



Information for all students involved in the Bruface masters (ULB, VUB and international)

September 2019

Contact persons

Contact persons are available for each of the Master programs in the first year :

Architecture :	Marijke.Mollaert@vub.ac.be Ahmed.Khan@ulb.ac.be
Civil engineering :	Bertrand.Francois@ulb.ac.be Danny.Van.Hemelrijck@vub.ac.be
Chemical/material engineering :	Stephane.Godet@ulb.ac.be Annick.Hubin@vub.ac.be
Electromechanical engineering :	plataire@vub.ac.be joan.gyselinc@ulb.ac.be
Electrical Engineering :	Maarten.Kuijk@vub.ac.be jdricot@ulb.ac.be

Do not hesitate to contact them if you have questions or problems regarding the curriculum.
Any feedback from you is also welcome.

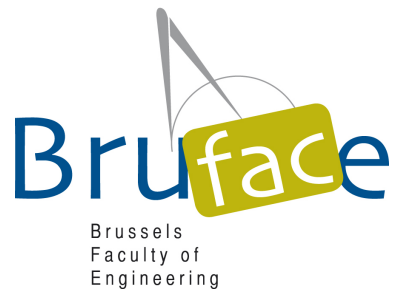
For the second master year your master thesis promoter will act as contact person.

Besides, Prof. Danny Van Hemelrijck (Danny.Van.Hemelrijck@vub.ac.be) acts as overall 'ombudsperson'.
Do not hesitate to contact him for sensitive problems, he will treat the information as strictly confidential.

For more administrative issues or other problems you can contact the Bruface coordinator Prof. J. De Ruyck (jdruyck@vub.ac.be).

Student representatives

Communication between students and staff occurs preferably through student representatives for each Master. For good representation we propose that every master would be represented by three students: two native Belgian (one N and one F) and one international student. Representative names will be collected in the course of the first weeks by sending a message to jdruyck@vub.ac.be.



Consulting your Timetable

At VUB :

Goto to the VUB homepage www.vub.ac.be
Select the English pages
Select Study/For students/Timetables
Make following selections :
Master – Engineering – your choice of masters
1 MA Engineering xxxx
Week 1-14
8-18u

You can also use the shortcut:

<https://splus.cumulus.vub.ac.be/SWS/v3/onevenjr/EN/STUDENTSET/studentset.aspx>

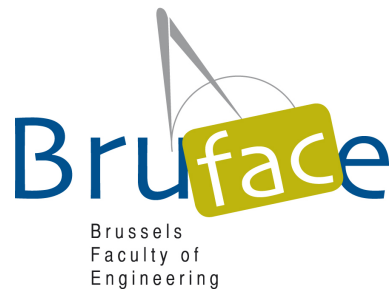
At ULB :

The same information is available on the ULB website.
Goto to the <https://gehol.ulb.ac.be/gehol/Vue/Accueil.php?lang=en>.
Select 'level timetables'
Select 'Department' : Ecole Polytechnique
Select ' Level' : Master title (*in French only!*)
Select 'groups' : M-IRxxx:1

Both are synchronized on a weekly base, please consult them regularly.

See included maps to find the locations.

If you experience problems regarding scheduling do not hesitate to contact jdruyck@vub.ac.be.



Communication/learning platforms :

Unfortunately there is no common learning platform.

Moreover professors use different ways to communicate with the students : through learning platforms, through e-mail, dropbox,... See with each professor how they communicate.

ULB professors are supposed to use the 'Université Virtuelle', VUB professors are supposed to use the 'CANVAS' learning platform. For mutual access, you need to get a registration as 'guest student'/'inscription administrative' at the partner university.

For students registered at the VUB :

The registration as guest will be done automatically during the first weeks of the year, *no action required from you!* No ULB student card is issued. As soon as your application is processed, you can login in the ULB learning platform <https://uv.ulb.ac.be/>.

For students registered at the ULB :

You must register yourself as a guest student, through the website <https://student.vub.be/en/specific-info-for-guest-students#application>. A VUB student card will be issued.

As soon as your application is processed (can take several days..), you must activate an office O365 vub address (vub@be) as follows :

Login to the <https://idsapp.ulb.ac.be/pam/> with your ULB credentials.

Select correct language (bottom, English)

Check under 'My accounts' if 'VUB AD & Office 365' is 'active'. If not contact jdruyck@vub.ac.be.

Reset your password by 'Change my password', you can use the same password.

Check 'My email addresses' : a vub@be address should appear.

You can now login in the VUB learning platform <https://canvas.vub.be>, using the @vub.be credentials.

You must access the different courses through 'join this course', **DO NOT register your courses through the VUB secretariat !**

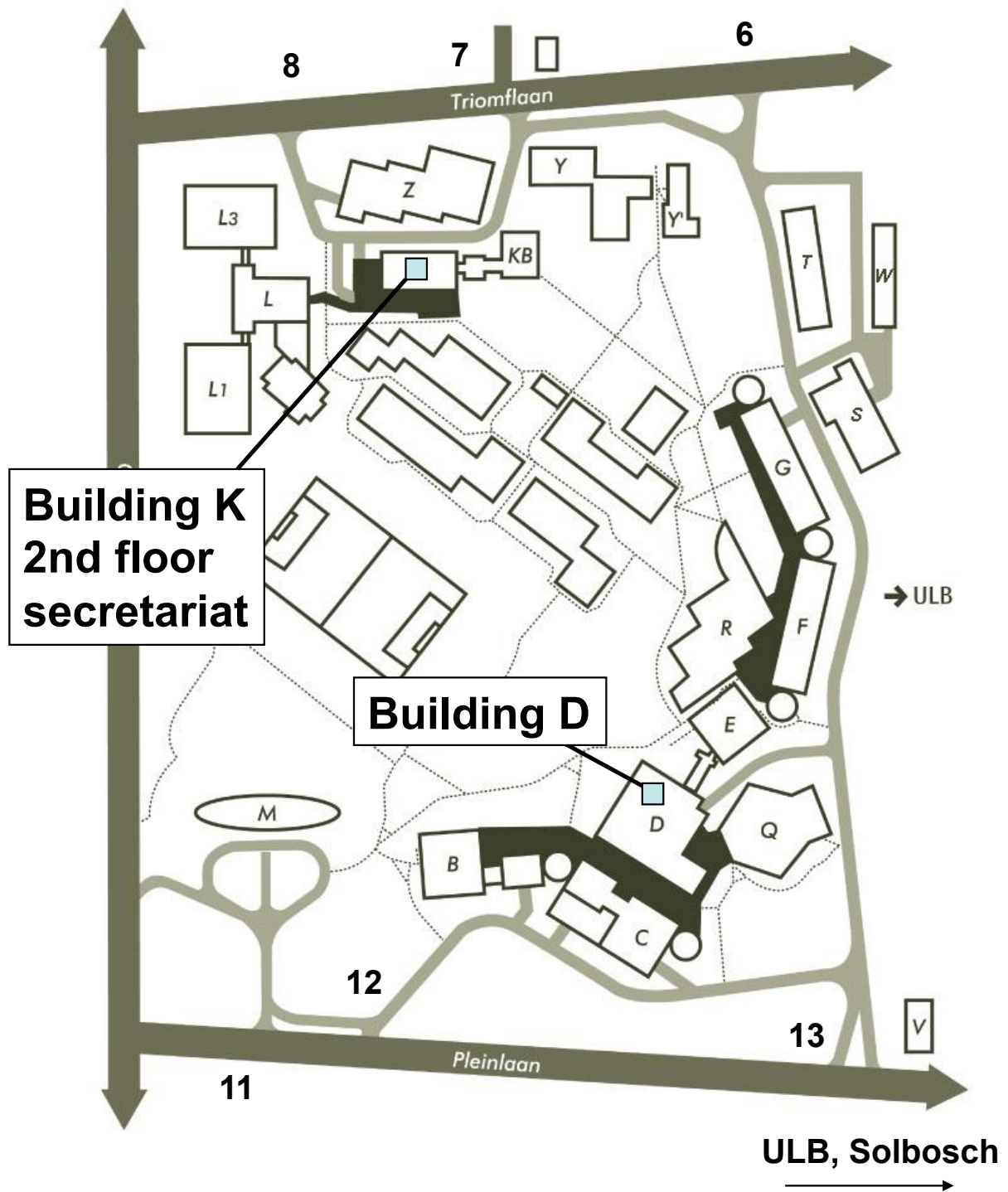
Access to other facilities:

Your student card gives access to most ULB and VUB facilities (mainly restaurant, library, etc). 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 !*

Further questions? Mail to info@bruface.be or see www.bruface.eu.

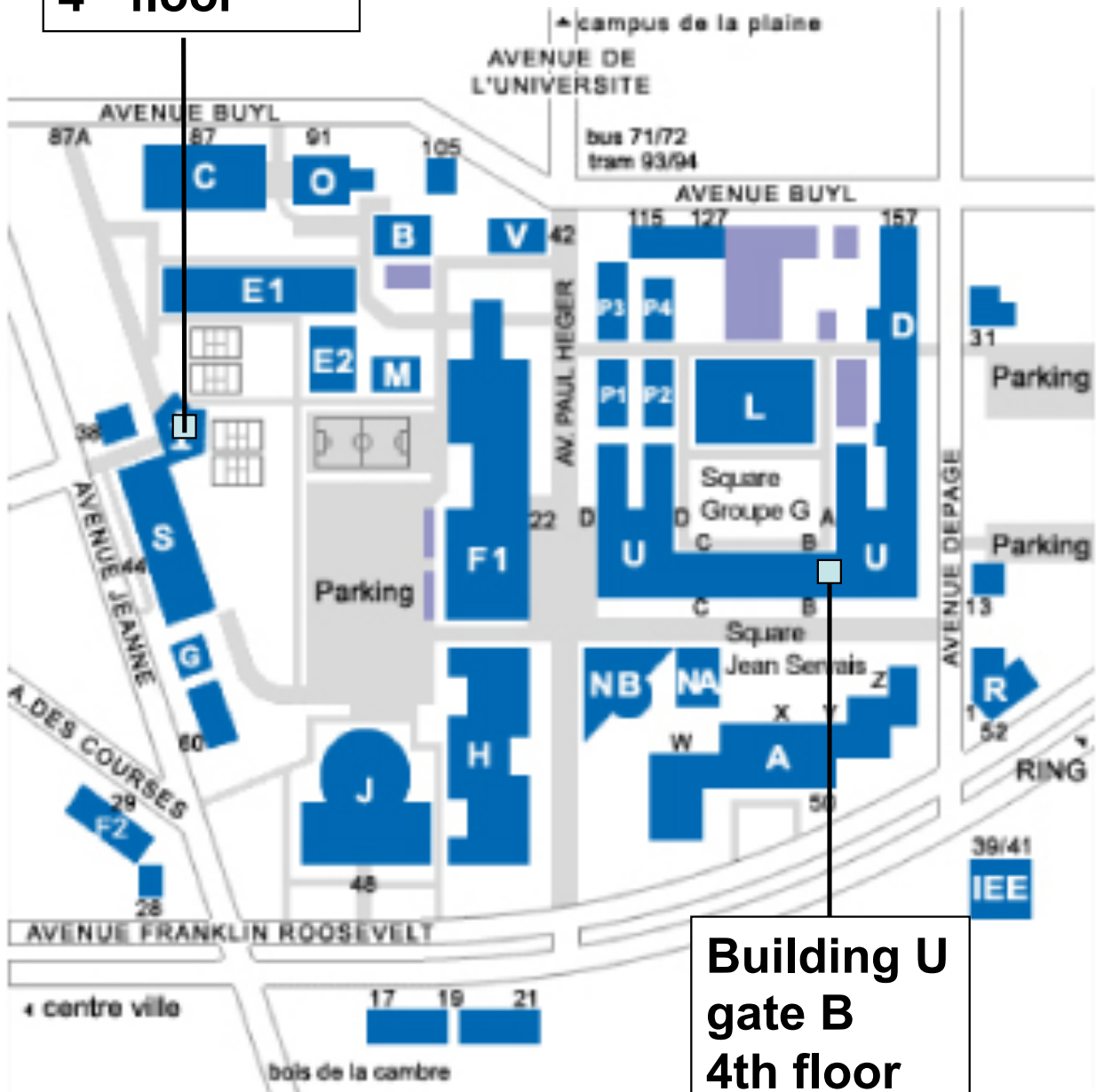
Succes with your studies !

VUB campus oefenplein



**Registration
Building S
4th floor**

VUB, Oefenplein



**Building U
gate B
4th floor
secretariat**

ULB campus solbosch



ULB and VUB ROOM indications :

