



Vesalius College  
Brussels



BRUSSELS  
SCHOOL OF  
GOVERNANCE

**The Brussels School of Governance (BSoG) is an alliance between the Institute for European Studies (Vrije Universiteit Brussel) and Vesalius College.**

## Guide for Newly Accepted Students

[www.brussels-school.be](http://www.brussels-school.be)

## Table of Contents

Welcome note from the Vice Dean for Education .....	3
Contact Details – Brussels School of Governance .....	4
Emergency Procedures & Contacts .....	5
Admission to Belgian Territory .....	5
Housing .....	6
Health Insurance .....	6
Town Hall Registration .....	7
Telephone - Internet .....	7
Hospitals in Brussels .....	7
Academic Calendar .....	7
Account activation and student information system .....	8
Course Registration .....	8
Internship Programme .....	8
Orientation for New Students .....	8
Student Government .....	9
Student Support Services .....	9
Libraries .....	9
Bookshops .....	10
Computers on Campus .....	10
Sports on Campus .....	10
Food on Campus .....	11
Travel and Public Transportation .....	11
Jobs in Brussels .....	11
Campus Maps .....	12

## **Welcome note from the Vice Dean for Education**

Dear Student,

Welcome to the Brussels School of Governance - Vesalius College! Located in Brussels, better known as “the capital of Europe”, the School offers students a truly unique opportunity to study in an international city rich in culture and set squarely in the middle of current and historical world events.

Our teaching methods are characterized by small and interactive classes, flexibility in course selection, and continuous assessment. All classes at the Brussels School of Governance (BSoG) are taught in English. As a small college with a student body of approximately 300 (including 50+ nationalities) and a low student-to-teacher ratio, the faculty is accessible and able to take a personal interest in the success of students to help them achieve their potential. These close working relationships form the cornerstone of the BSoG educational philosophy.

### **Living in Brussels - A very cosmopolitan affair**

The liberal nature of BSoG’s academic programme is reflected in the life of its students. The School encourages students to work hard to reach their academic potential, but also to live a full life away from books and classes. Brussels has a tremendous amount to offer those interested in exploring “The Capital of Europe” and students quickly discover the city to be vibrant and cosmopolitan with a friendly charm. With 30% of Brussels’ population being foreign nationals, the city has something to offer to everyone. You will be able to satisfy and broaden your taste in music, cuisine, art, associations and much more.

### **The university neighbourhood**

The BSoG is a part of a broader student community (of more than 10,000 students) consisting of four other universities and graduate schools concentrated in a single area that exemplifies the student lifestyle. Easily accessible by train, bus, tram, metro and even plane, the area has everything to meet student needs including affordable housing, two on-campus cafeterias, live music, libraries, shops, markets, restaurants, taverns, as well as sports activities and facilities.

This guide is designed to help you prepare for your move to Belgium and find your way around in Brussels and beyond. It contains useful information which is meant to facilitate your introduction into Belgian life.

Use it to your best advantage and enjoy the experience!

Dr. Sven Van Kerckhoven  
Vice Dean for Education  
Brussels School of Governance - Vesalius College

## Contact Details – Brussels School of Governance

Office	Name	Office	Contact details
<b>Visiting Address</b>	Pleinlaan 5, 1050, Brussels		<a href="mailto:info_bsog@vub.be">info_bsog@vub.be</a> +32 2 614 80 01
<b>Mailing Address</b>	Pleinlaan 2, 1050, Brussels		
<b>Info Point</b>	General enquiries about the Brussels School of Governance	-1.15	<a href="mailto:info_bsog@vub.be">info_bsog@vub.be</a> +32 2 614 80 01
<b>Student Services</b>	Assistance to registered students, programme administration, proof of registration or graduation requests		<a href="mailto:Studentservices_bsog@vub.be">Studentservices_bsog@vub.be</a>
<b>Registrar's Office</b>		-1.52	<a href="mailto:Registrar_bsog@vub.be">Registrar_bsog@vub.be</a>
<b>Office for Teaching &amp; Learning Innovation</b>	Teaching and learning support, online learning platforms and student information system	-1.01	<a href="mailto:Oti_bsog@vub.be">Oti_bsog@vub.be</a>
<b>Admissions Office</b>	Enquiries from applicants including status of the application, transfer credits, Academic Excellence Scholarship	-1.03	<a href="mailto:Admissions_bsog@vub.be">Admissions_bsog@vub.be</a>
<b>Vice-Dean's Office</b>	Dr. Sven Van Kerckhoven, Vice Dean for Education, Programme Director Global Business and Entrepreneurship	-1.56	<a href="mailto:sven.van.kerckhoven@vub.be">sven.van.kerckhoven@vub.be</a>
	Ms. Lisa Kelman, Programme Director BA and MA Preparatory Programme	-1.59	<a href="mailto:Lisa.Kelman@vub.be">Lisa.Kelman@vub.be</a>
	Dr. Tongfi Kim, Programme Director International Affairs	-1.57	<a href="mailto:Tongfi.kim@vub.be">Tongfi.kim@vub.be</a>
	Dr. Kristin Henrard, Programme Director International & European Law	-1.60	<a href="mailto:Kristin.Henrard@vub.be">Kristin.Henrard@vub.be</a>
	Dr. Carolin Liss, Programme Director MA programmes	-1.58	<a href="mailto:carolin.liss@vub.be">carolin.liss@vub.be</a>
<b>Student Recruitment Office</b>	Enquiries about study opportunities at the Brussels School of Governance	-1.06	<a href="mailto:study_bsog@vub.be">study_bsog@vub.be</a>
<b>Study Abroad Office</b>	Outgoing and incoming student mobility	-1.53	<a href="mailto:studyabroad_bsog@vub.be">studyabroad_bsog@vub.be</a>
<b>Internships Office</b>		-1.53	<a href="mailto:studentinternships_bsog@vub.be">studentinternships_bsog@vub.be</a>
<b>Finance Office</b>	Questions about tuition fees, invoicing, blocked accounts	+1	<a href="mailto:Vesalius.finances@vub.be">Vesalius.finances@vub.be</a>
<b>Psychologist</b>	Mr. Alex Anghelou, College Psychologist		<a href="mailto:anghelou@gmail.com">anghelou@gmail.com</a>

## Emergency Procedures & Contacts

Contact Person/Organization	Number
Emergency Services	112
Police (non-urgent)	101
Non-emergency doctor on call	1733 (more info <a href="#">here</a> )

## Admission to Belgian Territory

Students who are non-EEA citizens will need to apply for a student visa at their nearest Belgian Embassy or Consulate in their home country. Enclosed, you will find an official letter of acceptance in Dutch to be used to apply for a student visa (longer than three months). Please contact the Belgian Embassy or Consulate as soon as you have been accepted since applying for a student visa can take several months and the requirements may vary per country. Please make sure you apply for a **‘D – long stay’ multiple entries visa** as this will allow you to travel abroad during your stay in Belgium. The Brussels School of Governance is considered a private non-profit institution. Although our programmes are not subsidised with public funding they are **recognised and accredited** by the Flemish Ministry of Education in Belgium. For visa purposes, students must use the name Vesalius College vzw and refer to the visa application form and requirements usually in place for **"Public Educational Institutions"** (article 58).

All students requesting a visa are required to provide a certificate of good conduct (Non Criminal Record Certificate), this is usually requested at your home country's law enforcement authority and may take a long time to process. If you live in the U.S., this entails an FBI investigation into your personal records, which can take at least 8 weeks to complete. As such, it is critical for you to proceed immediately with your visa application. For more information on visas, please consult the **Belgian Government website**, [here](#).

Please note you must bring all the documents that were needed to obtain your student visa when you move to Belgium. The local Belgian officials will also ask for these documents, including proof of financial support.

### Which documents do you need?

You will find on the website a list of documents to submit, one of which is proof of sufficient financial means.

The School can assist you with a **blocked account** which is basically a fixed amount of money you transfer to the university and is then monthly reimburse to you to cover living costs. A detailed explanation can be found on the **Immigration Office's website**, [here](#).

Applying for a student visa can take up to several months. If your temporary residence permit arrives too late with a validity period that does not run within the period of enrolment, you will have to postpone your studies until the following semester.

## Housing

Students are responsible for making their own housing arrangements. Our students can find all information about private [Student Housing in Brussels](#) through this platform. It is regulated by the city of Brussels so all housing on this website must follow certain regulations. There are some private residencies close to our University so it is definitely worth to check these out first. Key to these student rooms is to apply as much in advance as possible and if needed to register on their waiting list. Prices go from 330-900€ so there is a big variety.

- [Bru UpKot](#)
- [Xior](#) (also take a look at their other residencies)
- [365Rooms](#)
- [Les estudines Bruxelles](#)
- [U-Residence](#)
- [Studeo](#)
- [Brukot](#)
- [Appartager](#)
- [Brussels Destination](#)
- [Co-Homing](#)
- Facebook groups: Brussels Housing, Rooms, Apartments, Sublets; Coliving BXL/colocation, cohousing Brussels; Brussels For Rent, Rooms for rent in Brussels

Most of the contracts for student rooms or flats will be for at least one year. Contracts for apartments are usually three years. You will be required to pay two months of rent in advance as a “guarantee” (security deposit) and the first month of rent is due on the day you sign the contract. Make sure that the utilities are included in the rent (electricity, heating system, water, Wi-Fi connection). Please note you will often need to share the kitchen and bathroom. If you have questions and/or concerns about a contract, please ask the landlord for a copy and ask for a translation (or help) at the School.

We suggest that you arrive one week before Orientation if at all possible.

## Health Insurance

Students are required to obtain international health insurance before arriving in Brussels. The School does not provide a health insurance plan, however, does recommend that students consider obtaining supplemental Belgian national health insurance.

In order to receive a reimbursement after any medical visits, you will have to submit a claim with your health insurance office. A comprehensive guide on how the Belgian health insurance works, can be found [here](#).

We organize a session about Belgian health insurance during the Orientation days in cooperation with Helan, a health insurance provider. For more information on obtaining Belgian health insurance, please see [here](#) or contact [students@healthinsurance.be](mailto:students@healthinsurance.be).

## Town Hall Registration

When you arrive in Brussels, you are required by law to register with the local Town Hall (called “maison communale” or “gemeentehuis”) in which you reside. Residence under the student status can be allowed for the duration of the student’s study programme and as long as proof of funding can be provided. For more information on the registration in Brussels and its communes, please visit the Federal government’s site [here](#).

## Telephone - Internet

There are many outlets that sell mobile phone sim cards. You have the choice between three main operators: Proximus, Orange and Base. [Mobile Vikings](#) is an online provider with very competitive prices.

## Hospitals in Brussels

The Brussels-Capital Region has a large hospital infrastructure, with high-quality care for patients in general hospitals and specialised clinics, including academic hospitals. For a list of hospitals, see [here](#) and [here](#).

### University Group Practice (UGP)

The Medical Group practice adjacent to campus is a primary health care centre accessible to students, personnel and non-resident students. You can go to the UGP in cases of illness, accidents, for minor procedures, preventive examinations, vaccinations, contraception, dental care, wound care, travel advice, tracing, etc. To make an appointment with the doctors on campus, please see [here](#).

## Academic Calendar

### BA Academic Calendar

- |                     |                            |
|---------------------|----------------------------|
| ✓ Fall Semester:    | Late August – mid December |
| ✓ Spring Semester:  | Late January – mid May     |
| ✓ Summer Programme: | Early June – mid July      |

For a detailed BA academic calendar, please see [here](#).

There are two exam sessions per semester: the mid-term exams are held half-way through the semester and the final exams are held at the end of the semester.

## **MA Academic Calendar 90 ECTS**

✓ Mid September – end August

For a detailed MA academic calendar, please see [here](#).

## **Account activation and student information system**

*René to provide info*

## **Course Registration**

As a newly accepted student, you will register for your courses during Orientation. Each student will have an academic adviser who will help the student to select their courses and to personalise their course schedule. Our academic adviser assists students in identifying relevant courses and offer support throughout their academic career at the Brussels School of Governance.

## **Internship Programme**

The School offers students the opportunity to work while earning university credits in some public and private organizations in the Brussels area. The listing of internship opportunities for students is updated every term (spring, summer, and fall) and is posted online. For information on the Internship Programme, including current internship opportunities, eligibility, application guidelines and application deadlines, please refer to the website, [here](#).

## **Orientation for New Students**

The BSoG provides a mandatory orientation for newly accepted students at the beginning of every semester. An orientation schedule is sent to students to inform them of the dates and sessions organized during orientation.

During these sessions, students receive information on the academic and social environment of the School, course registration, dropping and adding classes (if appropriate) and other administrative issues. They will also receive information on Belgian health insurance and information on Student Services such as the College counselor and the Student Government. They are also given cultural and safety tips regarding living in Brussels. Students will have a session for the activation of their College computer accounts and are given a tour of the campus. A tour of Brussels is also organized in addition to social events organised by the Student Government.



## Student Government

The Student Government (SG) is an elected student body and acts as the main liaison between students and the academic administration of the BSoG. The SG appoints representatives to the Education Council and the Board, which is the academic governance of the College, and regularly meets with the Dean on matters which affect the students at the College. The Student Government also holds a very important social role. It organises welcoming activities for new students, sports activities, seasonal parties, drama evenings and other social activities throughout the year. The members act as student ambassadors at events such as orientation, Open Day and recruitment fairs. They are very willing to give you information about the BSoG from a student perspective. Students can also be contacted for buying and selling used books and for information on participating to student clubs.

## Student Support Services

### Administrative Support for Students with Specific Educational Needs

Student Support Services at the Brussels School of Governance are able to offer limited administrative assistance to all students with medically documented special educational needs requirements, such as Dyslexia, Attention Deficit Disorder etc.

The assistance is offered in the form of extra time allowed for exams if requested. Specific Educational Needs Students are offered the possibility to take their Mid-term and Final Exams at the same time as the other students in the class, in a separate classroom, with a separate proctor and are allowed up to 50% extra time to complete their exams.

For further information please contact our Student Services Office, [studentservices\\_bsog@vub.be](mailto:studentservices_bsog@vub.be)

### College Psychologist

The Brussels School of Governance offers students support for personal issues with the counseling services of Alex Anghelou, a clinical psychologist specialized in Cognitive Behaviour Therapy (CBT). He provides a safe environment for students to discuss concerns which may impede their academic progress and/or personal growth.

Counseling is provided to students at no cost and sessions and their content remain strictly confidential. Students may contact the counselor directly for an appointment at [anghelou@gmail.com](mailto:anghelou@gmail.com).

## Libraries

All Brussels School of Governance students have access to three major libraries in Brussels: The library of the Vrije Universiteit Brussel (the VUB), located across the street from our campus, that of the Université Libre de Brussels (the ULB), located in Ixelles/Elsene and the Royal Library, located downtown. Please refer to the maps at the end of this brochure to locate the ULB and the VUB libraries on their respective campuses.

## Bookshops

Students can buy their textbooks from Waterstone's, the English bookstore. More information can be found [here](#).

BSoG students receive a 10% discount with Waterstone's Brussels with their student cards. The instructors will provide more information for the **textbooks for Dutch and French** classes.

Other bookshops in Brussels include:

- ✓ FNAC
- ✓ Standaardboekhandel
- ✓ Waterstones
- ✓ Sterling Bookshop
- ✓ Punto y Coma
- ✓ Filigranes
- ✓ Librairie de Rome

## Computers on Campus

A wifi network is available on the VUB campus through your VUB university user account.

### **Crazy Copy**

Crazy Copy Printing is a digital print center located on campus. For more information on location and opening hours, see [here](#).

### **Online Academic Resources**

A great number of online resources are available to students with a VUB-computer account. By far the easiest way to find these resources is through the website of the VUB-library, [here](#).

Accessing these databases through the link at the VUB-library website is compulsory when working off-campus.

## Sports on Campus

BSoG students have full access to the athletics facilities of the VUB. The sports facilities include two large multipurpose sports halls (for indoor soccer, basketball, badminton, tennis, etc.), one martial arts

hall, three squash courts, a swimming pool and one climbing wall. All facilities are indoors and, thus, are always available regardless of the weather conditions.

Next to its indoor infrastructure, the VUB Sports Department also has outdoor sports fields, including one synthetic soccer field and athletics track and rugby. For more information, please visit [their website](#).

Students also have access to a fitness complex, **Basic Fit** This sports center consists of a 1,500 m<sup>2</sup> fitness and cardio area, a spinning studio, two large changing rooms, a relaxation area, a solarium and a dance/aerobics studio.

For more information on opening hours and fees, please see [here](#).

## Food on Campus

### Restaurant and Cafeteria

Students have several options for an affordable lunch on campus. These include the [VUB restaurant Campus Etterbeek](#), snack bars ('t Complex , Opinio, Bar Pilar) in addition to restaurants in Kroonlaan and the Cimitière neighborhood.

### Shopping

For a list of the main supermarket chains in Belgium, [see here](#); a list of weekly open-air markets is available [here](#)

## Travel and Public Transportation

The public transport in Belgium is operated by [STIB](#), [De Lijn](#) (buses and trams in Flanders), [TEC](#) (buses in the Wallonia region) and [SNCB](#) (the national railway operator),

Taking into account all the services available as options, the chances are good that for most times of the day, regardless of where you are going in and around Brussels you will have the option to take public transport. The different operators have websites that can help you build or plan your trips and for an expat still exploring the city, this is a valuable tool as the sites also feature maps of the stations and stops.

## Jobs in Brussels

Some students might want to consider a part-time job during your studies. However, it is important to consider the workload of studies, the number of hours you yo be dedicated to work, and commitment to extracurricular activities or personal time. The Brussels Capital region provides information on rules

and regulations to take into consideration. For more information see [here](#). Certain limitations also apply specifically for citizens of non-EEA countries. The website of Students at work can provide more information. See [here](#).

## **Campus Maps**

### **VUB and ULB websites for maps**