

## VUB general information sheet – Incoming Exchange Students

This document is intended to be *circulated among our incoming students*.

<b>Contact Information</b>	
<b>Name of University</b>	Vrije Universiteit Brussel
<b>Country</b>	Belgium
<b>Erasmus Code</b>	B BRUSSEL01
<b>Head of Institution</b>	Prof. dr. Jan Danckaert, Rector
<b>Vice-Rector Internationalisation</b>	Prof. dr. Karin Vanderkerken
<b>Director International Relations Office</b>	dr. Jacqueline Couder
<b>Short intro</b>	For more than 180 years, VUB has helped build a better society as an innovative, free-inquiring and critical-thinking university. We are linked to the world from our international capital city, Brussels. A never-ending quest for knowledge, insight and enlightenment form the red thread in all we do in education, research and social commitment. With 4 campuses, 16,000 students and 8 faculties, we continue to advance our very personal and democratic approach which enables all members of the VUB community to grow, so they can successfully take up their roles in the world of today and tomorrow.
International Relations office (IRO) <b>postal address</b>	Pleinlaan 2, 1050 Brussels, Belgium
International Relations office (IRO) <b>visiting address</b>	The IRO does not have visiting hours
IRO <b>general e-mail address</b>	<a href="mailto:international.relations@vub.be">international.relations@vub.be</a>
IRO <b>incoming students e-mail</b>	<a href="mailto:exchange.incoming@vub.be">exchange.incoming@vub.be</a>
International Relations office <b>web page</b>	<a href="#">International Relations - What we do &amp; how you can reach us   Vrije Universiteit Brussel (vub.be)</a>
International Relations office <b>Instagram</b>	@vubinternationalrelations
International Relations office <b>Facebook</b>	<a href="https://www.facebook.com/VUBInternationalRelations">www.facebook.com/VUBInternationalRelations</a>
<b>Web page incoming exchange students</b>	<a href="http://www.vub.be/en/exchange">www.vub.be/en/exchange</a>

## Application Information Incoming Students

### Nomination & Application Deadlines

<b>Autumn Semester</b>	<u>Deadline Nomination for the home university: 1 May</u> <u>Deadline Application to the VUB for the student: 1 June</u>
<b>Spring Semester</b>	<u>Deadline Nomination for the home university: 1 October</u> <u>Deadline Application to the VUB for the student: 1 November</u>
<b>Application procedure</b>	<p>After all nominations have been received and processed (by mid May), students receive directly from the VUB a link to register in the application system (Mobility Online).</p> <p>Completing the online application process before the deadline indicated above confirms the student's participation in the exchange programme.</p> <p>VUB issues an admission letter once the application process is completed. The selection of courses is the student's own responsibility.</p>
<b>Legal requirements for non-EEA students with an EU residence permit for studies</b>	<p>The procedure described below applies to exchange students with a non-EEA nationality who study and reside in another EU member state and who are in the possession of a residence permit for studies from that member state (not Belgium) valid for the entire period of their mobility to Belgium. Please note that the process can take up to 90 days and it must be submitted at the latest 60 days before the mobility starts.</p> <p><a href="#">Full procedure available on our website.</a></p>
<b>ECTS requirement</b>	Incoming students are required to take a minimum of <b>21 ECTS</b> (VUB courses) per semester.
<b>Language requirements</b>	All incoming exchange students have to provide proof of English language knowledge in their online application. This can be an official English test, proof of English-taught courses taken at the home university, or a statement from the home university confirming that you have sufficient knowledge of English to take English-taught courses at VUB. A minimum B2 level is recommended. The same level applies for those needing the Dutch and/or French language (during a traineeship at the university hospital, for example).
<b>Mandatory registration to the Town Hall</b>	Information on the mandatory Townhall registration can be found <a href="#">on our website</a> .
<b>Health insurance requirements</b>	Information on your health insurance requirements can be found on <a href="#">our website</a> .
<b>Grading system</b>	< 10: F 10: E 11 - 12: D 13 - 14: C 15 - 16: B

	17 - 20: A VUB is part of <a href="#">Egracons</a> . We strongly encourage our partners to join!
<b>Administrative documents information</b>	
<b>Certificate of arrival/ departure</b>	VUB will no longer sign external certificates of arrival and departures as agreed with your sending university. All students will receive a VUB certificate signed and stamped.  <b>CoA/CoD</b> are sent directly to the student and the person they indicated in the application tool as administrative contact.
<b>Transcript of Records (ToR)</b>	<b>Incoming students' ToR</b> will be issued shortly after finishing exams. <a href="#">Deliberation dates are available on our website</a>  <b>VUB students' ToR</b> is sent directly to the student and the person they indicated in the application tool as administrative contact after they have confirmed their departure in our application system (Mobility Online).
<b>Courses available in following disciplines:</b>	<a href="#">Course catalogue here.</a>
<b>Restrictions for specific disciplines/ faculties</b>	<u>Faculty of Social Sciences and Solvay Business School:</u> courses have a maximum capacity, and students will be accepted on a first come first served basis.  <u>Law &amp; Criminology:</u> English taught courses are only available during the Fall semester of the academic year. For this reason, non-Dutch speaking students can only be nominated for the Fall semester and no prolongations are possible for these students.  <u>Pharmacy:</u> due to capacity limitations, nominations are on hold until we can guarantee a spot in the lab. The faculty can commit to providing an answer within 2 months from the nomination of the student. For this reason, we would advise to nominate the students for the Pharmacy study field as soon as possible.  <u>Psychology:</u> Due to practical reasons (e.g., certain courses have content that needs to be taught in Dutch or use course materials such as roleplaying exercises that are only available in Dutch), the study field of psychology has a list of courses in English and a list of so-called reading courses (study materials available in English but course itself is in Dutch). We recommend you to inform your incoming exchange students of this distinction so that they can keep it into account when drafting their Learning Agreement. Incoming students can also follow courses from the English Educational Sciences program in our faculty.

 <b>Academic Calendar &amp; Welcome Activities</b>	
<b>Academic Calendar</b>	Our latest academic calendar can be found <a href="#">here</a> .
<b>The beginning of exchange activities</b>	<p>The International Relations office welcomes all new international students on campus before the official start of classes. All information regarding VUB, schedules and procedures, as well as campus life and culture is presented. Students are welcome to ask questions regarding their stay at VUB, and get a campus tour. Dates of Orientation Days are mentioned in an email to students and will be available on the <a href="#">International Relations office's website</a>. More information on practical things and what to do prior to arrival is available <a href="#">online</a>.</p> <p><u>Fall semester – Orientation days:</u> All students are welcomed for the Fall semester during Orientation Days (week 1 of the academic calendar). Have a look at the activities at our Orientation Days activities <a href="#">here</a>, updates will be added for the coming year. We also organise an annual Kick-off event.</p> <p><u>Spring semester – Orientation day:</u> The annual Orientation Day for exchange students, is held in the week before the start of the second semester in February.</p>

 <b>Other Relevant Information</b>	
<b>Housing</b>	Incoming exchange can consult our <a href="#">housing opportunities</a> to support their search.
<b>Buddy system</b>	Incoming students can receive support from VUB-students through the <a href="#">buddy system</a> .
<b>Insurances</b>	The insurance provider Partena has visiting hours on campus once a week. Other resources <a href="#">on our website</a> .
<b>Visa</b>	Information on visa requirements is available <a href="#">online</a> as well as information on the <a href="#">standard form annex 3</a>
<b>Special needs</b>	Information on special student facilities, can be found <a href="#">here</a> .
<b>Student job opportunities</b>	Do you want a <a href="#">student job</a> during studies?
<b>Sports facilities</b>	With a swimming pool, a running field and much more, VUB has a great offer in <a href="#">sport facilities</a> .
<b>Culture &amp; Leisure</b>	All cultural events and leisure activities are available <a href="#">on the student portal</a> .
<b>Public Transport</b>	<p>Brussels has a good public transportation network. Have a look on the overview of the <a href="#">metro and train network</a>.</p> <p>There are several buses and trams which stop near our largest campus: <a href="#">Brussels Humanities, Sciences &amp; Engineering Campus</a>. Our other campus are also easily accessible: <a href="#">Brussels Health Campus</a>, <a href="#">Brussels Photonics Campus</a>, Campus Coovi Anderlecht. In addition</p>

	<p>we have also extra classrooms in the heart of Brussels and a campus in Leuven and Diest.</p> <p>An overview of all our campuses can be found <a href="#">here</a>.</p> <p><i>Etterbeek</i> is the nearest train station for our largest campus and metro stops <i>Pétillon, Hankar &amp; Delta</i> (all yellow line 5) are within walking distance. All transportation details can be found <a href="#">here</a>.</p>
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