

## Bruface student: How to register as a guest student? And other useful information for a smooth start

Congratulations with your admission to the Bruface programme. Since Bruface is a joint master programme, organised by both ULB and VUB, you will also need to register at VUB as a guest student. **Important: registration at VUB can only happen after your registration at ULB is done. All courses, also those that you follow at VUB, must be registered in the administrative system of ULB.**

Here's a step-by-step outline of the process.

main ULB – guest at VUB
<b>Registering as guest student at VUB - 1<sup>st</sup> master students</b>
<p>You must register yourself as a guest student through <a href="https://student.vub.be/en/specific-info-for-guest-students#application">https://student.vub.be/en/specific-info-for-guest-students#application</a>. Fill in the application form. If you have not received your enrolment certificate of the ULB yet, please upload the Bruface Student Faculty Certification 2022–2023 official document instead.</p> <p>Please do not try to select courses in the application form. However, you need to specify at least one course to activate your application; please specify 'Bruface Student'.</p> <p><b>When: best before 3 September</b> Otherwise, you may not have access to Canvas (VUB learning platform) by the start of the courses (around 20 September).</p> <p>When your application has been processed, you will receive an activation email within the hour, inviting you to choose a new password and confirm by clicking 'change password' via <a href="https://account.vub.be">https://account.vub.be</a>. Your VUB NetID and email address are ready for use within 24 hours after completing the account request procedure. Both remain valid during your entire VUB career.</p> <p><b>Need assistance?</b> Please contact <a href="https://vub.service-now.com/sp">https://vub.service-now.com/sp</a> and expect an answer within 24 hours. If you haven't received written word back by then, call +32-2-629 37 37 and mention your ticket number.</p> <p><b>Forgot your password?</b> Then you can set a new password <a href="#">here</a>.</p> <p>You can now log in to the VUB learning platform <b>Canvas</b> using your vub.be credentials; you will have full access to all course materials and you will be able to communicate with your profs.</p>
<b>Registering your courses at VUB</b>
<p>No need to register your courses as a guest student in Canvas separately: they will be uploaded automatically by the VUB faculty secretariat once the ULB courses enrolment deadline has passed.</p>
<b>Questions? Feedback? Please contact...</b>
<p><b>For questions/problems about the curriculum:</b>            Architectural engineering: <a href="mailto:Stephanie.van.de.voorde@vub.be">Stephanie.van.de.voorde@vub.be</a>; <a href="mailto:Ine.Wouters@vub.be">Ine.Wouters@vub.be</a>; <a href="mailto:Rika.Devos@ulb.be">Rika.Devos@ulb.be</a>            Civil engineering: <a href="mailto:Tine.Tysmans@vub.be">Tine.Tysmans@vub.be</a>; <a href="mailto:didier.snoeck@ulb.be">didier.snoeck@ulb.be</a>            Chemical/material engineering: <a href="mailto:Annick.Hubin@vub.be">Annick.Hubin@vub.be</a>; <a href="mailto:Gilles.Bruylants@ulb.be">Gilles.Bruylants@ulb.be</a></p>

<p>Electromechanical engineering: Omar.hegazy@vub.be; Emanuele.Garone@ulb.be          Electrical Engineering: Maarten.Kuijk@vub.be; Dragomir.Milojevic@ulb.be</p> <p><b>Overall ombudsperson:</b> Prof. Danny Van Hemelrijck: Danny.Van.Hemelrijck@vub.be          You can also contact him for sensitive problems; he will treat the information as strictly confidential.</p> <p><b>Administrative issues:</b> polytech@ulb.be</p> <p><b>Any other questions or issues?</b> please consult <a href="http://www.bruface.eu">www.bruface.eu</a></p>	
<p><b>Registering as guest student at VUB - 2<sup>nd</sup> and 3<sup>rd</sup> master students</b></p>	
<p>No need to fill in the VUB application form; your guest registration will be done automatically once you've finished your main re-enrolment at ULB (through MonULB, Mon secrétariat virtuel.)          For any questions about your curriculum: please contact the study path counsellor or the appropriate prof in the list above.</p>	
<p><b>Consulting your timetable and exam schedule</b></p>	
<p>For <b>VUB campus</b> based classes go to Timetables and Exam Schedules   Vrije Universiteit Brussel (<a href="http://vub.be">vub.be</a>)</p>	<p>For <b>ULB campus</b> based classes go to <a href="https://cloud.timeedit.net/be_ulb/web/etudiant/">https://cloud.timeedit.net/be_ulb/web/etudiant/</a></p>
<p><b>Finding your way around the campuses</b></p>	
<p>For <b>VUB</b> go to <a href="https://www.vub.be/en/about-vub/faculties-institutes-and-campuses/our-campuses/vub-main-campus-brussels">https://www.vub.be/en/about-vub/faculties-institutes-and-campuses/our-campuses/vub-main-campus-brussels</a> for an overview of the Main Campus facilities, maps and directions.</p>	<p>For <b>ULB</b> go to <a href="https://www.ulb.be/en/maps-access">https://www.ulb.be/en/maps-access</a> for an overview of all ULB campus sites, maps and directions and select the Solbosch section.</p>
<p><b>Access to university facilities</b></p>	
<p>Your student card gives you access to most ULB and VUB facilities: restaurants, library,... No action is required from your side. As an exception, ULB students must produce their VUB student card for access to the VUB swimming pool.</p>	
<p><b>Student representatives</b></p>	
<p>Communication between students and staff occurs preferably through student representatives for each Master. For good representation, we propose that every master should be represented by three students: two native Belgian (one FR and one NL) and one international student. Representatives' names will be collected during the first weeks by sending a message to <a href="mailto:julien.blondeau@vub.be">julien.blondeau@vub.be</a></p>	
<p><b>What's next?</b></p>	
<p>Welcome session for <b>ULB</b> international exchange students and double degree students          Semaine d'accueil des nouveaux étudiants <b>ULB</b>          Start of the Bruface academic year – first courses</p>	

