**VUB General Information Sheet - Exchange Students**

### CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Name of University</th>
<th>Vrije Universiteit Brussel</th>
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<tr>
<td>Country</td>
<td>Belgium</td>
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<tr>
<td>Erasmus Code</td>
<td>B BRUSSEL01</td>
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<tr>
<td>Head of Institution</td>
<td>Prof. dr. Caroline Pauwels, Rector</td>
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<tr>
<td>Vice Rector</td>
<td>Prof. dr. Sonja Snacken</td>
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<tr>
<td>Director International Relations Office</td>
<td>Dr. Jacqueline Couder</td>
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### Short intro

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

- **postal** International Relations office: Pleinlaan 2, 1050 Brussels, Belgium
- **visiting** International Relations office: Pleinlaan 5, 1050 Brussels, Belgium
- **general e-mail address** international.relations@vub.ac.be
- **incoming students e-mail** exchange.incoming@vub.ac.be
- **outgoing students e-mail** exchange.outgoing@vub.ac.be
- **web page** http://www.vub.ac.be/en/international
- **Facebook** www.facebook.com/VUBInternationalRelations
- **incoming exchange students** http://www.vub.ac.be/en/exchange
- **outgoing exchange students** https://student.vub.be/en/exchange#home

### APPLICATION INFORMATION INCOMING STUDENTS

#### Nomination & Application Deadlines

| Autumn Semester | Deadline Nomination by home university: 1 May 2018 |
| Spring Semester | Deadline Application to the VUB: 1 June 2018 |

#### Application procedure

The home university nominates students for exchange at VUB. These nominations can be sent to exchange.incoming@vub.ac.be with an excel file we provide. Next, the International Relations office invites the nominated students to apply online. Completing the online application process before the deadline confirms the student’s participation in the exchange programme. VUB issues an invitation letter once the application process is completed. The selection of courses is the student’s own responsibility.

#### ECTS requirement

Incoming students are required to take a minimum of **21 ECTS** (VUB courses) per semester.

#### Grading system


VUB is part of Egracons. We strongly encourage our partners to join!

#### Transcript of Records (ToR)

**Incoming students’ ToR** will be issued shortly after finishing exams. **VUB students’ ToR** may be sent to Gwen Van der Smissen with postal address Vrije Universiteit Brussel, Student Administration, Pleinlaan 2, 1050 Brussels, Belgium.
Courses available in following disciplines: Applied Biological Sciences, Applied Linguistics, Applied Sciences, Archaeology & Art History, Biomedical Sciences, Economics & Management, Engineering, History, Law & Criminology, Literature & Linguistics, Medicine, Pharmacy, Philosophy & Ethics, Politics & Social Sciences, Psychology and Educational Sciences, Sciences, Sports Science & Physiotherapy

**ACADEMIC CALENDAR + WELCOME ACTIVITIES**

**Academic Calendar**
For a detailed description of activities and important moments during the academic year: please visit the [calendar](#).

**Orientation Week (Autumn)**
All students are welcomed for the Autumn semester during Orientation Week (the week before the semester starts). Have a look at the information on last year’s Orientation Week; updates will be added for the coming year. We also organize an annual Kick-off event.

**Orientation Day (Spring)**
The annual Orientation Day for exchange students, is held the Friday before the start of the semester in February.

The International Relations office welcomes all new international students during these sessions. 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, get a campus tour, as well as a city tour. Dates of Orientation Week are mentioned in an email to students and will be available on the International Relations office’s website. More information on practical things and what to do prior to arrival is available online.

**OTHER RELEVANT INFORMATION**

**Housing**
Incoming exchange students have a vast array of housing opportunities at their disposal. Furthermore, there are multiple possibilities for those who are looking for temporary lodging.

**Buddy system**
Incoming students can receive support from VUB-students through the buddy system.

**Insurances**
The insurance provider Partena has visiting hours at the International Relations office once a week.

**Visa**
Information on visa requirements is available online.

**Student job opportunities**
Want a student job during studies?

**Sports facilities**
With a recently opened swimming pool, a running field and much more, VUB has a great offer in sport facilities.

**Culture & Leisure**
All cultural events and leisure activities are available on the student portal.

**Transportation**
Brussels has a good public transportation network. Have a look on the overview of the metro and train network. There are several buses and trams which stop near our largest campus: Brussels Humanities, Sciences & Engineering Campus. Our other campus are also easily accessible: Brussels Health Campus, Brussels Photonics Campus and Brussels Technology Campus. Etterbeek is the nearest train station for our largest campus and metro stops Pétillon, Hankar & Delta (all orange line 5) are within walking distance. All transportation details can be found here.