

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 VUB and ULB, you will also need to register at ULB as a guest student. **Important: registration at ULB can only happen after your registration at VUB is done. All courses, also those that you follow at ULB, must be registered in the administrative system of VUB.**

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

main VUB – guest at ULB
Registering as guest student at ULB - 1 st master students
<p>As a VUB student, the guest registration is done by your VUB faculty and the ULB Service d'Inscription. Once your registration at ULB has been finalised, you will receive two emails. In the first email 'Création de votre compte ULB' you receive your ULBID (login). Please check your spam mail regularly, in order to avoid that you missed the email and the login is no longer valid. If you've waited too long and the link is no longer valid, please follow this link to reset your password.</p> <p>In the meantime, please refrain from any other self-onboarding, in order to avoid double registration and administrative delays.</p> <p>When: depending on when you register at VUB, as from the 1st week of September. Please allow for 24 hours after your guest registration has been finalised at ULB.</p> <p>Follow the instructions to create a New password/Nouveau mot de passe and set up your ULB credentials via QuIdAM. You will also receive your Microsoft Office 365 license, which will grant you access to your ULB emails.</p> <p>In the second email your enrolment at ULB is confirmed and you are invited to log in to MonULB where you can download your registration certificate under the 'Mon secrétariat virtuel' section.</p> <p>Note : if you don't log in to MonULB, you won't be able to log into UV either, so please don't skip this step.</p> <p>Questions? Please consult https://support.ulb.be/fr/monulb</p> <p>Need assistance? Please complete this online contact form and expect an answer within 48 hours (on weekdays).</p>
<p>You can now log in to the ULB learning platform UV (Université Virtuelle) using your ULBID login and password; you will have full access to all course materials and you will be able to communicate with your profs.</p> <p>Need assistance to log in to UV?</p> <p>Please consult https://support.ulb.be/fr/uv-universite-virtuelle-</p> <p>If all the above doesn't work, please send a mail to support@ulb.be</p>
Registering your courses at ULB
<p>When you are a Bruface guest student, your courses are not uploaded automatically in UV, so you can register them yourself in UV once your guest registration at ULB has been finalised.</p> <p>When: Allow for one week after your guest registration has been finalised.</p>

Need assistance? ? Please go to <https://uv.ulb.ac.be/mod/page/view.php?id=832220> Need help with the connection?

Questions? Feedback? Please contact...

For questions/problems about the curriculum:

Architectural engineering: Stephanie.van.de.voorde@vub.be; Ine.Wouters@vub.be; Rika.Devos@ulb.be

Civil engineering: Tine.Tysmans@vub.be; Thierry.j.massart@ulb.be

Chemical/material engineering: Annick.Hubin@vub.be; Gilles.Bruylants@ulb.be

Electromechanical engineering: Omar.hegazy@vub.be; Emanuele.Garone@ulb.be

Electrical Engineering: Maarten.Kuijk@vub.be; Dragomir.Milojevic@ulb.be

Overall ombudsperson: 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.

Administrative issues: info@bruface.be

Any **other questions or issues?** please consult www.bruface.eu or contact info@bruface.be

Registering as guest student at ULB - 2nd and 3rd master students

When you're a re-enrolling student, you register through Cali: go to <https://cali.vub.be/>

and log in with your VUB email address (firstname.lastname@vub.be) and password.

For any questions about your curriculum: please contact the study path counsellor or the appropriate prof in the list above.

Consulting your timetable and exam schedule

For **VUB** go to
Timetables and Exam Schedules | Vrije
Universiteit Brussel (vub.be)

For **ULB** go to
https://cloud.timeedit.net/be_ulb/web/etudiant/
(new as from 1/9/2021)

Both tools are synchronised on a weekly basis; please update during each weekend. It is advised NOT to use the individual timetables possibilities for reasons of updating and non-academic activities.

Finding your way around the campuses

For **VUB** go to
<https://www.vub.be/en/campuses> for an
overview of all VUB campus sites, maps and
directions, and select the Brussels
Humanities, Sciences and Engineering
Campus.

For **ULB** go to [https://www.ulb.be/en/maps-](https://www.ulb.be/en/maps-access)
access for an overview of all ULB campus sites,
maps and directions and select the Solbosch
section.

Access to university facilities

Your student card gives you access to most VUB and ULB facilities: restaurants, library,.... No action is required from your side.

Student representatives

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 NL and one F) and one international student. Representatives' names will be collected during the first weeks by sending a message to julien.blondeau@vub.be



What's next?
<p>VUB Student Orientation days / Onthaaldagen Start of the Bruface academic year – first courses</p>

