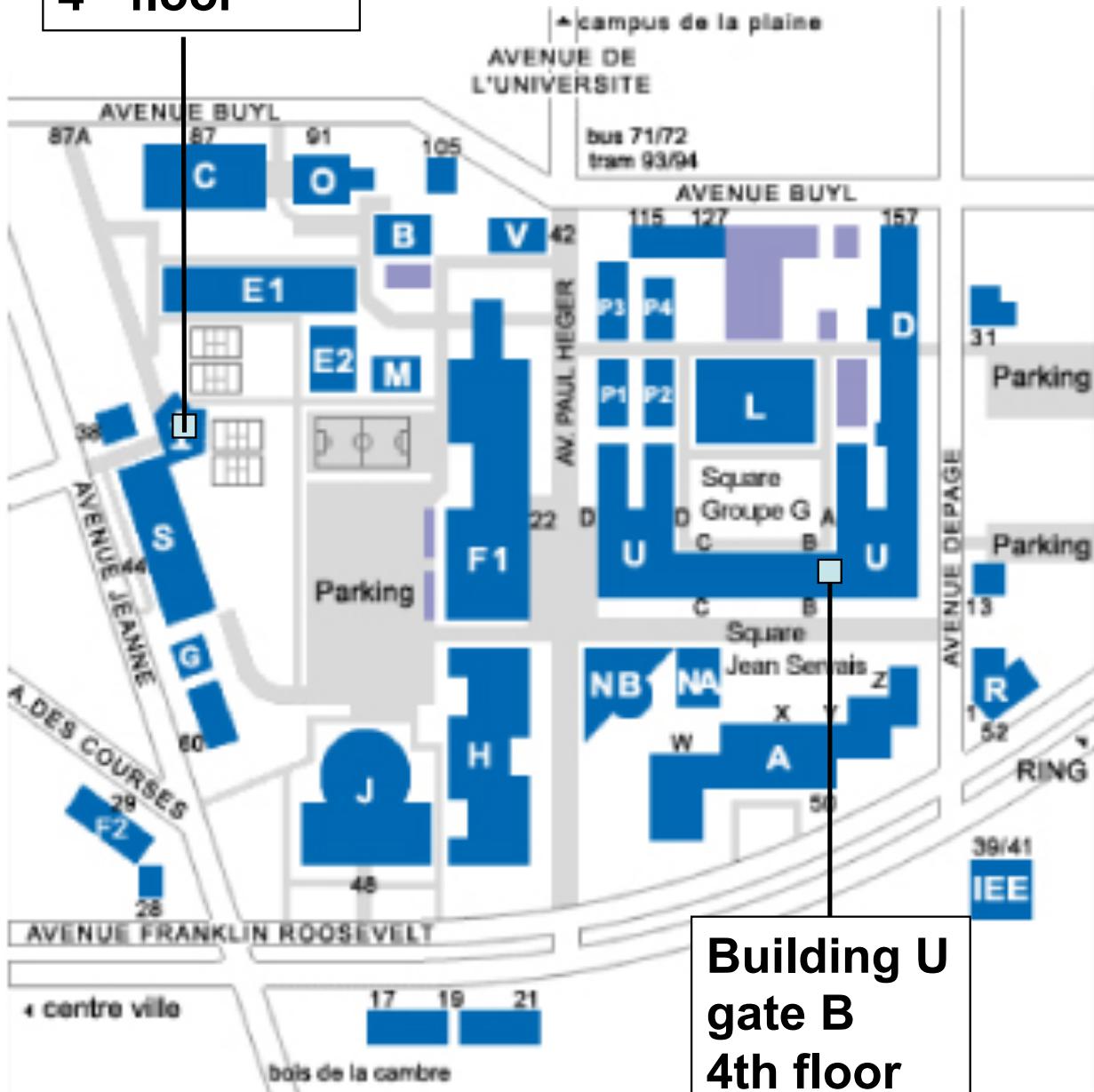
**Succes with your studies !**

## VUB campus oefenplein



**Registration  
 Building S  
 4<sup>th</sup> floor**

VUB, Oefenplein



**Building U  
 gate B  
 4th floor  
 secretariat**

ULB campus solbosch



VUB  
campus  
Oefenplein

Avenue A. Fraiteur  
A. Fraiteurlaan

Avenue de l'Université  
Hogeschoollaan

ULB  
campus  
solbosch

**ULB and VUB ROOM indications :**

