Code YELLOW
subject to change

ON CAMPUS

• Always keep your distance from others
• Wear a face mask at all times
• Wash your hands regularly
Code YELLOW
subject to change

DURING CLASSES

• No drinking/eating during class
• Wear a face mask at all times
• Notify your teacher if you want to get up or leave the room
Code YELLOW
subject to change

If you test positive for COVID-19

Notify us immediately on info@vub.be + notify your professors

Do not come to the campus from the moment you notice symptoms

(_until you have received negative test results)_
Code YELLOW
subject to change

Absent for a mandatory class

Provide a doctor’s note to your faculty secretariat (faces@vub.be)
Study path counselling
MASTER OF COMMUNICATION STUDIES

• Ioanna Athanassiu
Learning path counsellor

HOW CAN I HELP YOU?

• Inform, advise and guide students throughout their (individual) study path

• **Ioanna Athanassiu**
  - Pleinlaan 5, 3rd floor
  - [Studypath.es@vub.be](mailto:Studypath.es@vub.be)

1. Your school has to confirm your diploma directly to admissions@vub.be
2. Once diploma is confirmed you can sign your online enrolment contract
3. 24 hours later you can register your courses
Course registration

DEADLINES


- **First semester and year courses = 15 October 2020**
- **Second semester courses = 28 February 2021**

- Missed the deadline? Want to make changes to your study path after the deadline? Explicit permission of the faculty dean needed

- Likely to miss the deadline because of technical issues? Let us know by e-mail on time! (studypath.es@vub.be)
Course registration

PREP AND MA PROGRAMME

• **PREP programme:** Registration done by us

• **MA programme:** Registration done by the student!
  • Compulsory courses = 48 ECTS (5 courses + master thesis 18 ECTS)
  • Elective courses = 12 ECTS (internship or 2 electives)

- **Spreading the programme is an option, but...**
  • Postpone master thesis
  • Tuition fee is due
  • Non-EEA students at least 54 credits
Course registration

FOLLOW THE STEPS

Overview of the most common issues

The most common issues and how to deal with them:

- I cannot log on to the Student SelfService
- I can log on to the Student SelfService, but I do not have the button ‘register my courses’
- Some courses are missing

Overview of the most common error messages

The most common error messages and how to deal with them:

- “Study activity is full. If a waiting list is available, select Add another study activity to return to step 1. Select the study activity link, select the Waiting list option and resubmit your request.”
- “This study activity is not planned”

Course registration in 10 steps

This step-by-step plan can only be used by students who must register for their courses themselves.

1. Go to your registered courses in the Student SelfService are official. Make sure that this
2. Synchronization with learning platform Canvas occurs automatically.
3. Add ‘add classes’
4. Search by my requirements
5. Course detail - select a part of the course
6. Confirm the part of the course
7. Overview ‘parts enrolled in automatically and still need to register yourself’
8. Confirm the entire course
9. Shopping cart
10. Check and ‘finish enrolling’
11. View results of your course registration

Study Guidance: Learning path counselling
Course registration

DIGITAL HELPDESK

- Online form
- Individual appointment
- Online Q&A session
FOLLOW THE STEPS

- Activate your VUB NetID!
- Get access to the VUB wifi and platforms
- Check your VUB mailbox (or redirect to your personal mailbox)!
Faculty webpage
STUDENT.VUB.BE/EN/ES

The faculty secretariat re-opens on weekdays between 9 and 12 am.

 Afterwards via faces@vub.be and on 02 614 83 83

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On the rotation system and group division

Book your seat via Canvas.VUB.BE

More information and quick links to Canvas
Study progress regulation

STUDY EFFICIENCY

Pass 60% of the enrolled credits each academic year

Insufficient study efficiency? = Binding conditions
  • pass at least 75% of the enrolled credits
  • succeed for courses you have registered at least twice

Binding conditions are not met? Refusal to re-enroll

0 credits obtained? Refusal to re-enroll

Our goal?
✓ Increase students’ study efficiency
✓ Ensure students’ well-being
Study guidance @ vub

INDIVIDUAL & WORKSHOPS

- Study success
- Time-management
- Study program
- Flexibility
- Course related
- Exams
- Exam planning
- Motivation, stress and anxiety
- Bachelor and master thesis

• Your study guidance starts at the Meeting point.
• Call, mail or drop by.

Brussels Engineering, Sciences & Humanities Campus
[A] Building F - level Esplanade
[T] +32 2 629 23 06
[O] Monday - Friday; 9AM to 5pm

https://student.vub.be/en/study-guidance#contact