Exchange students

2018-2019
I HAVE NO IDEA
WHAT I'M DOING
Exchange Team

• International Relations 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 Office – 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](mailto: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 AND at VUB
2. Make the change in Mobility-online: YES/NO + courses + FINAL
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

Deadline: 28 February 2019
### Current status in Mobility Online

#### Studies

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration</td>
<td>12.05.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Personal data completed</td>
<td>12.05.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Passport photo uploaded</td>
<td>12.05.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Valid ID-card or passport uploaded</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Health insurance uploaded</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>English language certificate uploaded</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Motivation letter uploaded</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Transcript of records (ToR) before mobility uploaded</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Other relevant documents uploaded</td>
<td></td>
<td>✔️</td>
</tr>
<tr>
<td>Learning agreement (before mobility) approved by the VUB exchange coordinator</td>
<td>27.06.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Invitation letter printed</td>
<td>27.06.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Learning agreement before mobility printed</td>
<td>27.06.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Learning agreement signed by the student and the sending institution's academic exchange coordinator uploaded</td>
<td>29.06.2018</td>
<td>✔️</td>
</tr>
<tr>
<td>Fully signed learning agreement before mobility checked and approved by OWSA</td>
<td>10.07.2018</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Important Notes

- Complete personal data
- Upload passport photo for the application
- Upload a copy of a valid ID-card or passport
- Upload proof of health insurance
- Upload English language certificate
- Upload letter of motivation
- Upload transcript of records before mobility
- Upload other relevant documents
- Print Invitation letter
- Print learning agreement
- Upload learning agreement signed by yourself and your home institution
Current status in Mobility Online

- **Traineeships**

<table>
<thead>
<tr>
<th>Necessary Steps</th>
<th>Done</th>
<th>Done on</th>
<th>Done by</th>
<th>Direct access via following link</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before the mobility - Application and registration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Registration</td>
<td>✓</td>
<td>29.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal data completed</td>
<td>✓</td>
<td>10.05.2018</td>
<td></td>
<td>Complete personal data</td>
</tr>
<tr>
<td><strong>Before mobility - Upload and print documents</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passport photo uploaded</td>
<td>✓</td>
<td>29.05.2018</td>
<td></td>
<td>Upload passport photo for the application</td>
</tr>
<tr>
<td>Yield ID-card or passport uploaded</td>
<td>✓</td>
<td>29.05.2018</td>
<td></td>
<td>Upload a copy of a valid ID-card or passport</td>
</tr>
<tr>
<td>Signed traineeship agreement uploaded</td>
<td>✓</td>
<td>29.05.2018</td>
<td></td>
<td>Upload the signed traineeship agreement</td>
</tr>
<tr>
<td>Health insurance uploaded</td>
<td>✓</td>
<td>25.05.2018</td>
<td></td>
<td>Upload proof of health insurance</td>
</tr>
<tr>
<td><strong>Before the mobility - Screening by host university</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application formally checked and approved by the VUB</td>
<td>✓</td>
<td>01.06.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>During mobility - Tasks to be completed during the mobility</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student has arrived in Brussels/Stay abroad started</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Changes to the learning agreement needed, if needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Changes to Learning Agreement

- OWSA first enters your arrival date
- You can print your Certificate of Arrival and make changes to your Learning Agreement (only once!)

Deadline: 28 February 2019
Changes to Learning Agreement

➢ Indicated ‘Yes’?

You will be able to edit courses again in the same pipeline used before for adding courses:

➢ Indicate changes are final

➢ Only possible once, so make sure the changes are final!
### 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 Receiving Institution</td>
<td></td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in 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>
E-mail received:
(in Dutch)

**ACTIVATIE NET-ID**

Beste [redacted name],


Je netID kan je activeren op deze [webpagina](#). Je hebt hiervoor volgende gegevens nodig:

Studentennummer: [redacted]
Pincode: [redacted]

Je netID is actief binnen 24 uur. Hierna kan je beginnen met het registreren van je vakken.

Met vriendelijke groeten,
Studentenadministratie
Activation NetID

- Go to https://idsapp.vub.ac.be/pam/pamsignup.php?language=uk

- Fill in your enrollment number (=‘Studentennummer’ in Dutch mail) and your PIN code
- Activation within 24h
Student SelfService

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

Course registration?
- After 28 February 2019
- Different per faculty
- Register as a guest student to a course on Canvas
Exam schedules

- [ ] Faculty or department secretary

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

- [ ] Start of classes (11/02/2019)

- [ ] Bank holidays (22/04/2019 & 01/05/2019)
- [ ] Pre-exam study weeks (27/05/2019 until 07/06/2019)
- [ ] Start exams (Saturday 08/06/2019 until 06/07/2019)
Transcript of Records

- **Student:** Consult grades directly in the Student SelfService

- **OWSA:** E-mails certified copy –for credit recognition- in Mobility-Online

→ Need a hard copy? Please mail to exchange.incoming@vub.be
Exchange Coordinators

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

Mr. Mattias Brants
Mr. Jonas Loos
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. Paul Erdkamp, E: Paul.Erdkamp@vub.be

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

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

- **Management Assistant Internationalisation**: Ms. Tanita Pepermans, Tanita.Pepermans@vub.be
Exchange Coordinators

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

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

- Health - Gerontology
  Prof. Koen Putman, E: Koen.Putman@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 Evenepoel, E: Ann.Evenepoel@vub.be
Exchange Coordinators

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

- Adult Educational Sciences
  Prof. Ronald Crouzé, E: Ronald.Crouze@vub.be

- Educational Sciences
  Prof. Chang Zhu, E: Chang.Zhu@vub.be
Exchange Coordinators

- Physical Education
- Physiotherapy

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

- Biology
  - Prof. Gustavo Gutiérrez González, E: Gustavo.Gutierrez.Gonzalez@vub.be
- Bioengineering Sciences
  - Prof. Joris Messens, E: Joris.Messens@vub.be
- Geography
  - Prof. Matthieu Kerveyn, E: Matthieu.Kerveyn.De.Meerendre@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 & Spatial 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. Katleen Peeters, E: Katleen.Peeters@vub.be (replacing Mrs. Marjan Maes)
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
Upcoming events

- As from 11 February 2019: Fill in the Orientation Day survey 😊
- 23-24-25 April 2019: East-Asia Day (more information will follow)
- Anything else? We’ll keep you posted via mail, Facebook & VUB student portal, ESN FB page...
Q&A
Student Card, CoA and...stick around!

- Collect your enveloppe containing your **student card** and **enrolment certificate**
- Declare your arrival date. We will enter it on Mobility Online so you can print a **Certificate of Arrival (CoA)**.
- If your university has its own Certificate that you need to have signed, please visit the Student Administration (OWSA) during **opening hours**.

Please stand in line, based on your surname (last name, family name):

- A-L
- M-Z

**What’s next?**
- 16:00 – 17:00: Campus tour by Erasmus Student Network members
- 17:00 – 18:00: Drinks reception with IRMO staff and returning Erasmus students
- > > > you decide what is next...