

VUB general information sheet – Incoming Exchange Students

*This document contains links to our nomination procedure and it is intended for the use of the colleagues at our partner institutions only. It should **not be circulated among students**.
A separate document for student use has been provided.*

Contact Information	
Name of University	Vrije Universiteit Brussel
Country	Belgium
Erasmus Code	B BRUSSEL01
Head of Institution	Prof. dr. Jan Danckaert, Rector
Vice-Rector Internationalisation	Prof. dr. Karin Vanderkerken
Director International Relations Office	dr. Jacqueline Couder
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 (IRO) postal address	Pleinlaan 2, 1050 Brussels, Belgium
International Relations office (IRO) visiting address	The IRO does not have visiting hours
IRO general e-mail address	international.relations@vub.be
IRO incoming students e-mail	exchange.incoming@vub.be
IRO outgoing students e-mail	exchange.outgoing@vub.be
International Relations office web page	International Relations - What we do & how you can reach us Vrije Universiteit Brussel (vub.be)
International Relations office Instagram	@vubinternationalrelations
International Relations office Facebook	www.facebook.com/VUBInternationalRelations
Web page incoming exchange students	www.vub.be/en/exchange
Web page outgoing exchange students	https://www.vub.be/en/studying-abroad

Application Information Incoming Students


Nomination & Application Deadlines

Autumn Semester	<p><u>Deadline Nomination for the home university: 1 May</u></p> <p><u>Deadline Application to the VUB for the student: 1 June</u></p>
Spring Semester	<p><u>Deadline Nomination for the home university: 1 October</u></p> <p><u>Deadline Application to the VUB for the student: 1 November</u></p>
Nomination procedure	<p>The home university nominates students for exchange under Erasmus+, EBelgica (BE) and SEMP at VUB through the following link: https://forms.office.com/e/2pNWyyxpk9</p> <p>! For the study fields of: Law and Criminology, Pharmacy, and Psychology please consult the additional nomination requirements in the factsheet.</p> <p>For any additional question, please contact us at exchange.incoming@vub.be.</p>
Application procedure	<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>
Legal requirements for non-EEA students with an EU residence permit for studies	<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>Full procedure available on our website.</p>
ECTS requirement	<p>Incoming students are required to take a minimum of 21 ECTS (VUB courses) per semester.</p>
Language requirements	<p>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).</p>

Grading system	<p>< 10: F 10: E 11 - 12: D 13 - 14: C 15 - 16: B 17 - 20: A</p> <p>VUB is part of Egracons. We strongly encourage our partners to join!</p>
Administrative documents information	
Certificate of arrival/ departure	<p>To avoid duplication of work, VUB will no longer sign external certificates of arrival and departures. All students will receive a VUB certificate signed and stamped.</p> <p>CoA/CoD are sent directly to the student and the person they indicated in the application tool as administrative contact.</p> <p>Should you have additional requests, please contact us directly. Students requests will be otherwise redirected to this policy.</p>
Transcript of Records (ToR)	<p>Incoming students' ToR will be issued shortly after finishing exams. Deliberation dates are available on our website</p> <p>VUB students' ToR 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).</p>
Courses available in following disciplines:	<p>Course catalogue here.</p>
Restrictions for specific disciplines/ faculties	<p><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.</p> <p><u>Law & 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.</p> <p><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.</p> <p><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</p>

	<p>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.</p> <p>Incoming students can also follow courses from the English Educational Sciences program in our faculty.</p>
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 Academic Calendar & Welcome Activities	
Academic Calendar	Our latest academic calendar can be found here .
The beginning of exchange activities	<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 International Relations office's website. More information on practical things and what to do prior to arrival is available online.</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 here, 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>

 Other Relevant Information	
Housing	Incoming exchange can consult our housing opportunities to support their search.
Buddy system	Incoming students can receive support from VUB-students through the buddy system .
Insurances	The insurance provider Partena has visiting hours on campus once a week. Other resources on our website .
Visa	Information on visa requirements is available online as well as information on the standard form annex 3
Special needs	Information on special student facilities, can be found here .
Student job opportunities	Do you want a student job during studies?

Sports facilities	With a 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 .
Public Transport	<p>Brussels has a good public transportation network. Have a look on the overview of the metro and train network.</p> <p>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, Campus Coovi Anderlecht. In addition 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 here.</p> <p><i>Etterbeek</i> is the nearest train station for our largest campus and metro stops <i>Pétillon</i>, <i>Hankar</i> & <i>Delta</i> (all yellow line 5) are within walking distance. All transportation details can be found here.</p>