Orientation Day 2020

Exchange students

2019-2020
Current State...

I HAVE NO IDEA

WHAT I'M DOING

Vrije Universiteit Brussel
Exchange Team

• International Relations office – IRMO
  Ms. Isa Lemaitre
  Ms. Katleen Peeters
  Ms. Eugenia Marchetti
  Mr. Sander Verhoef

➢ Policy & organisation
➢ General assistance to students
➢ Contact with home university
➢ Certificates (Arrival & Departure, etc.) (+ student cards as of next week)

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

- **Education & Student Administration Office – OWSA**
  Ms. Gwen Van Der Smissen, Mr. Jeremy Herremans

- Administration for the Learning Agreements
- Transcript of Records
- Student Card at Info Session (after this session: at IRMO)
- Proof of Registration

- Pleinlaan 2, 1050 Brussels (C2.02)
- 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 AND at VUB

2. Make the change in Mobility-online: **YES/ NO** + courses + FINAL

   **Deadline: 25 February 2020**

3. VUB exchange coordinator to approve online *(after deadline)*

4. You can print your updated LA, get the signatures and upload it again

5. OWSA has a final check online
### Current status in Mobility Online

#### Studies

<table>
<thead>
<tr>
<th>Before the mobility - Application and registration</th>
<th>12.05.2018</th>
<th>Complete personal data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Registration</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Personal data completed</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Before mobility - Upload and print documents</th>
<th>20/12</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport photo uploaded</td>
<td>✔</td>
<td>Upload passport photo for the application</td>
</tr>
<tr>
<td>Valid ID-card or passport uploaded</td>
<td>✔</td>
<td>Upload a copy of a valid ID-card or passport</td>
</tr>
<tr>
<td>Health insurance uploaded</td>
<td>✔</td>
<td>Upload proof of health insurance</td>
</tr>
<tr>
<td>English language certificate uploaded</td>
<td>✔</td>
<td>Upload English language certificate</td>
</tr>
<tr>
<td>Motivation letter uploaded</td>
<td>✔</td>
<td>Upload letter of motivation</td>
</tr>
<tr>
<td>Transcript of records (ToK) before mobility uploaded</td>
<td>✔</td>
<td>Upload transcripts of records before mobility</td>
</tr>
<tr>
<td>Other relevant documents uploaded</td>
<td>✔</td>
<td>Upload other relevant documents</td>
</tr>
<tr>
<td>Learning agreement (before mobility) approved by the VUB exchange coordinator</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Invitation letter printed</td>
<td>✔</td>
<td>Print Invitation letter</td>
</tr>
<tr>
<td>Learning agreement before mobility printed</td>
<td>✔</td>
<td>Print learning agreement</td>
</tr>
<tr>
<td>Learning agreement signed by the student and the sending institution’s academic exchange coordinator uploaded</td>
<td>✔</td>
<td>Upload learning agreement signed by yourself and your home institution</td>
</tr>
<tr>
<td>Fully signed learning agreement before mobility checked and approved by OWVA</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

### During mobility - Tasks to be completed during the mobility

<table>
<thead>
<tr>
<th></th>
<th>0/2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has arrived in Brussels, Stay abroad started</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Changes to the learning agreement needed/not needed</td>
<td>✔</td>
<td></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><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></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>Valid 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>29.05.2018</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>01.05.2018</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/travel abroad started</td>
<td></td>
<td></td>
<td></td>
<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

- IRMO first enters your arrival date
- You can print your Certificate of Arrival and make changes to your Learning Agreement (**only once!**)
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 filed in 24.05.2018
- Learning agreement (LA) courses at SENDING institution filed in 30.05.2018
- Learning agreement before mobility is complete

➢ 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>5. Substituting a deleted component</td>
</tr>
<tr>
<td>2. Component is in a different language than previously specified in the course catalogue</td>
<td>6. Extending the mobility period</td>
</tr>
<tr>
<td>3. Timetable conflict</td>
<td>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

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*VUB - Universiteit Brussel*
Student SelfService

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

Course registration?
- After 25 February 2020
- Different per faculty
Exam schedules

- Faculty or department secretary

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

- Start of classes (10/02/2020)

- Spring break (06/04/2020 until 19/04/2020)
- Bank holidays (01/05/2020, 21/05/2020, 01/06/2020)
- Start exams (Monday 08/06/2020 until 04/07/2020)
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
- BA Social Sciences

Mr. Jonas Loos

E: faces@vub.be
### Exchange Coordinators

<table>
<thead>
<tr>
<th>Subject</th>
<th>Coordinator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Languages</td>
<td>Prof. Ann Peeters</td>
<td><a href="mailto:Ann.Peeters@vub.be">Ann.Peeters@vub.be</a></td>
</tr>
<tr>
<td>Applied Linguistics</td>
<td>Mr. Arnout Horemans</td>
<td><a href="mailto:Arnout.Horemans@vub.be">Arnout.Horemans@vub.be</a></td>
</tr>
<tr>
<td>History</td>
<td>Prof. Bart Lambert</td>
<td><a href="mailto:Bart.Lambert@vub.be">Bart.Lambert@vub.be</a></td>
</tr>
<tr>
<td>Art Sciences &amp; Arch.</td>
<td>Prof. Karin Nys</td>
<td><a href="mailto:Karin.Nys@vub.be">Karin.Nys@vub.be</a></td>
</tr>
<tr>
<td>Philosophy</td>
<td>Prof. Emiliano Acosta</td>
<td><a href="mailto:Emiliano.Acosta@vub.be">Emiliano.Acosta@vub.be</a></td>
</tr>
<tr>
<td>Coordinator Internationalisation</td>
<td>Ms. Tanita Pepermans</td>
<td><a href="mailto:Tanita.Pepermans@vub.be">Tanita.Pepermans@vub.be</a></td>
</tr>
</tbody>
</table>
Exchange Coordinators

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

- Biomedical Sciences
  Prof. Ellen Goossens, E: Ellen.Goossens@vub.be

- Health - Gerontology
  Prof. Koen Putman, E: Koen.Putman@vub.be

- Manual Therapy
  Prof. Aldo Scafoglieri, E: Aldo.Scafoglieri@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. Elli Gilbert, E: Elli.Gilbert@vub.be
Exchange Coordinators

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

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

- Educational Sciences
  Prof. Chang Zhu, E: Chang.Zhu@vub.be
  Mr. Ronald Crouzé, E: Ronald.Crouze@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. Wim Vrancken, E: Wim.Vrancken@vub.be

- Geography
  Prof. Matthieu Kerveyn, E: Matthieu.Kerveyn.De.Meerendre@vub.be

- Mathematics
  Prof. Uwe Einmahl, E: ueinmahl@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. Iris De Graeve, E: Iris.De.Graeve@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: jefvدمب@تروفوب.ب

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

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

Central contact: Coordinator Internationalisation  
Ms. Pauline De Pelsmacker, E: ir.mobility@vub.be
Upcoming events

Tonight 7 February 2020:
➢ VUB Campus Tour by ESN (16:00 – 16:45)
➢ Welcome reception together with returning VUB exchange students (after campus tour) until 18:00
➢ 18:00 - …: You decide!

As from 10 February 2020:
➢ Fill in the Orientation Session survey 😊

11 February: Re-opening party in the BSG Hall
12 February: Erasmus Welcome Party by ESN

25 & 26 February: Middle East Days (register)
→ Workshops, Lecture, Performances, Film & Food!
Upcoming events

➢ Anything else? We’ll keep you posted via mail, Facebook & VUB student portal, ESN FB page...

Keep up to date!
Like our Facebook Page!
@VUBInternationalRelations
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 template that you need to have signed, please send it to us via exchange.incoming@vub.be or hand it over to an IRMO staff member now and here.

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

   **A-L**   **M-Z**

What’s next?

> 16:00 – 16:45: VUB Campus Tour by ESN
> 16:45 – 18:00: Welcome drinks at ‘t Complex
> 18:00 - ...: You decide what is next...
Q&A

#SPROUT =TO BE= BRUSSELS