ORIENTATION days 2020

WELCOME TO BRUSSELS. WELCOME TO VUB.
Orientation Days 2020 - 2021

Exchange Students
Info Session
Current State...

I HAVE NO IDEA

WHAT I'M DOING
Exchange Team

- **International Relations office – IRMO**
  - Ms. Isa Lemaitre
  - Ms. Eugenia Marchetti
  - Mr. Eric Valck
  - Mr. Sander Verhoef

- Policy & organisation
- General assistance to students
- Contact with home university
- Certificates (Arrival & Departure, etc.) (+ student cards after general hand-out)

- 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 general hand-out 15/09 during exchange student's campus tour (after this general hand-out: at IRMO)
- Proof of Registration

- Pleinlaan 2, 1050 Brussels (C2.02)
- 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 in Mobility Online

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 (after deadline)
4. You can print your updated LA, get the signatures and upload it again
5. OWSA has a final check online

Deadline: 15 October 2020
## 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 (ToR) 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 OWSA</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><strong>Before the mobility - Application and registration</strong></td>
<td></td>
<td></td>
<td></td>
<td>7/0</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>19.05.2018</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>2/2</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>4/4</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>0/2</td>
</tr>
<tr>
<td>Student has arrived in Brussels</td>
<td>✔️</td>
<td></td>
<td></td>
<td>Stay abroad started</td>
</tr>
<tr>
<td>Changes to the learning agreement needed</td>
<td>✔️</td>
<td></td>
<td></td>
<td>not needed</td>
</tr>
</tbody>
</table>
Changes to Learning Agreement

- IRMO first enters your arrival date (after general hand-out)
- You can print your Certificate of Arrival and make changes to your Learning Agreement (only once!)

Deadline: 15 October 2020
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: ✔️
- Learning agreement (LA) courses at SENDING institution filed in: ✔️
- 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</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>7. Other (please specify)</td>
</tr>
<tr>
<td>4. Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
 **VUB explained**: how the university works
 Education and study guidance
 Administration and practical stuff
 Services and campus life
 **VUB linked**: access all e-tools and applications
 **VUB up-to-date**: latest news and events
NET ID and EMAIL
ACCESS AND OFFICIAL COMMUNICATION

- After enrolment, **create NetID**
- Edit or PAM = **personal account manager**
- Login and password
- Activation of 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>

Numero de matricule, Studentnummer, Student number, Rolnummer, Stamsnummer

PIN-code/Número de lecteur is ONLY for Students of VUB and ULB and SOME ERASMUS personnel and external visitors

ULB students: Numero de lecteur (this number can be found on the studentcard)

Erasme personnel: PIN-code = Numero de carte magnétique

Date of birth: dd mm yyyy, example 25 01 1966 = 25 January 1966

Continue

Nederlands - English - Français

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helpdesk@vub.ac.be
You will be notified by e-mail (first activate your webmail!) when ready for you:

- first.last@vub.be as an official address (except ULB)
- Office software: Word, Excel, Powerpoint, Outlook ...
- Install software on 5 different computers
- Use software online
- Teams: chat and video chat
- Collaboration: share documents with other students and co-work on them
- Storage and back-up: 1 terrabyte
Student Self Service
DO-IT-YOURSELF ADMINISTRATION TOOL

- **Course registration**
- only courses registered here are official (often staff has 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

How to be informed!
Canvas
LEARNING PLATFORM

- Your courses
- Automatically synchronised with Student Self Service
- Course material and slides
- Assignments
- Announcements
- Calendar
- Inbox

How to be informed!
How to be informed!
Exams

TOOLS YOU NEED FOR YOUR EXAMS

- **Check your exam schedule** on student.vub.be by clicking on the name of your faculty.
- Reserve your time slot for **oral exams**. You will get a notification in Canvas with the link.
- **Consult your grades** in the Student Self Service.
- Need help with studying? Contact the **Study Guidance Center**.
Faculty or department secretary

Oral & written exams
Lab, papers, group work

Start of classes (‘blended’) (21/09/2020) (exception for Bruface students)

Winter holidays (21/12/2020 until 03/01/2021)
Start exams (Monday 04/01/2021 until 01/02/2021)
Transcript of Records

- Student: Consult grades directly in the Student SelfService

- OWSA: Uploads certified copy – for credit recognition - in Mobility-Online

→ Need a hard copy? Please mail to exchange.incoming@vub.be
1. You have to **inform yourself online**!
2. VUB has **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 to get online: go to **student information**!
Exchange Coordinators

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

Coordinator Internationalisation:

Mr. Jonas Loos
Ms. Astrid Slegten
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. Bart Lambert, E: Bart.Lambert@vub.be

- Art Sciences & Archaeology
  Prof. Karin Nys, E: Karin.Nys@vub.be

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

Coordinator Internationalisation:  Ms. Tanita Pepermans, E: Tanita.Pepermans@vub.be
Exchange Coordinators

- **Pharmacy**
  Prof. Debby Mangelings, E: [Debby.Mangelings@vub.be](mailto:Debby.Mangelings@vub.be)

- **Biomedical Sciences**
  Prof. Ellen Goossens, E: [Ellen.Goossens@vub.be](mailto:Ellen.Goossens@vub.be)

- **Health - Gerontology**
  Prof. Koen Putman, E: [Koen.Putman@vub.be](mailto:Koen.Putman@vub.be)

- **Manual Therapy**
  Prof. Aldo Scafoglieri, E: [Aldo.Scafoglieri@vub.be](mailto: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

Coordinator Internationalisation: Ms. Freya De Vroede, E: pe.mobility@vub.be
Exchange Coordinators

- Physical Education
- Physiotherapy

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

- **Biology**
  - Prof. Marc Kochzius, E: Marc.Kochzius@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

**Coordinator Internationalisation:**
- 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. Iris De Graeve, E: Iris.De.Graeve@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@etrowvub.be

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

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

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

- 09/09: Belgian politics for dummies
  - Register online

- 15/09: exchange students campus tours
  - Register online

- Faculty/programme welcome sessions
  - Check the overview on the website

- VUBuddy system: https://buddysystem.eu/en/

For more info and registration go to: https://student.vub.be/onthaaldagen-orientationdays#orientation-days
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 & Certificate of Arrival!

☐ General hand-out
  ☐ 15/09 during campus tours (register online)
  ☐ 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

☐ Please respect general safety and health measures
  1) When queing, wear a face mask (mandatory on campus and in Brussels Capital Region for the time being)
  2) Keep a distance of 1,5m
  3) Desinfect your hands before queing
Student Card & Certificate of Arrival!

- Picking up student card, when not being able to attend the campus tours
  - Come to IRMO on a Friday afternoon
  - Pick-up after 15/09
  - International relations office on Friday afternoons

- Having your own university’s arrival certificate signed
  - Preferable, if electronic version is sufficient, send it to exchange.incoming@vub.be
  - If hard copy is needed: Come to IRMO and hand it over to a job student outside the office (no need to queue or register) and clearly indicate your arrival date
  - Come back on a Friday afternoon to collect the document
    → Make sure as much information is already pre-filled!

- Having your own university’s Learning Agreement signed
  - Only possible by sending it via e-mail to exchange.incoming@vub.be (OWSA will sign)
ORIENTATION days 2020

THANK YOU FOR YOUR ATTENTION AND SEE YOU SOON!