FACULTY WELCOME 2018

FACULTY OF SCIENCES AND BIOENGINEERING SCIENCES

PROF. ERIC JESPERS, DEAN FACULTY OF SCIENCES AND BIOENGINEERING SCIENCES
MS. MARJAN MAES, FACULTY COORDINATOR INTERNATIONALISATION

http://www.vub.ac.be/en
http://we.vub.ac.be/en/
AGENDA

• Welcome by the Dean, Prof. Dr. Eric Jespers

• Overview: Faculty of Sciences and Bioengineering Sciences

• Student Information
  ➢ Canvas – study platform
  ➢ Student.vub
  ➢ Student SelfService
  ➢ Etc.

• What to know? Where to go?

• Testimonials

• What’s next...
Welcome by the Dean
WELCOME BY DEAN

Dean of the Faculty

Prof. Dr. Eric Jespers

decaan.we@vub.be

+32 2 629 15 92
Overview:
Faculty of Sciences and Bioengineering Sciences
7 DEPARTMENTS

Bio-Engineering Sciences Department
Biology Department
Chemistry Department
Department of Computer Science
Geography Department
Mathematics Department
Physics Department
**English-taught Programmes**

**MSc degree**
- Applied Sciences and Engineering: Computer Science
- Biology – 5 graduation options:
  - Ecology and Biodiversity
  - Molecular and Cellular Life Sciences
  - Herpetology
  - Human Ecology
  - Tropical Biodiversity and Ecosystems (TROPIMUNDO)
- Chemistry
- Geography
- Marine and Lacustrine Science and Management
  - VLIR-UOS scholarships
- Molecular Biology
- Physics and Astronomy
- Urban Studies
  - MUS (VUB/ULB)
  - 4CITIES

**PhD degree and Doctoral Schools**

INTERDISCIPLINARITY IN RESEARCH AND EDUCATION

- Earth System Sciences
- Robotics and Language Evolution
- Environmental Chemistry
- Biochemical Pharmacology
- Tropical Biodiversity
- Computational Biology
- Space and Society...

- Geography
- Chemistry
- Engineering Technology
- Biology
- Computer Science
- Mathematics
- Physics
- Biotechnology
- Physics
- Medicine Pharmacy
- Biotechnology
- Sociology Human
- Sociology Human

VUB SCIENCES & BIOENGINEERING SCIENCES
EXCELLENT STUDENT-STAFF RATIO

Open-door policy
Small groups
Hands-on experience
Multidisciplinary approach
Pioneer in education methods

Creating strong individuals
Committed to sustainable society
Intercultural attitude
Independent, with inquiring attitude
High employability
STUDENTS AS SCIENTISTS

- Maximal opportunities to develop scientific skills
- Courses embedded in research programmes
- Students are part of research teams
OUR FUTURE IS INTERNATIONAL

• Today:
  > 40% Ma-students international
  > 40% PhD-students international

• Focus on exchange of researchers and students
  o Studies
  o Internships
  o Thesis
  o Field work
• https://we.vub.ac.be/en/
• In Dutch and English!
• All information on:
  ✓ Study offer
  ✓ Course unit descriptions
  ✓ Teaching and Examination Regulations
  ✓ Thesis guidelines
  ✓ Study and traineeships abroad
  ✓ Faculty news
  ✓ And much more…
HOW TO BE INFORMED!
AN INTRODUCTION TO OUR SELF-SERVICE E-TOOLS

Student Information
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
At VUB you need to search for information on several online platforms.
Countries, cultures and universities have **different ways of dealing with information**

VUB expects students to have a high degree of **self-reliance**

Students need to actively look for **information online**

VUB has **a number of online applications and information tools**

Don’t hesitate to **ask for help**
OVERVIEW
A WEB OF TOOLS

MY EVENTS
VUB STUDENT EVENTS

MY CLASSROOM
Web Room Booking

CENTRAL PLATFORM
STUDENT.VUB

MY COURSES
Canvas

MY CLASSES
My.timetable

MY ADMINISTRATION
Student Self-Service

MY WORK STATION
Office 365
STUDENT.VUB.BE

The mother of all student information
The student portal STUDENT.VUB is the central gateway. This website explains how VUB works and provides the latest news on campus life.
STUDENT.VUB.BE
THE STUDENT PORTAL OF VUB

VUB explained: *how the university works*

- Education and study guidance
- Administration and practical matters
- Services and campus life

VUB linked: *access all e-tools and applications*

VUB up-to-date: *latest news and events*
NetID & EMAIL

Online access key and official communication
Use your personalised NetID to access networks and tools. Use your official VUB email address.
NET ID AND EMAIL
ACCESS AND OFFICIAL COMMUNICATION

- After enrolment create **NetID**
- Edit or PAM = **personal account manager**
- Login and password
- Activate 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.

Institution: VUB

Category: Student

Enrollment number: 

PIN-code/Numéro de lecteur: 

Date of birth: 

Continue

PIN-code/Numéro de lecteur is ONLY for Students of VUB and ULB and SOMT, ERASMUS personnel and external visitors.
ULB students: Numéro de lecteur (this number can be found on the studentcard)
Erasme personnel: PIN-code = Numéro de carte magnétique
form: dd mm yyyy; example 25 01 1966 = 25 January 1966
OFFICE 365

Storage, collaboration and communication tools
Office 365 is an online/offline workspace. It's a relatively new tool. You can share, co-edit and store documents. The package contains your official vub.be email and Skype for business.
You will be notified by e-mail (first activate your webmail!) when Office 365 is available to you.

first.last@vub.be will be your official address (except ULB)

Office software: Word, Excel, Powerpoint, Outlook ...

• Install software on up to 5 different computers
• Use software online

Skype for business: chat and video chat

Collaboration: share documents with other students and co-work on them

Storage and back-up: 1 terrabyte
A relatively new tool

- Many have yet to learn how to use it

**Unlimited communication access**

- How does a person want to be contacted?
  - Send an email to your professors or go to their office (only without appointment if they have open office hours)
How to be informed!
21-9-2018 | 30
STUDENT SELF SERVICE
Manage your administration
The Student Self Service is a personalised website to manage student administration.
STUDENT SELF SERVICE
DO-IT-YOURSELF ADMINISTRATION TOOL

Course registration

• only courses registered here are official (staff may have 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
Canvas

*Learning platform*
Canvas is a personalised learning platform. Teaching staff publish study material and announcements for the class group here.
Faculty & VUB Community

Your courses

- Automatically synchronised with Student Self Service

Course material and slides

Assignments

Announcements

Calendar

Inbox
How to be informed!
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Available for Android & IOS
MY TIMETABLE

Check regularly on student.vub.be
WEB ROOM BOOKING

Book your classroom or meeting room
Be sure to reserve a classroom for group work meetings etc.
Quiet space on campus to work on a group assignment
Online reservation
1 week to 1 day in advance

WEB ROOM BOOKING
BOOK YOUR CLASSROOM OR MEETING ROOM

• Quiet space on campus to work on a group assignment
• Online reservation
• 1 week to 1 day in advance

MAKE AN ONLINE RESERVATION
Web Room Booking
VUB STUDENT EVENTS

An overview of student events at the VUB
Events for students by students.
VUB STUDENT EVENTS
DON'T MISS A THING AND SHARE YOUR EVENTS

• Facebook page @studenteventsvub

• Do you want to add your event? Just send us a message. We will add your event to the page!
Now...

What should you remember?
1. You need to **inform yourself online!**

2. VUB has (too) **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 getting online: go to the **student information**!
GOOD LUCK!

And don’t hesitate to contact us!

Student Information
Building D
+32 2 629 20 10
info@vub.be
What to know? Where to go?
Faculty Secretariat

4F107 (Building F – 4th floor – room 107)
Opening hours: Monday to Friday; 9h30 – 12h30 and 14h30 – 15h30
+32 2 629 12 95
studentenadministratie.we@vub.be

Dean: Prof. Dr. Eric Jespers

Administrative Secretary: Mr. Wim De Loof

Faculty Coordinator Internationalisation: Ms. Marjan Maes (marjan.maes@vub.be)
'If you have questions concerning your individual study path, your curriculum, electives, the examination regulations or other personal questions related to education, you can contact your learning path counselor.'

Ms. Reen Tallon  
stbfacwe@vub.ac.be  
+32 2 629 17 43  
Appointments via https://calendly.com/stbfacwe

!! The Study Guidance Center (SGC) offers personalised study guidance in English during each phase of your academic career.  
<table>
<thead>
<tr>
<th>Secretariat</th>
<th>Room</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (DBIO)</td>
<td>F7.426</td>
<td><a href="mailto:biology@vub.ac.be">biology@vub.ac.be</a></td>
</tr>
<tr>
<td>Chemistry (DSCH)</td>
<td>G10.703</td>
<td><a href="mailto:kristina.nikolova@vub.be">kristina.nikolova@vub.be</a></td>
</tr>
<tr>
<td>Computer Science (DINF)</td>
<td>PL9 3.03</td>
<td><a href="mailto:secr@dinf.vub.ac.be">secr@dinf.vub.ac.be</a></td>
</tr>
<tr>
<td>Geography (DGGF)</td>
<td>F4.61</td>
<td><a href="mailto:inge.meyskens@vub.be">inge.meyskens@vub.be</a></td>
</tr>
<tr>
<td>Mathematics (DWIS)</td>
<td>G6.315</td>
<td><a href="mailto:secretariaatDWIS@vub.ac.be">secretariaatDWIS@vub.ac.be</a></td>
</tr>
<tr>
<td>Molecular Biology (DBIT)</td>
<td>E5.01</td>
<td><a href="mailto:rudi.willems@vub.ac.be">rudi.willems@vub.ac.be</a></td>
</tr>
<tr>
<td>Oceans and Lakes (DBIO)</td>
<td>F8.06</td>
<td><a href="mailto:oceansandlakes@vub.be">oceansandlakes@vub.be</a></td>
</tr>
<tr>
<td>Physics (DNTK)</td>
<td>F9.03</td>
<td><a href="mailto:secrfys@vub.be">secrfys@vub.be</a></td>
</tr>
<tr>
<td>Urban Design &amp; Spatial Planning (DGGF)</td>
<td>F4.59</td>
<td><a href="mailto:stedenbouw@vub.be">stedenbouw@vub.be</a></td>
</tr>
<tr>
<td>Urban Studies (DGGF)</td>
<td>F4.65</td>
<td><a href="mailto:info@masterurbanstudies.eu">info@masterurbanstudies.eu</a></td>
</tr>
<tr>
<td>4CITIES (DGGF)</td>
<td>F4.65</td>
<td><a href="mailto:info@4cities.eu">info@4cities.eu</a></td>
</tr>
</tbody>
</table>
Teaching and Examination Regulations + Supplementary faculty regulations:

- Stipulate the rights and obligations of each VUB student
- Before making a complaint -> check the regulations!
- All regulations can be found in Dutch and in English on the faculty website under ‘Student information’.

=> Note: The English version has been made available for information only. It is not an official document. The original text (in Dutch), as officially approved by the Academic Council, can be consulted on the VUB website.
COMPLAINTS

Possible complaints related to:

- exam schedule
- examination process
- evaluation of your thesis
- deliberation and proclamation of results
- transfering grades and exemptions

must be made by following the hierarchy below:

1. Course Titular
2. Chair of the Examination Commission
3. Dean
4. Ombudsperson
## CHAIRS EXAMINATION COMMISSIONS

<table>
<thead>
<tr>
<th>Programme</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Prof. F. Bossuyt</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Prof. M. Elskens</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Prof. B. Manderick</td>
</tr>
<tr>
<td>Geography</td>
<td>Prof. N. Van Lipzig (KULeuven)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Prof. M. Sioen</td>
</tr>
<tr>
<td>Molecular Biology</td>
<td>Prof. G. Angenon</td>
</tr>
<tr>
<td>Oceans and Lakes</td>
<td>Prof. M. Kochzius</td>
</tr>
<tr>
<td>Physics and Astronomy</td>
<td>Prof. A. Sevrin</td>
</tr>
<tr>
<td>Urban Design and Spatial Planning</td>
<td>Prof. K. Boussauw</td>
</tr>
<tr>
<td>Urban Studies</td>
<td>Prof. B. Van Heur</td>
</tr>
</tbody>
</table>

* Please note, this list may be subject to changes; check the updated list on [http://we.vub.ac.be/en/](http://we.vub.ac.be/en/)
**Faculty Ombudsperson**

Prof. Dominique Maes

dominique.maes@vub.be

+32 2 629 18 52

Mediator between student and academic/administrative staff

Aim is to come to an amicable settlement
STUDENT REPRESENTATION

✓ Representation at all levels incl. University Council
✓ Students have a direct vote in Rector elections
✓ A student representative has to be appointed per study year and per study programme
✓ Their role is to ensure a smooth communication with faculty administration and teaching staff

=> All Departments will launch a call!
STAY CONNECTED...

Facebook:

- Groups per programme (e.g. Master of Oceans & Lakes, Master Herpetology VUB, VUB Biology students and alumni, Master Urban Studies Brussels)
- Department groups (e.g. VUB Department of Biology)
- International Students @ VUB
- VUB International Relations
- VUB – Vrije Universiteit Brussel
- Student Events VUB (new!)

Instagram: vubrussel
Testimonials
Leila Farina
✓ Brazilian/Italian
✓ Loves to travel and meet new places and people
✓ Master of Science in Urban Studies

Abdallah AlFaham
✓ Syrian
✓ Into graphic design, sports and movies
✓ Master of Science in Applied Sciences and Engineering: Computer Science
What’s next...
## REMAINING PROGRAMME WELCOMES

<table>
<thead>
<tr>
<th>Programme</th>
<th>Date</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc in Computer Science</td>
<td>Thursday 20/09; 16h</td>
<td>E0.05</td>
</tr>
<tr>
<td>MSc in Marine and Lacustrine Science and Management (Oceans and Lakes)</td>
<td>Monday 24/09; 9h</td>
<td>E1.2</td>
</tr>
<tr>
<td>MSc in Physics and Astronomy</td>
<td>Monday 24/09; 13h30</td>
<td>Student Information (D1)</td>
</tr>
<tr>
<td>MSc in Biology (excl. TROPIMUNDO)</td>
<td>Tuesday 25/09; 10h</td>
<td>E0.05</td>
</tr>
<tr>
<td>MSc in Chemistry</td>
<td>Tuesday 25/09; 13h</td>
<td>G9.609</td>
</tr>
</tbody>
</table>
EXCHANGE STUDENTS

✓ Info session for Exchange Students: Friday 21 September, 13h30 – 15h, auditorium Q.A
✓ Exchange students are advised to contact their exchange coordinator as soon as possible

<table>
<thead>
<tr>
<th>Department / programme</th>
<th>Exchange Coordinator</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bioengineering Department</td>
<td>Prof. Joris Messens</td>
<td><a href="mailto:joris.messens@vub.be">joris.messens@vub.be</a></td>
</tr>
<tr>
<td>Chemistry Department</td>
<td>Prof. Yue Gao</td>
<td><a href="mailto:yue.gao@vub.be">yue.gao@vub.be</a></td>
</tr>
<tr>
<td>Computer Science Department</td>
<td>Prof. Beat Signer</td>
<td><a href="mailto:beat.signer@vub.be">beat.signer@vub.be</a></td>
</tr>
<tr>
<td>Biology Department</td>
<td>Prof. Gustavo Gutierrez Gonzalez</td>
<td><a href="mailto:gustavo.gutierrez.gonzalez@vub.be">gustavo.gutierrez.gonzalez@vub.be</a></td>
</tr>
<tr>
<td>Geography Department</td>
<td>Prof. Matthieu Kervyn</td>
<td><a href="mailto:matthieu.kervyn.de.meerendre@vub.be">matthieu.kervyn.de.meerendre@vub.be</a></td>
</tr>
<tr>
<td>Physics Department</td>
<td>Prof. Steven Lowette</td>
<td><a href="mailto:steven.lowette@vub.be">steven.lowette@vub.be</a></td>
</tr>
<tr>
<td>Mathematics Department</td>
<td>Prof. Kenny De Commer</td>
<td><a href="mailto:kenny.de.commer@vub.be">kenny.de.commer@vub.be</a></td>
</tr>
<tr>
<td>Oceans and Lakes</td>
<td>Karolien Van Puyvelde</td>
<td><a href="mailto:karolien.van.puyvelde@vub.be">karolien.van.puyvelde@vub.be</a></td>
</tr>
</tbody>
</table>