

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

2021 - 2022

Final update: 30 August 2021

## All information

All information can be found on the website [www.bruface.eu](http://www.bruface.eu).

Click on [current-students](#), top right button.

In particular information about :

- Bruface calendar
- Exam and deliberation rules
- Welcome session
- Master thesis
- Internships

## Contact persons

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

Architecture :	<a href="mailto:stephanie.van.de.voorde@vub.be">stephanie.van.de.voorde@vub.be</a> <a href="mailto:Ahmed.Khan@ulb.ac.be">Ahmed.Khan@ulb.ac.be</a>
Civil engineering :	<a href="mailto:Bertrand.Francois@ulb.ac.be">Bertrand.Francois@ulb.ac.be</a> <a href="mailto:Danny.Van.Hemelrijck@vub.be">Danny.Van.Hemelrijck@vub.be</a>
Chemical/material engineering :	<a href="mailto:Stephane.Godet@ulb.ac.be">Stephane.Godet@ulb.ac.be</a> <a href="mailto:Annick.Hubin@vub.be">Annick.Hubin@vub.be</a>
Electromechanical engineering :	<a href="mailto:omar.hegazy@vub.be">omar.hegazy@vub.be</a> <a href="mailto:johan.gyselinck@ulb.ac.be">johan.gyselinck@ulb.ac.be</a>
Electrical Engineering :	<a href="mailto:Maarten.Kuijk@vub.be">Maarten.Kuijk@vub.be</a> <a href="mailto:jdricot@ulb.ac.be">jdricot@ulb.ac.be</a>

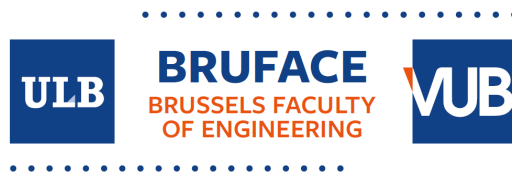
Do not hesitate to contact them if you have questions or problems regarding the curriculum.

Any feedback from you is also welcome.

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

Besides, Prof. Danny Van Hemelrijck ([Danny.Van.Hemelrijck@vub.be](mailto:Danny.Van.Hemelrijck@vub.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 ([Jacques.De.Ruyck@vub.be](mailto:Jacques.De.Ruyck@vub.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 [Jacques.De.Ruyck@vub.be](mailto:Jacques.De.Ruyck@vub.be).

## Consulting your Timetable

### At VUB :

Goto to the VUB homepage [www.vub.be](http://www.vub.be)

Select the English pages

Select Study/For students/Timetables

Make following selections :

Consult timetables per student group

Master – Engineering – your choice of masters

1 MA Engineering xxxx

Week 1-14 or current week

**Attention ! timetables 21-22 may not yet be available.**

**In this case use shortcut <https://splus.cumulus.vub.ac.be/SWS/v3/onevenjr/EN/STUDENTSET/studentset.aspx>**

### At ULB :

The same information is available on the ULB website.

Goto to [https://cloud.timeedit.net/be\\_ulb/web/public/](https://cloud.timeedit.net/be_ulb/web/public/)

You need an ULB Username & Password

Select 'English'

Select 'Schedule by student set'

Select (in french only..) 'Entité' : Ecole Polytechnique Bruxelles

Select ' Level' : Rechercher niveau : M-IR

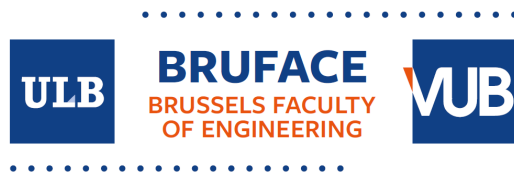
Walk over the different group codes till you find the right one, select it

Select 'afficher'

Select dates (début – fin).

**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 [jacques.de.ruyck@vub.be](mailto:jacques.de.ruyck@vub.be).

## Communication/learning platforms :

Unfortunately there is no common learning platform.

Moreover professors use different ways to communicate with the students : through learning platforms, through e-mail, dropbox,... See with each professor how they communicate.

ULB professors are supposed to use the 'Université Virtuelle', VUB professors are supposed to use the 'CANVAS' learning platform. For mutual access, you need to get a registration as 'guest student'/'inscription administrative' at the partner university.

**Due to covid issues, it is strongly recommended to use CANVAS and UV !**

*For students registered at the VUB :*

The registration as guest will be done automatically before the first weeks of the year, *no action required from you!* You will be informed about your registration at ULB by a message entitled: "Création de votre compte ULB". Here is what to do next:

- open the above-mentioned email and read the instructions;
- keep your newly communicated ULB Identifier, known as **ULBID**, in mind;
- click on the "New password/Nouveau mot de passe" button;
- set up your ULB credentials via QuidAM.

You can now log in the ULB learning platform <https://uv.ulb.ac.be/> using your ULB credentials:

- Identifier/login: ULBID
- Password: ULBID related password (chosen via QuidAM)

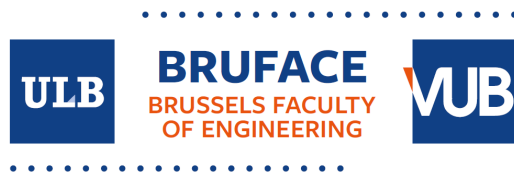
*For students registered at the ULB :*

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. You need proof of registration at the ULB.

Your individual program will be downloaded from the ULB, **do not try to select courses through the application form. However you need to specify at the east one course to activate your application, please specify 'English for Professional Purposes', study guide number 4017228DNR.**

As soon as your application is processed (can take several days..) you will obtain instructions from the VUB, *probably in the Dutch language (sorry about that !). Hereby translated instructions :*

- Login to the <https://idsapp.vub.ac.be/pam/>
- Select 'Don't have a NetID yet ?'



- Select correct language (bottom, English)
- Enter given student ID : xxxxxxx
- Enter given PIN CODE : xxxx
- Enter birth date
- under **My accounts**, make sure VUB AD & Office 365 is marked as **Active** (if not, please contact [jacques.de.ruyck@vub.be](mailto:jacques.de.ruyck@vub.be))
- under **My email addresses**, make sure a [@vub.be](mailto:@vub.be) address appears. Your NetID and your Office 365 email address are now activated.

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'
- Select 'courses'

The selected courses will appear.

If a course is missing, 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'

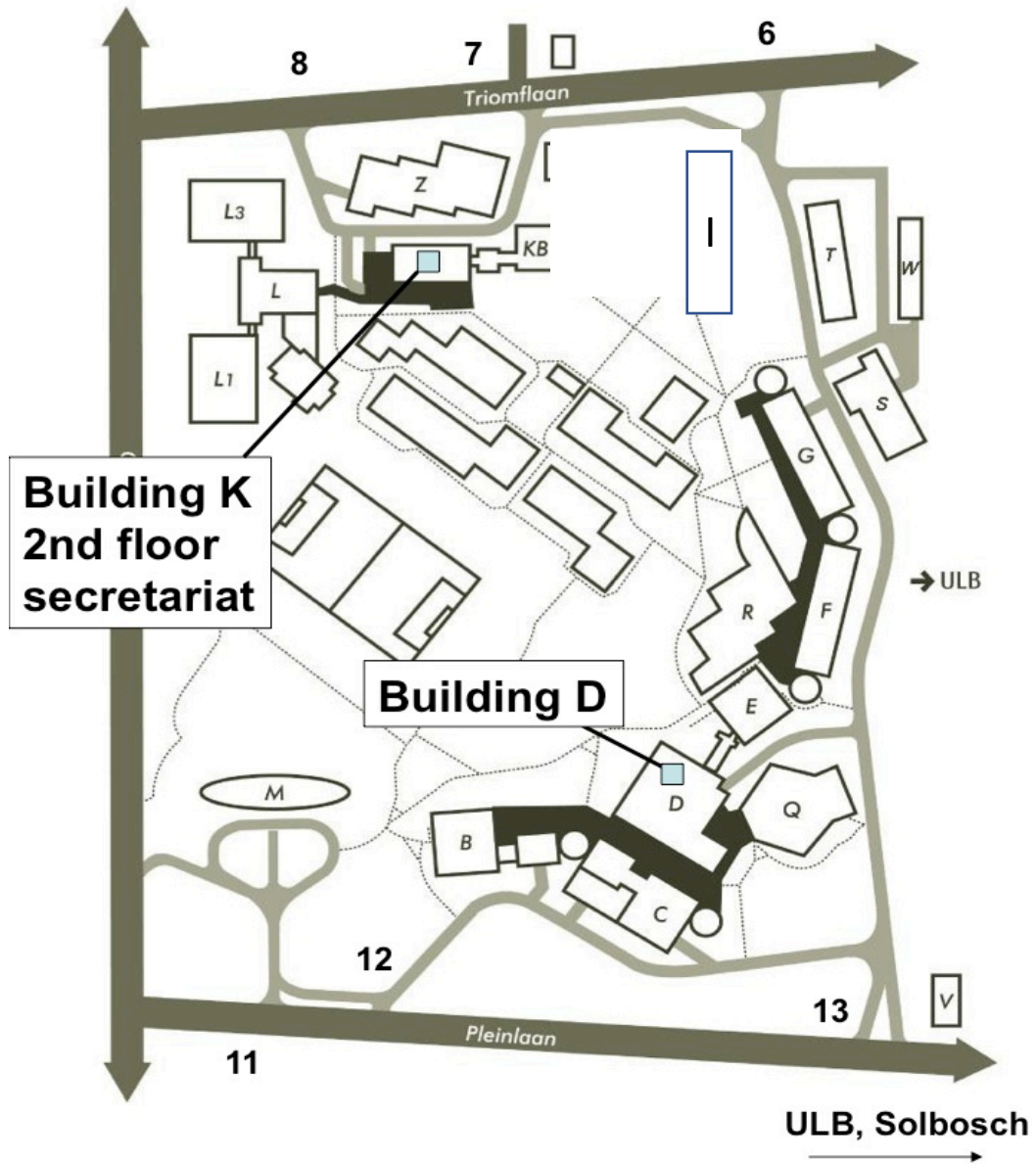
If the course is not 'open' (you do not see 'join this course'), contact the professor and sent a message to [jacques.de.ruyck@vub.be](mailto:jacques.de.ruyck@vub.be).

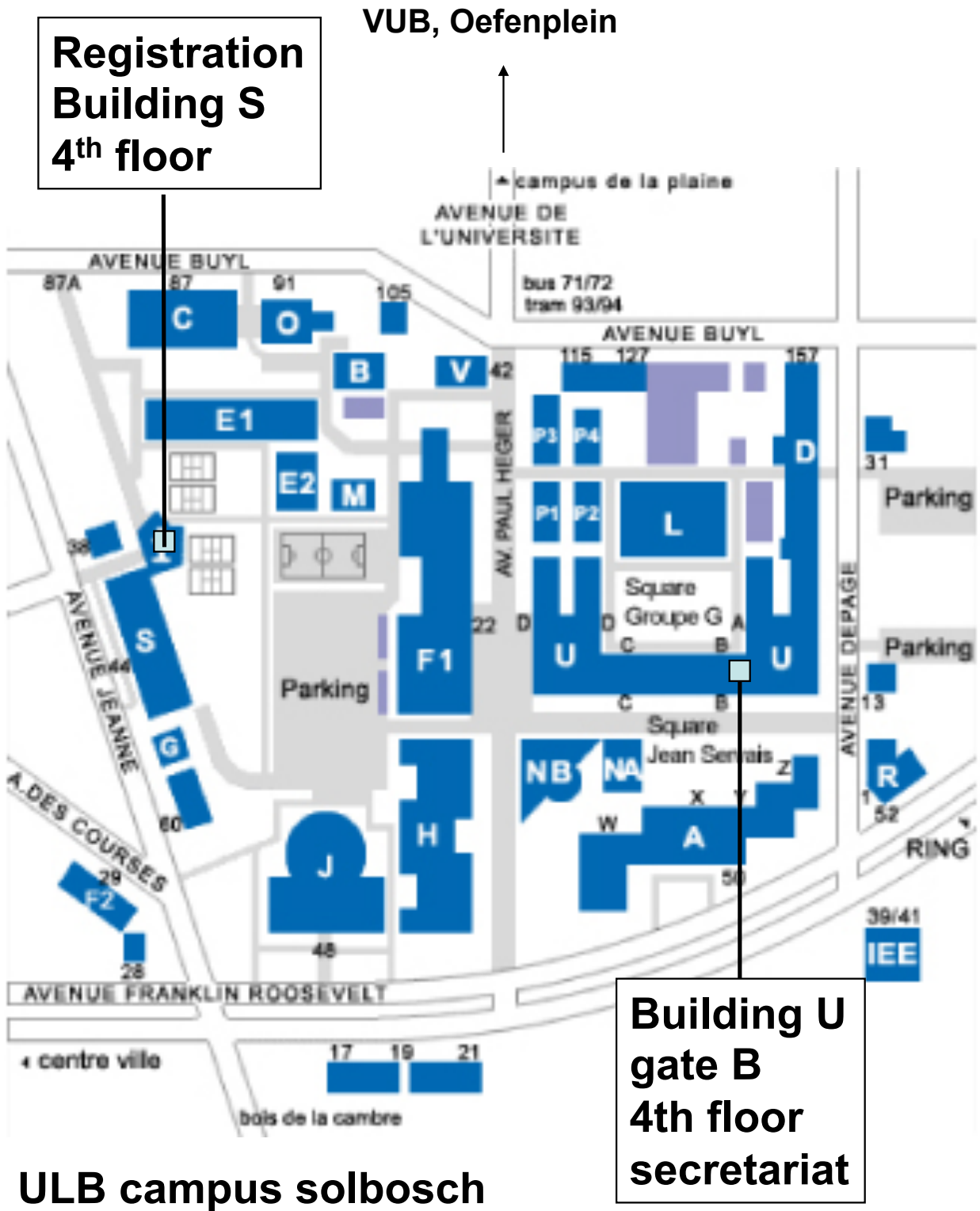
### **Access to other facilities:**

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? Mail to [jacques.de.ruyck@vub.be](mailto:jacques.de.ruyck@vub.be)  
Best of luck with your studies !**

## VUB campus oefenplein







**ULB and VUB ROOM indications :**

