HOW TO BE INFORMED!
AN INTRODUCTION TO OUR SELF-SERVICE E-TOOLS
Student Information
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
At VUB you need to search for information on several online platforms.
Countries, cultures and universities have different ways of dealing with information.

VUB expects students to have a high degree of self-reliance.

Students need to actively look for information online.

VUB has a number of online applications and information tools.

Don’t hesitate to ask for help.
OVERVIEW
A WEB OF TOOLS

MY EVENTS
VUB STUDENT EVENTS

MY CLASSROOM
Web Room Booking

CENTRAL PLATFORM
STUDENT.VUB

MY COURSES
Canvas

MY CLASSES
My.timetable

MY ADMINISTRATION
Student Self-Service

MY WORK STATION
Office 365

How to be informed!
24-9-2018 | 5
STUDENT.VUB.BE

The mother of all student information
The student portal STUDENT.VUB is the central gateway. This website explains how VUB works and provides the latest news on campus life.
STUDENT.VUB.BE
THE STUDENT PORTAL OF VUB

**VUB explained:** *how the university works*

- Education and study guidance
- Administration and practical matters
- Services and campus life

**VUB linked:** *access all e-tools and applications*

**VUB up-to-date:** *latest news and events*
Welcome international students!
FIND OUT HOW THE UNIVERSITY WORKS
Orientation Week
Learning platform
Timetables & exam schedules
Student Selfservice
E-mail & Office

HTTPS://STUDENT.VUB.BE/EN
NetID & EMAIL

Online access key and official communication
Use your personalised NetID to access networks and tools. Use your official VUB email address.
After enrolment **create NetID**
- Edit or PAM = **personal account manager**
- Login and password
- Activate your **official email address**
- Wifi = **VUBnext**
Welcome to PAM, your Personal Account Manager

Request for the activation of a network identity (NetID)

Please fill in your administrative data to activate your NetID and e-mail address at the university.

<table>
<thead>
<tr>
<th>Institution</th>
<th>VUB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Student</td>
</tr>
<tr>
<td>Enrollment number</td>
<td></td>
</tr>
</tbody>
</table>

- **INSTITUTION**: VUB
- **CATEGORY**: Student
- **ENROLLMENT NUMBER**:  
- **PIN-CODE/NUMÉRO DE LECTEUR**:  
- **DATE OF BIRTH**:  

**Notes**:
- PIN-code/Numéro de lecteur is only for Students of VUB and ULB and SOMT, ERASMUS personnel and external visitors.
- ULB students: Numéro de lecteur (this number can be found on the studentcard)
- Erasmus personnel: PIN-code = Numéro de carte magnétique
- Format: dd mm yyyy; example 25 01 1966 = 25 January 1966

*Welcome to PAM, your Personal Account Manager*

**How to be informed!**

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OFFICE 365

Storage, collaboration and communication tools
Office 365 is an online/offline workspace. It's a relatively new tool. You can share, co-edit and store documents. The package contains your official vub.be email and Skype for business.
You will be notified by e-mail (first activate your webmail!) when Office 365 is available to you

`first.last@vub.be` will be your official address (except ULB)

**Office software**: Word, Excel, Powerpoint, Outlook ...

- Install software on up to 5 different computers
- Use software online

**Skype for business**: chat and video chat

**Collaboration**: share documents with other students and co-work on them

**Storage and back-up**: 1 terrabyte
A relatively new tool

- Many have yet to learn how to use it

**Unlimited communication access**

- How does a person want to be contacted?
  - in a meeting?
  - during office hours?
  - on appointment?
  - by e-mail?
  - by skype?
STUDENT SELF SERVICE

Manage your administration
The Student Self Service is a personalised website to manage student administration.
STUDENT SELF SERVICE
DO-IT-YOURSELF ADMINISTRATION TOOL

Course registration

• only courses registered here are official (staff may have already registered them for you)

Manage Personal Data

• Name used on official documents
• How you will be contacted by the university

Tuition fee and invoice

Consult exam results and transcript of records
STUDENT SELF SERVICE
DO-IT-YOURSELF ADMINISTRATION TOOL

User ID
Password

Select a Language
English
Nederlands

How to be informed!
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Canvas

Learning platform
Canvas is a personalised learning platform. Teaching staff publish study material and announcements for the class group here.
Faculty & VUB Community

Your courses

- Automatically synchronised with Student Self Service

Course material and slides

Assignments

Announcements

Calendar

Inbox
How to be informed!

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Available for Android & IOS
MY.TIMETABLE APP

When and where you have class
Check for your classes online. Our new app offers you a tailor-made timetable.
MY.TIMETABLE APP
WHEN AND WHERE YOU HAVE CLASS

- Access
- Personalized
- Last minute changes
- Synchronize with your calendar: iCalendar

'Normal' timetables also available
MY.TIMETABLE APP
WHEN AND WHERE YOU HAVE CLASS

It's also possible to check your timetable per course
Important for ES students!
WEB ROOM
BOOKING

Book your classroom or meeting room
Be sure to reserve a classroom for group work meetings etc.
WEB ROOM BOOKING
BOOK YOUR CLASSROOM OR MEETING ROOM

- Quiet space on campus to work on a group assignment
- Online reservation
- 1 week to 1 day in advance

MAKE AN ONLINE RESERVATION

Web Room Booking
VUB STUDENT EVENTS

An overview of student events at the VUB
Events for students by students.
VUB STUDENT EVENTS
DON'T MISS A THING AND SHARE YOUR EVENTS

• Facebook page @studenteventsvub

• Do you want to add your event? Just send us a message. We will add your event to the page!
Now...

What should you remember?
WHAT SHOULD YOU REMEMBER?

STUDENT.VUB.BE

1. You need to **inform yourself online**!

2. VUB has (too) **many different tools** 😊

3. Use **STUDENT.VUB.BE** as a **starting point**
   1. Homepage: access to all tools, news and events
   2. Services > ICT
      1. **What** do I need them for?
      2. **How** can I access them?
      3. **Where** can I get help?

4. How-to videos for all tools on **CANVAS** page

5. Questions or difficulties getting online: go to the **student information**!
GOOD LUCK!

And don’t hesitate to contact us!

Student Information
Building D
+32 2 629 20 10
info@vub.be
Exchange students

2018-2019
Current State...

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
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 Mobility-online: YES/ NO + courses (Deadline below)
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: 15 October 2018
## Current status in Mobility Online

### Studies

<table>
<thead>
<tr>
<th>Before the mobility - Application and registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration</td>
</tr>
<tr>
<td>Personal data completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before mobility - Upload and print documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport photo uploaded</td>
</tr>
<tr>
<td>Valid ID-card or passport uploaded</td>
</tr>
<tr>
<td>Health insurance uploaded</td>
</tr>
<tr>
<td>English language certificate uploaded</td>
</tr>
<tr>
<td>Motivation letter uploaded</td>
</tr>
<tr>
<td>Transcript of records (TOG) before mobility uploaded</td>
</tr>
<tr>
<td>Other relevant documents uploaded</td>
</tr>
<tr>
<td>Learning agreement (before mobility) approved by the VUB exchange coordinator</td>
</tr>
<tr>
<td>Invitation letter printed</td>
</tr>
<tr>
<td>Learning agreement before mobility printed</td>
</tr>
<tr>
<td>Learning agreement signed by the student and the sending institution’s academic exchange coordinator uploaded</td>
</tr>
<tr>
<td>Fully signed learning agreement before mobility checked and approved by OSWA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>During mobility - Tasks to be completed during the mobility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has arrived in Brussels/Stay abroad started</td>
</tr>
<tr>
<td>Changes to the learning agreement needed/not needed</td>
</tr>
</tbody>
</table>
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>Before the mobility - Application and registration</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Registration</td>
<td>✔</td>
<td>26.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal data completed</td>
<td>✔</td>
<td>19.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete personal data</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before mobility - Upload and print documents</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></td>
</tr>
<tr>
<td>Valid ID-card or passport uploaded</td>
<td>✔</td>
<td>29.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signed traineeship agreement uploaded</td>
<td>✔</td>
<td>29.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health insurance uploaded</td>
<td>✔</td>
<td>29.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload passport photo for the application</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload a copy of a valid ID-card or passport</td>
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<td></td>
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</tr>
<tr>
<td>Upload the signed traineeship agreement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload proof of health insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before the mobility - Screening by host university</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application formally checked and approved by the VUB</td>
<td>✔</td>
<td>01.05.2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>During mobility - Tasks to be completed during the mobility</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Changes to the learning agreement needed/not 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: 15 October 2018
Changes to Learning Agreement

➢ Indicated ‘Yes’?
You will be able to edit courses again in the same pipeline used before for adding courses:

Learning agreement (LA) courses at RECEIVING institution filled in ✔ 24.06.2018
Learning agreement (LA) courses at SENDING institution filled in ✔ 30.06.2018
Learning agreement before mobility is complete ☐

➢ Indicate changes are final
➢ Only possible once, so make sure the changes are final!
### Reasons for Changes

#### Reasons for deleting a component
1. Previously selected educational component is not available at the Receiving Institution
2. Component is in a different language than previously specified in the course catalogue
3. Timetable conflict
4. Other (please specify)

#### Reason for adding a component
5. Substituting a deleted component
6. Extending the mobility period
7. Other (please specify)
E-mail received: (in Dutch)

**ACTIVATIE NET-ID**

Beste [redacted]


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 15 October 2018
- 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

- Christmas Break (24/12/2018-02/01/2019)

- 2 weeks for studying (02/01/2019-13/01/2019)
- 3 weeks of exams (14/01/2019-04/02/2019)
- Lecture-free week (04/02/2019-10/02/2019)
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. Griet Vermeesch, E: griet.vermeesch@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 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

- **Bioengineering 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 & 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. 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@etrouvub.be
- Applied Computer Science
  Prof. Kris Steenhaut, E: Kris.Steenhaut@vub.be
- Photonics
  Prof. Heidi Ottevaere, E: Heidi.Ottevaere@vub.be
Kick-Off, Latin America Day & Go Abroad Fair

- **Kick-Off**: 4 October @ Etterbeek Campus
  2 October @ Jette Campus


- **Go Abroad Fair**: 17 October @ Etterbeek Campus, Study Guidance Center
  (Building F) 10:00 – 16:00
  - Get in touch with local students interested in going abroad
  - Share your thoughts on going on exchange and life on your campus
  - Join the IRMO crew during the event
Contact

Interested?

- Inform us during this session
- or let us know via exchange.incoming@vub.be

We will also send out an e-mail with further information.
Kick-Off ‘Année de la France’


- @ Etterbeek Campus, Promotiezaal D.0.02

- Start 16:30

- In the presence of the French Embassy.
Q&A

#Sprout
to be
Brussels
Student Card, CoA and...stick around!

➢ Collect your enveloppe containing your student card and enrolment certificate

➢ Indicate your arrival date and have your Certificate of Arrival (CoA) signed. We will upload this on Mobility Online.

Please stand in line, based on your surname (last name, family name):
- A-I  J-R  S-Z

STAY! What’s next?
- 15:00 – 16:00: Sports, Culture, Student Life
- 16:00 – 17:30: Jovanka Steele: A comedian’s take on Belgian life
- 17:30 – ...: Drinks reception