Exchange students

2017-2018
Current State...

I HAVE NO IDEA

WHAT I'M DOING
Exchange Team

• **International Relations & Mobility Office – IRMO**
  Mrs. Emilie Flambeaux (IN)
  Mrs. Laura Gruyaert (OUT)
  Mr. Sander Verhoef (both)

- Policy & organization
- General assistance to students
- Contact with home university

- Pleinlaan 5, 1050 Brussels
- E: exchange.incoming@vub.be
Exchange Team

• **Education & Student Administration – OWSA**
  Mrs. Gwen Van Der Smissen, Mr. Maxim De Schepper

- Administration for the Learning Agreements
- Transcript of Records
- Student Card
- Certificates (Arrival & Departure, etc.)
- Proof of Registration

- Pleinlaan 9, 1050 Brussels
- E: exchange.incoming@vub.be
Contact person

OWSA
- Learning Agreement: Administration
- VUB documents & other administration

Faculty Secretary
- Course schedules
- Lecture rooms
- Exam schedules
- Registration of courses

Exchange Coordinator
- Learning Agreement: Content
- Information about the content of courses
Changes to Learning Agreement

1. Inform your coordinator at your home university
2. Make the change in SOP Mobility-online: \textbf{YES/ NO} + courses
3. VUB exchange coordinator to approve online
4. You can print your updated LA, get the signatures and upload it again
5. OWSA has a final check online

\textbf{Deadline: 28 February 2018}
## Changes to Learning Agreement

**Deadline: 28 February 2018**

### Necessary Steps

<table>
<thead>
<tr>
<th>Task</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct Access Via Following Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded</td>
<td>✔</td>
<td>18.11.2017</td>
<td>Giovanni De Bono</td>
<td>Upload learning agreement signed by yourself and your home institution</td>
</tr>
<tr>
<td>Agreed documents signed and completed by both the sending and the receiving institution</td>
<td>✔</td>
<td>22.11.2017</td>
<td>Giorgio Moresci</td>
<td></td>
</tr>
</tbody>
</table>

### During Mobility - Tasks to be Completed During the Mobility

<table>
<thead>
<tr>
<th>Task</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct Access Via Following Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has arrived in Brussels/Stay abroad started</td>
<td>✔</td>
<td>02.02.2018</td>
<td>Sara Villa Maldonado</td>
<td>Print Certificate of Arrival</td>
</tr>
<tr>
<td>Certificate of arrival is available</td>
<td>✔</td>
<td>02.02.2018</td>
<td>Sara Villa Maldonado</td>
<td></td>
</tr>
<tr>
<td>Changes to the learning agreement needed/not needed</td>
<td></td>
<td></td>
<td></td>
<td>Click here to let us know whether changes to the learning agreement are required or not</td>
</tr>
</tbody>
</table>
### Reasons for Changes

<table>
<thead>
<tr>
<th>Reasons for deleting a component</th>
<th>Reason for adding a component</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Previously selected educational component is not available at the</td>
<td>5. Substituting a deleted component</td>
</tr>
<tr>
<td>Receiving Institution</td>
<td></td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>the course catalogue</td>
<td></td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td></td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
<tr>
<td>5. Substituting a deleted component</td>
<td></td>
</tr>
<tr>
<td>6. Extending the mobility period</td>
<td></td>
</tr>
<tr>
<td>7. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>
Student SelfService

- Check your personal and contact information
- Check your registered courses
- Consult your exam results

Course registration?
- After 28 February 2018
- Different per faculty
- Register as a guest student to a course on PointCarré
Exam schedules

- [ ] Faculty or department secretary

- [ ] Oral & written exams
- [ ] Lab, papers, group work

- [ ] Spring Break (02/04/2018-15/04/2018)

- [ ] 2 weeks for studying (28/05/2018-10/06/2018)
- [ ] 3 weeks of exams (11/06/2018-02/07/2018)
- [ ] Resit
Transcript of Records

- Student: Consult grades directly in the Student SelfService

- OWSA: E-mails certified copy –for credit recognition- in SOP Mobility-Online
Exchange Coordinators

- Economics & Management/Business Studies
- Political Sciences
- Sociology
- Communication Studies

Mr. Jonas Loos
Mr. Mattias Brants
E: faces@vub.be
Exchange Coordinators

- **Languages**
  Prof. Ann Peeters, E: Ann.Peeters@vub.be

- **Applied Linguistics**
  Mr. Arnout Horemans, E: Arnout.Horemans@vub.be

- **History**
  Prof. Jeffrey Tyssens, E: Jeffrey.Tyssens@vub.be
  Prof. Griet Vermeesch, E: griet.vermeesch@vub.be

- **Art Sciences**
  Prof. Marc Jacobs, E: marc.ml.jacobs@vub.be

- **Philosophy**
  Prof. Emiliano Acosta, E: Emiliano.Acosta@vub.be
Exchange Coordinators

- Pharmacy
  Prof. Debby Mangelings, E: Debby.Mangelings@vub.be

- Biomedical Sciences
  Prof. Mieke Geens, E: Mieke.Geens@vub.be
Exchange Coordinators

Law
Prof. Tony Joris, E: Tony.Joris@vub.be
Mr. Wout de Cock, E: Wout.De.Cock@vub.be

Criminology
Prof. Lucas Melgaco, E: lucas.melgaco@vub.be
Ms. Ann Evenpoel, E: Ann.Evenepoel@vub.be
Exchange Coordinators

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

- Adult Educational Sciences
  Prof. Julie Rodeyns, E: julie.rodeyns@vub.be

- Educational Sciences
  Prof. Free de Backer, E: Free.De.Backer@vub.be
Exchange Coordinators

- Physical Education
- Physiotherapy

Mrs. Katrijn D’Herdt, E: Kdherdt@vub.be
Exchange Coordinators

- Biology
  - Prof. Gustavo Guttierez Gonzalez,
  - E: Gustavo.Gutierrez.Gonzalez@vub.be
- Bio-engineering Sciences
  - Prof. Joris Messens, E: Joris.Messens@vub.be
- Geography
  - Prof. Bas Van Heur, E: bas.van.heur@vub.be
- Mathematics
  - Prof. Kenny De Commer, E: Kenny.De.Commer@vub.be
- Physics
  - Prof. Steven Lowette, E: Steven.Lowette@vub.be
- Urban studies
  - Prof. Bas Van Heur, E: bas.van.heur@vub.be
- Urban design & spacial planning
  - Prof. Fabio Vanin, E: Fabio.Vanin@vub.be
- Chemistry
  - Prof. Yue Gao, E: yuegao@vub.be
- Oceanography
  - Prof. Karolien Van Puyvelde,
    E: Karolien.Van.Puyvelde@vub.be
- Informatics
  - Prof. Beat Signer, E: Beat.Signer@vub.be

Central contact: Mrs. Marjan Maes, E: marjan.maes@vub.be
Exchange Coordinators

- Architectural Engineering
  - Prof. Lars De Laet, E: Lars.De.Laet@vub.be

- Electrical Engineering
  - Prof. Philippe Lataire, E: plataire@vub.be

- Chemical Engineering
  - Prof. Annick Hubin, E: Annick.Hubin@vub.be

- Civil Engineering
  - Prof. Lincy Pyl, E: Lincy.Pyl@vub.be

- Electronics & Imaging
  - Prof. Adrian Munteanu, E: adrian.munteanu@vub.be

- Materials Science
  - Prof. Annick Hubin, E: Annick.Hubin@vub.be

- Mechanical Engineering
  - Prof. Philippe Lataire, E: plataire@vub.be

- Hydrology, Construction Eng
  - Prof. Marijke Huysmans, E: mhuysman@vub.be

- Industrial Engineering
  - Prof. Kris Steenhaut, E: kris.steenhaut@vub.be

- Biomedical Engineering
  - Prof. Jef Vandemeulebroucke, E: jefvdm@etrovub.be

- Applied Computer Science
  - Prof. Kris Steenhaut, E: kris.steenhaut@vub.be

- Photonics
  - Prof. Heidi Ottevaere, E: Heidi.Ottevaere@vub.be
Q&A