Welcome

Info session for international students at the VUB Faculty of Engineering – 11 September 2020

- ir.mobility@vub.be
- Pauline De Pelsmacker, Internationalisation Coordinator
AGENDA

1. Welcome by Dean Francis Berghmans
2. Introduction to the faculty
3. Enrolment and registering courses
4. Organisation of courses
5. Organisation of exams
6. Study path
7. Campus and organisation of classes
8. Learning platforms
9. Overview of infosession
10. Administration and residency permit
ORGANISATION OF THE SESSION

• Short Q&A breaks after each section, please post your questions in the Q&A box during the presentation

• We discuss all other questions at the end of the session

• This session will be recorded and can be shared afterwards
Welcome by Dean Francis Berghmans
WHO ARE WE?

Faculty of Engineering
FACULTY OF ENGINEERING – WHO ARE WE?

MASTER PROGRAMMES: 120 ECTS | 2 YEARS

- Architectural Engineering
- Chemical and Materials Engineering
- Civil Engineering
- Electromechanical Engineering
- Electrical Engineering
- Biomedical Engineering
- European Master in Photonics
- Physical Land Resources
- Water Resources Engineering
- Applied Computer Sciences
The Brussels Faculty of Engineering (Bruface) is a joint initiative between Université Libre de Bruxelles (ULB) and Vrije Universiteit Brussel (VUB), offering a broad spectrum of fully English taught Master Programmes in the field of Engineering.

More info: www.bruface.eu
FACULTY OF ENGINEERING – WHO ARE WE?

RESEARCH

12 DEPARTMENTS

1. Applied Physics and Photonics (TONA)
2. Electric Engineering and Energy Technology (ETEC)
3. Electricity (ELEC)
4. Materials and Chemistry (MACH)
5. Mechanics of Materials and Constructions (MEMC)
6. Mechanical Engineering (MECH)
7. Hydrology and Hydraulic Engineering (HYDR)
8. Mathematics (WISK)
9. Chemical Engineering and Industrial Chemistry (CHIS)
10. Electronics and Informatics (ETRO)
11. Engineering Technology (INDI)
12. Architectural Engineering (ARCH)
The faculty management relies on the dean’s office and the faculty secretariat

**Dean's office**
- Prof. Francis Berghmans – Dean
- Prof. Stefaan Caenepeel – Vice-Dean
- Annick Hub – Academic Director
- Tanja Thijs – Faculty Secretary General – General Policy and Staff
- Mireille Ponet – Faculty Secretary General – Education and Internationalisation

**Secretariat**
- Annick Lintermans – Study Administration
- Bert Fauconnier – Student Administration
- Anne-Marie Hoedt - Student Administration
- Maria Ghijsels – Outreach & PR
- Pauline De Pelsmacker – Internationalisation
- Kyra Hidding – Education Innovation
- Annelies Deboelpaep – Study Guidance

Building K, second floor, Faculty Secretariat – facultyofengineering@vub.be
Enrolment and registering courses
Enrolment process at VUB:

1. Received conditional letter of acceptance
2. Contact your university to directly confirm your degree (admissions@vub.be)
3. Allow a few working days for the Admission team to process your request
4. Admissions team will send you an email to sign your enrolment contract online
5. The invoice will be sent to your VUB email address
6. You are now enrolled officially
ENROLMENT AND REGISTERING COURSES

Not yet enrolled? No problem!

Reasons why you might not be able to enroll yet:

• Waiting for conditional letter of acceptance
• Waiting for your university to confirm diploma
• Waiting for Admissions Team to start process

Deadline 8 October 2020
• You can enroll without having a visa confirmed

No enrolment = no access to online learning platform = no access to courses
ENROLMENT AND REGISTERING COURSES

Tuition fee

Example for non-EEA citizens, Bruface

- Base fee = €1000 + Fee per credit = €25 per credit
- Typical first year = 60 ECTS
- $1000 + (60 \times 25) = €2500 = tuition fee for the first year

Tip: wait with the registration of second semester courses until the start of the second semester. You will receive a second invoice for the registered credits in February.
ENROLMENT AND REGISTERING COURSES

What happens next?

1. Sign contract (includes a list of questions - 45 mins)
2. Receive email with student number and pin code (24 hours after contract was signed)
3. Create your VUB network identification (net-ID) Please do so asap
4. Log in with your account and register your individual courses (60 ECTS)
5. Enrolment certificate available upon request (preferably once you arrive in Belgium)
ENROLMENT AND REGISTERING COURSES

Registration of courses

➢ Not yet registered? Please do so as soon as possible!

• Registration of course = access to course updates on learning platform
• No registration of course = no exam (please check!)

• Deadline first semester + year courses: 15 October 2020
• Deadline second semester courses: 28 February 2020

• Check your programme: https://caliweb.vub.be/caliweb/?year=2021
ENROLMENT AND REGISTERING COURSES

Registration of courses

➢ Problems with your registration? We can help!

• Check first most common errors and questions:

• Still not solved? Report to helpdesk:
  https://forms.office.com/Pages/ResponsePage.aspx?id=qHxbaagtRUWi2kLQN4TlhWdQvonz1QdlmZftC0fw8dUQkw5MzJaM1NWVzFJSjcyUEMzODU3NEdaTiQlQCN0PWcu

• Individual questions with regard to your study path?
  Contact the study path counsellor studypath.ir@vub.be
Organisation of courses
Online education is key

- All lectures: online during first semester because of pandemic
- Small workshops, labs, group work, exercises and even some lectures (ULB for Bruface students): professor might invite you to campus, but an online alternative will always be offered to students who cannot attend the session (quarantine, lockdown, visa delays...)

Faculty of Engineering
11-9-2020 | 19
ORGANISATION OF COURSES

We’re here to help

• Do you feel disadvantaged in your education because are not able to attend a course on campus, and the online equivalent does not offer enough support for you to follow the course content?

• Does a professor not reply to your emails or questions?

• Do you have any concerns or worries?

• Please contact Pauline De Pelsmacker, Internationalisation Coordinator (pauline.de.pelsmacker@vub.be)

• Discuss internally and in dialogue with the professor how we can reach a solution. Your call/email will be treated confidentially and anonymously.
ORGANISATION OF COURSES

Time tables


- Recommendation to check week by week due to changes

- If room is mentioned = class on campus
- If ‘ONLINE zie Canvas’ = class online
COVID-19 MEASURES 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

Absent for a mandatory class

Provide a doctor’s note to your faculty secretariat

STOP THE SPREAD OF COVID-19
vub.be/backtocampus
Code YELLOW
subject to change

Travelling into Belgium


- Public Health Passenger Locator Form
- Test
- 14 days quarantine (even if test is negative)
Code YELLOW
subject to change

More Q&A

https://www.vub.be/en/backtocampus#frequently-asked-questions

Stay safe! 😊

Think of yourself and others around you
ORGANISATION OF EXAMS

Organisation of exams
EXAMS

Sessions

• First session:
  • First semester: January
  • Second semester: June

• Second exam session: August-September (for failed exams)

  • Please also make sure to check the course unit description to see whether a second session can be organised.
  • More info: https://caliweb.vub.be/caliweb/?year=2021
Pass or fail

- 10/20 = pass (unless differently specified in course unit description)
  Once you passed an exam, an exam cannot be redone

- 9/20 or less = fail
  - A failed exam must be redone, you cannot ‘freeze’ a mark:
  - For instance:
    - *Result in January 2021: 9/20*
    - *You decide not to take the exam during the second session*
    - *Result at the end of the year = 0/20 or ‘absent’*
Exam deliberation rules: non-Bruface programmes

• You have successfully passed master’s, bridging and preparatory programmes if all your grades are at least 10/20. Failed courses are not accepted.

• In your year of graduation, you will receive a level of distinction
  • passed with merit: the average final result is less than 68%
  • passed with distinction: the average final result is 68% or higher
  • passed with great distinction: the average final result is 77% or higher
  • passed with the greatest distinction: the average final result is 85% or higher
Exam deliberation rules: Bruface programmes

- Small acceptable failures
  - At the end of your academic track, i.e. once you have tried to pass the exam in second session and reregistered again during MA2 = only when you are in the position to graduate

- Possible combinations:
  - Two times 9/20
  - a 9/20 and an 8/20
  - one 7/20

- You must have an average of 55% and have passed your Master thesis
Illness or force majeure

2. Complete Force majeure form
3. Send form to examiner by email with facultyofengineering@vub.be in copy
   - Before exam
   - Latest on the day of the exam
4. Provide a valid proof of force majeure (certificate, doctor’s note) by email to facultyofengineering@vub.be
**EXAMS**

**Time tables**

- Be careful: Bruface vs non-Bruface time schedules
- Exam schedules to be uploaded during the year, close to the exam period
- Sometimes, professors organise individual time tables on day of exam: important to follow announcements
- All exams online (oral or written) because of pandemic
Your study path
STUDY PATH

Registering next academic year

• You start with 60 credits in the ‘MA1’

• You can register in MA2 for max 66 ECTS (for more than 66 ECTS you need to hand in a motivated request at the start of next academic year

• You did not acquire 45 ECTS : no thesis next year
STUDY PATH

Study progress regulations

- You have to complete at least 60% of the credits you registered for.
- If not, you receive binding conditions for your next year.
- Binding conditions = a condition that you must achieve 75% of registered ECTS in order to be able to re-enroll.
- If you failed all exams = no re-enrolment next year.
Important dates

• Start classes first semester:
  • Bruface: 14 September 2020
  • Non-Bruface: 21 September 2020

• Winter holiday: 21 December 2020 – 3 January 2021
• Exams first session: 4 January 2020 – 1 February 2021
• Lecture-free week: 1 February 2021 - 7 February 2021

• Start second semester: 8 February 2021
Campus and organisation of classes
Campus Etterbeek

- Majority of courses for Faculty of Engineering in Etterbeek
- **Exceptions:**
  - Bruface students: classes on ULB Campus
  - Biomedical Engineering students: classes on Jette Campus or Ghent University
  - Photonics Engineering students: classes in Ghent University
- More info in programme info session
On campus: facilities

- Some facilities only accessible with student card,
- Discounts with student card

Facilities:
- Library, study spaces, computer rooms
- Restaurant, student bar, lunch bar
- Swimming pool, athletics track, gym, football field
<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
</table>
| Study guidance | - Tutoring, study planning, group study, support  
| OWSA      | - Student Administration, enrolment certificates, student card  
|           | - studentadministration@vub.be                                         |
| IRMO      | - Support for international students, health insurance, mobility  
|           | - [International.relations@vub.be](International.relations@vub.be)    |
Learning platforms
LEARNING PLATFORMS

Aim:
- Communication with students by professors and faculty staff
- Course overview
- Recordings, documents, assignments, ...

For Bruface students: each university has its own learning platform

Université Virtuelle/Moodle  ULB VUB Canvas
LEARNING PLATFORMS

Canvas:

- Communications from professors per course: announcements, documents, assignments
- Communications from faculty
- Important updates and reminders of deadlines
- Please check regularly
INFO SESSIONS

Overview of info sessions
PROGRAMME INFO SESSIONS

Non-Bruface:

<table>
<thead>
<tr>
<th>Programme</th>
<th>When and how</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biomedical Engineering</td>
<td>21 September, 13h00-14h00, online</td>
</tr>
<tr>
<td>Photonics Engineering</td>
<td>17 September, 11h00-14h00, F9 + online</td>
</tr>
<tr>
<td>Physical Land Resources</td>
<td>28 September, 9h00-12h00, online</td>
</tr>
<tr>
<td>Applied Computer Science</td>
<td>16 September, 16h00, online</td>
</tr>
</tbody>
</table>

Bruface: sessions have been postponed
Other important sessions

• Campus tour 17 September: register online: https://student.vub.be/onthaaldagen-orientationdays#orientation-days

• Overview all sessions (+slides): https://student.vub.be/onthaaldagen-orientationdays#orientation-days

• Overview interesting videos: https://student.vub.be/onthaaldagen-orientationdays#watch-the-videos!
Administration and Residency permit
ORGANISATION OF COURSES

Administration

- Register for Belgian Health Insurance
- Have address for long-term accommodation
- Make appointment with local town hall based on your address to receive your residency permit
RESIDENCY PERMIT

When to extend your residency permit?

• Residency permit valid for one academic year

• Final deadline to request extension: 15 days before the expiry date on your card

• Contact your commune to start the process
Residency Permit

What are the conditions for extension? What will the commune look at?

- You must attend every exam you are registered for
- 0/20 is allowed but you cannot have 'absent' (exception: medical reason or force majeure)

- You must have passed at least 60 ECTS within the first two years of your study. Your study time is limited to maximum three years (for a 120 ECTS Msc).

- You must be registered for at least 54 ECTS in MA1 or MA2 (please note registered does not mean having passed the courses)
BUDDY SYSTEM

WHAT
A project where new international students receive 1 VUBuddy who:
• Guides and supports
• Enables social cohesion within your group

WHY
To increase new students’ social and academic integration and wellbeing

FROM WHO
Socially engaged empathetic students with a heart for new students

Please register via https://buddysystem.eu/en/
INTERESTING LINKS

https://www.vub.be/en/faculty/engineering#faculty


Follow us!
https://twitter.com/VUBEngineering
https://www.linkedin.com/company/vub-faculty-of-engineering
INTERESTING LINKS


Video on e-tools at vub: https://www.youtube.com/watch?time_continue=2&v=bycNPe-0-ZU&feature=emb_logo

Q&A Break
Your chance to ask questions!
THINKING MUST NEVER SUBMIT ITSELF.