

CAMPUS BRUGGE

WELCOME GUIDE

#VIVESGLOBALLYCONNECTED




vives

University
of Applied
Sciences

CONTENTS

ABOUT VIVES 4

We go all out for Drive, Connection and Innovation!	5
Facts and Figures	6
Name and address	7
KU Leuven Association	7

SUPPORT 9

Global Engagement Office	11
Disability/Inclusion Office	13
Psychological service	15
Student services (STUVO)	16
The ombudsperson	17

ACADEMIC INFO 18

Academic calendar 2023 - 2024	18
Holiday periods 2023 - 2024	18
Map of the campus	19
Code of conduct at VIVES	21
Education and examination regulations	22
Credits and grading	22

FACILITIES 23

Food & drinks	24
Campus library	25
ICT	30

PRACTICAL INFO **33**

Housing.....	34
Cost of living.....	34
Shopping.....	35
Copy centers.....	36
Launderette.....	36
Household waste.....	36
Money and banking.....	37
Mobile telephones.....	39
Transport.....	40
Public transportation.....	44
Health.....	45

FREE TIME **48**

Work tips.....	49
Erasmus Student Network - ESN.....	50
Studentapp.....	50
Culture.....	57
Public library.....	57
De krachtbar.....	58

ADMIN **55**

Visa and entry documents.....	60
Insurance.....	62
Registration at the city hall of Brugge.....	68

DUTCH FOR DUMMIES **69**

Some useful words and phrases in Dutch.....	70
---	----



OOSTENDE

BRUGGE

TORHOUT

ROESELARE

KORTRIJK

**ABOUT
VIVES**

WE GO ALL OUT FOR DRIVE, CONNECTION AND INNOVATION!

VIVES is one of the largest universities of applied sciences in Flanders and Belgium with a varied educational offer on **7 campuses in 5 different cities**.

We offer the following assets

VIVES excels in person-oriented education and student guidance.

VIVES is a warm university of applied sciences where it is nice to take classes. There is a personal approach between teachers and students. This allows you to fully develop your talents in a casual atmosphere. We also have a well-developed student guidance and a dynamic Student Affairs service.

VIVES is a league leader in distance education.

VIVES has strongly developed the distance education. An ideal formula for those who wish to combine work or family and studies or for those who live further away from campus.

VIVES offers some unique study programmes.

VIVES offers some exclusive study programmes. For example, we are the only institution that offers a bachelor's degree in aviation with courses such as aspiring airline pilot, aviation technology and specialisations like drones. Also our study programme of wellbeing and vitality management and our English bachelor's programme of business management are completely unique. We take great pride in that!

VIVES excels in innovation.

Education does not stand still. Every day we try to shape the education of tomorrow. Education, practical experiences and research are all interconnected.

www.vives.be/en/research

17000
STUDENTS

1900
STAFF
MEMBERS

10
STUDENT
RESIDENCES

34 BACHELOR DEGREES

24 ASSOCIATE DEGREES

6
STUDY AREAS

FACTS AND FIGURES

7
CAMPUSES
IN 5 CITIES

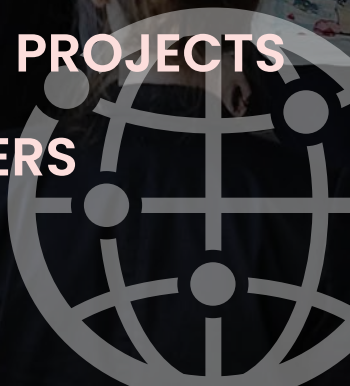
6
BASIC
STUDY AREAS

6
CENTRES
OF EXCELLENCE

100 APPLIED RESEARCH PROJECTS

333 ERASMUS+ PARTNERS

119 GLOBAL PARTNERS



NAME AND ADDRESS

Name in Dutch	Katholieke Hogeschool VIVES campus Brugge, Oostende
Name in English	VIVES University Of Applied Sciences campus Brugge, Oostende
Address	Xaverianenstraat 10, 8200 Brugge
Phone number	+32 50 30 51 00
Website	www.vives.be/international
Erasmus ID code	B BRUGGE11
VAT number	BE0455.932.266

In Brugge we have 2 campuses:

VIVES Brugge Xaverianenstraat	address: Xaverianenstraat 10, 8200 Brugge Study fields: Applied engineering and technology, commercial sciences and business management, education and health care
VIVES Brugge Sporwegstraat	address: Spoorwegstraat 12, 8200 Brugge Study fields: Applied engineering and technology

KU LEUVEN ASSOCIATION



VIVES University of Applied Sciences is associated with the KU Leuven and with 6 other Flemish Universities of Applied Sciences in the KU Leuven Association (<http://associatie.kuleuven.be/eng>). Together the KU Leuven Association represents 44% of the Flemish student population in higher education.

FOLLOW US ON SOCIAL MEDIA!



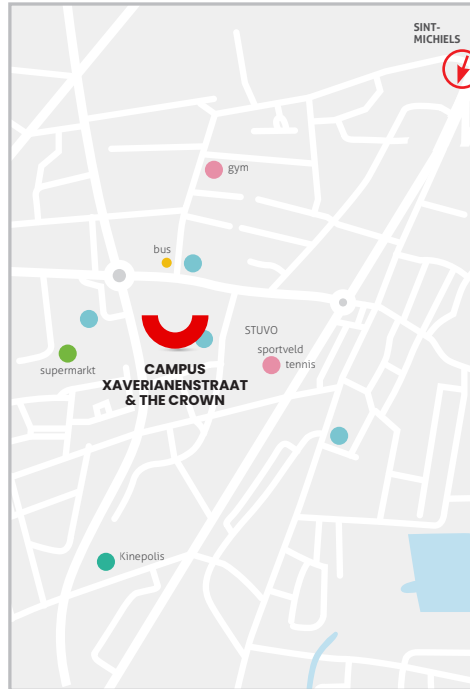
@VIVES_INTernational



VIVES INTERNATIONAL
(GLOBAL ENGAGEMENT)

Share your VIVES-experience on social media with
#VIVESGloballyConnected
#VERYVIVES







SUPPORT



Lien Grauwet
global engagement
officer



**Melanie
Carbonelle**
global engagement
officer



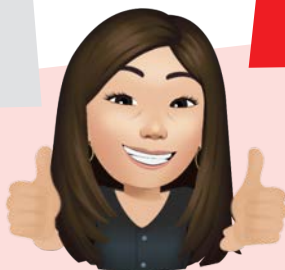
Stéphanie Bovie
global engagement
officer



Bart Dhaenens
global engagement
officer



Lies Verstraete
global engagement
officer



Tine Ternest
Head Global
Engagement Office




Elke Denys
global engagement
officer

GLOBAL ENGAGEMENT OFFICE

Practical questions


NOT related to your study programme
(registration, insurance, public transport, ...)

MELANIE CARBONELLE

Room	Room B104 (usually present on Tuesday)
Presence	By appointment only
Contact	 melanie.carbonelle@vives.be +32 50 30 52 33 +32 493 56 82 42

Questions about housing

INGE EYTORFF


Room	STUVO building
Contact	 katrien.renier@vives.be

Questions related to your study programme


(learning agreement, scheduling, exams, ...)

VIVES BUSINESS ACADEMY


LEARNING AGREEMENT AND TRANSCRIPT OF RECORDS

Anna Szermuszyn  anna.szermuszyn@vives.be

CONTENT OF THE COURSES, SCHEDULING AND EXAMS

Mieke Verheyde  mieke.verheyde@vives.be

V.I.C.K.I.E., V.I.C.K.I.E. English+ and V.I.C.K.I.E. Sports+: Lien Van Eecke

Contact  lien.vaneecke@vives.be

HEALTH CARE Nele Vandeputte

Contact  nele.vandeputte@vives.be

DEGREE STUDENTS


BACHELOR OF HOTEL MANAGEMENT

Lode Vanwildemeersch  lode.vanwildemeersch@vives.be

BACHELOR OF BUSINESS MANAGEMENT

Ann Vandenbroucke  ann.vandenbroucke@vives.be

ADVANCED BACHELOR INTERNATIONAL MANAGEMENT

Valerie Rits  valerie.rits@vives.be

BACHELOR IN AVIATION

Ivan Becuwe ivan.becuwe@vives.be

DISABILITY/INCLUSION OFFICE

Procedure to be recognised as a student with a disability

When requesting facilities due to a disability, this request must be supported by a certificate completed by a doctor or other expert. More information can be found under “necessary documents to provide”. After approval, the information is passed on to the relevant study program supervisor to draw up a contract.

Necessary documents to provide

For most disabilities we use the documents of the [VLOR](#), but you can also submit your own documents if they meet certain criteria. The criteria per disability can be found in the [VLOR-manual](#).

What can you expect?

In discussion with your contacts from the global engagement office and disability office, the thresholds you may experience are discussed. Based on your needs a number of individualised facilities are selected. We coordinate between your needs and the practical and organizational feasibility of meeting them within your program.

What adjustments for studies can be made?

- May bring a note taker to educational activities
- May bring a personal assistant to educational activities
- May bring a Sign Language interpreter to the educational activities
- May request adjusted courses materials: size, font and font size, braille, etc.
- May request the course material in digital format
- May request to record lectures
- May use a laptop, tablet or iPad during lectures
- May use elevators and other access facilities on campus

What adjustments for exams can be made?

- May bring a note taker to oral and written exams
- May bring a personal assistant to the exam for practical help at the beginning and end of the exam
- May bring a Sign Language interpreter to oral exams
- May move the exams to the appropriate catch-up exam period within the same exam period
- May take a seat in separate exam room for written exams
- May take more preparation time before the oral exam
- May take more time for the written exam
- May use a laptop, tablet or iPad with assistive software during exams
- May use a laptop, tablet or iPad with standard software during exams

Other adjustments and services offered at the institution

We select facilities on a case-by-case basis, with alignment between your support needs and the feasibility within your program.

If necessary, an individual counselor can be requested.

Preparatory visits

What is the procedure to request a preparatory visit?

Send an email to incoming.exchanges@vives.be.


What can be expected from the preparatory visit?

Campus visit, residence visit, public transport route,...

Financial support for incoming students with disabilities

The Erasmus+ programme can provide extra financial support. You have to apply at your home institution.

 stb@vives.be

 +32 56 26 41 50

PSYCHOLOGICAL SERVICE

You're often told that "your student days are the best time of your life" - and we hope they will be! But where can you turn as a student if things don't feel right?

You have doubts about your study choices. You have problems with your boy-or girl-friend or your parents. You're struggling with fear of failure, stress or loneliness. You can't sleep. You have a drug or alcohol habit. You don't know how to cope with grief and loss, or with the separation from your parents,...Or you feel unhappy but you don't know why.

In all these cases, you can turn to the psychological service. You will be given expert help free of charge. Together we will search for an appropriate solution, naturally in the strictest confidentiality.

Apart from possible individual support, during the academic year you can also take part in a number of training courses that focus on student well-being:

- coping with anxiety
- worrying less
- sleeping better
- mental wellness
- dealing with procrastination
- etc.

Many of our courses are free, while some charge a small fee to participate. See our programme at www.psywest.be!

Brugge



+32 50 30 52 90



psychologischedienst.brugge@vives.be



stuvoloods.be/brugge/student-counseling



STUDENT SERVICES (STUVO)

STUVO stands for student services. At STUVO an expert team is ready for you to make your student life easier! You can contact them with all your questions and problems, the answer and solution is most likely to be found.

Moreover, the team is challenging itself to take more initiatives and find innovative ways to make every student feel like home at VIVES family. Therefore, they organize and sponsor a lot of sporting and cultural activities throughout the academic year.

Calendar and more info



<https://stuvoloods.be/brugge>



www.facebook.com/stuvovives



lies.lammaing@stuvoloods.be



+32 50 30 52 91



Calendar activities
stuvoloods.be/brugge/events

THE OMBUDSPERSON

The ombudsperson mediates between examination and students. He must be able to fulfill his mediation role in complete independence.



APPLIED ENGINEERING AND TECHNOLOGY: KATRIEN SCHREEL

Contact  katrien.schreel@vives.be


VICKIE, VICKIE ENGLISH+ AND VICKIE SPORTS+: ELLY VERSTRAETE

Contact  elly.verstraete@vives.be

HEALTH CARE, NURSING AND MIDWIFERY: HANNE VRIJSEN AND HANNE VANCAILLIE

Contact  hanne.vrijsen@vives.be
 hanne.vancaillie@vives.be

VIVES BUSINESS ACADEMY: TANIA CORBANIE

Contact  tania.corbanie@vives.be

ACADEMIC CALENDAR 2023 – 2024

AUTUMN SEMESTER

11/09/23	Welcome Day campus Kortrijk
12/09/23	Welcome Day campus Brugge
18/09/23	Start courses
26/01/24	End courses/exams

SPRING SEMESTER

05/02/24	Welcome Day campus Brugge
06/02/24	Welcome Day campus Kortrijk
05-07/02/2024	Start courses (depending on the programme)
21/06/24	End courses/exams

HOLIDAY PERIODS 2023 – 2024

30/10/23 – 05/11/23	Herfstvakantie	Autumn break
11/11/23	Wapenstilstand	Armistice Day
25/12/23 – 07/01/2024	Kerstvakantie	Winter/Christmas break
12/02/24 – 18/02/2024	Krokovakantie	Spring/carnival break
01/04/2024 – 14/04/2024	Paasvakantie	Easter break
01/04/2024	Paasmaandag	Easter Monday
01/05/24	Dag van de Arbeid	Labour Day
09/05/24	Hemelvaart	Ascension Day
20/05/24	Pinkstermaandag	Pentecost Monday

ACADEMIC INFO

MAP OF THE CAMPUS

How to find your way:

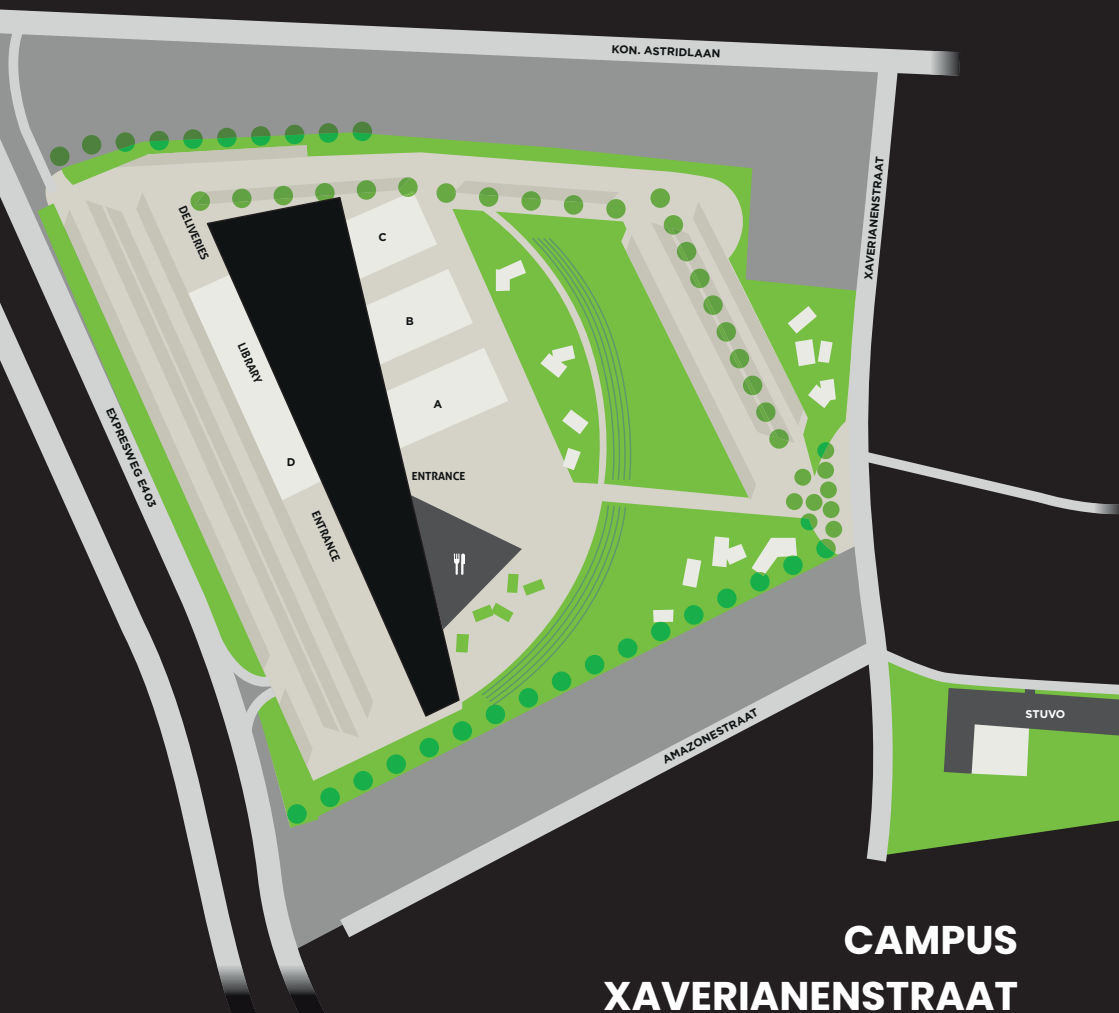
Room B 205

B = BLOCK B

2 = second level

05 = classroom 5





CAMPUS XAVERIANENSTRAAT

Virtual visit of your department:

Health Care:

mmc.vives.be/EP/Campus_Brugge_GEZ

Commercial sciences and business management:

mmc.vives.be/EP/Campus_Brugge_HWB

Technology:

mmc.vives.be/EP/Campus_Brugge

Education:

mmc.vives.be/EP/Campus_Brugge_OND

CODE OF CONDUCT AT VIVES

Respect

Respect the (guest)lecturers, other members of staff at your college, your peers and your business contacts: Address them correctly (Sir/Madam/Miss), don't interrupt and be polite. Make sure to arrive on time for company visits, internships, etc.

Take care of the materials that are provided for you (computers, desks, ...). Respect also entails, leaving rooms spick- and-span and clearing your work space when you leave.

Arrive on time for lectures, workshops and other activities

Do the work as asked, which means: bring the necessary preparations to class, hand in your work on time and respect deadlines.

If you arrive more than fifteen minutes late, you will no longer be allowed in the classroom.

If you're absent without a valid reason (e.g. a doctor's note) marks will be deducted from your final grade.

Dress code

As a rule, business attire is required on oral exams and other evaluations, during company visits and on your internship.

Netiquette

Address your lecturers with Dear Sir/Madam/Mr./Mrs./Miss + last name. End your emails with the appropriate salutation: Yours sincerely/kind regards/... and always add your full name, your study department/course and your R-number.

Before you send an email: check whether you can find the information you're looking for on Toledo, in the syllabus or other course materials.

Cyberloafing or Cyberslacking

Get the most out of your lectures and other classes by putting away your (smart)phone, tablet and/or laptop when you don't need it. There is another world outside of the world wide web. You will see that learning opportunities don't only present themselves by paying attention to your lecturers but also by interacting with your fellow students.

EDUCATION AND EXAMINATION REGULATIONS

You can find the Education and Examination Regulations (EER) on our website. The document is placed on this page before the start of each new academic year and remains valid until the end of the current academic year.

www.vives.be/en/eer

CREDITS AND GRADING

Grade	Percentage of students who normally achieve this grade	Grade description	VIVES grade (20 is maximum grade)
A	10	Excellent	15, 16, 17, 18, 19 or 20
B	25	Very good	14
C	30	Good	13
D	25	Satisfactory	12
E	10	Sufficient	10 or 11
FX	-	Fail	8 or 9
F	-	Fail	0, 1, 2, 3, 4, 5, 6 or 7

www.vives.be/en/study/exchange-students/credits-and-grading





FACILITIES

FOOD & DRINKS



STARBUCKS LEVEL 3 >>> COFFEE



STUDENT RESTAURANT LEVEL 0 >>> HOT AND COLD MEALS, SNACKS



THE BREAD PIT LEVEL 0 >>> SANDWICH BAR



THE CROWN >>> SANDWICH BAR



CAMPUS LIBRARY

In the central library you find a lot of books, most of them in Dutch but also in English. There are also magazines, newspapers in French, English and German belonging to the different study fields. Next to that we have some computer available where you can look up any information. Furthermore you can find some rooms where you can work in small groups.

You also have access to different databases, this at any time on any place by signing in at Limo. Go to www.vives.be/bibliotheek > Limo.

If you want to borrow materials from the library, you have to show your student card. The loan period for students is usually 28 days (4 weeks), but you can extend it if you need. You also can order a book in another library. Ask for IBL. Furthermore you can print, copy and scan in the library. Keep in mind that only Maestro (debit card) is accepted as payment method.

More info: www.vives.be/en/study/tools/library

Opening hours:

Monday: 8.00 - 18.00

Tuesday: 8.00 - 18.00

Wednesday: 8.00 - 18.00

Thursday: 8.00 - 18.00

Friday: 8.00 - 17.00

Contact:

✉ bibliotheek.brugge@vives.be






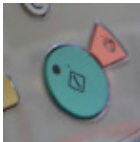

☎ +32 50 30 51 00

CATALOGUE

WWW.VIVES.BE/BIBLIOTHEEK > LIMO



TO COPY



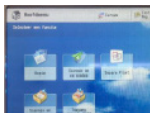

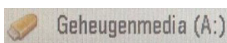
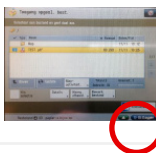

1	<p>Amount on your student card: €1</p> <p>If all amount is used, use the pinpoint machine (near pasta bar) and your debet card with maestro function for uploading an amount on your student card OR go to a copy center near your residence</p> <p>Copy black-white: €0,05 per page (A4)</p> <p>Copy colour: €0,15 per page (A4)</p>	
2	<p>Identification: scan your student card</p>	
3	<p>See all possibilities</p>	
4	<p>Click on Kopie (Copie)</p> <p>Change – if necessary– the settings (instellingen)</p>	
5	<p>Use the glass plate for copies from books, magazines,...</p> <p>You can use the feeder for loose-leaf documents</p>	
6	<p>Click on the green button</p>	
7	<p>Don't forget to log out!</p>	

TO PRINT FROM A USB STICK



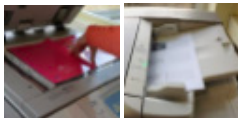

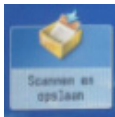
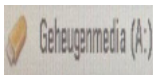
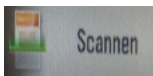
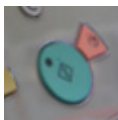
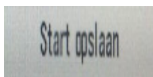

ATTENTION

Only **JPEG and PDF files** can be printed from USB stick. Convert your file in Word through **Adobe Acrobat Reader DC** to a PDF file.

DON'T USE MICROSOFT EDGE!

1	Copy black-white: €0,05 per page (A4) Copy colour: €0,15 per page (A4)	International office offers you € 1 on your student card
2	Put the USB-stick in the machine.	
3	Identification: scan your student card	
4	See all possibilities	
5	Click on Toegang opgesl. Bestanden	
6	Click on Geheugenmedia (A:). (Memory media)	
7	JPEG- en/of PDF-files and click on Afdrukken. (to print)	
8	Don't forget to remove safely your stick and log out!	

TO SCAN VIA A USB STICK

1	Identification: scan your student card	
2	See all possibilities	
3	Use the glass plate for copies from books, magazines,... You can use the feeder for loose-leaf documents.	
4	Put the usb-stick in the machine.	
5	Click on Scannen en opslaan. (to scan and to save)	
6	Click on Geheugenmedia (A:)	
7	Click on Scannen (to scan)	
8	Click on the green button	
9	Click on Start opslaan (to start with saving) This only if you scan more than 1 document from the glass plate	
10	Don't forget to remove safely your stick and log out!	



ICT

Login and activation

Before you have access to all our online platforms and computers, you have to activate your account. Keep in mind that in Belgium AZERTY keyboards are used.

To activate your account

Step 1: You will receive an automatic email 'Account activation - VIVES Hogeschool'.

Step 2: Open the link mentioned in the email 'Account activation - VIVES Hogeschool'. Don't wait too long because the link will expire after a few days.

Step 3: You will see a webpage of 'Associatie KU Leuven'. Change the language to English (upper right corner).

Step 4: Fill in your date of birth and choose a password.

Step 5: Write down your username starting with 'r' (username = login = student number) and memorize your password.

Forgot password?

Go to <https://account.kuleuven.be> again to request a new password.

Computers

You can log in to our library computers with your username and password. All our computers have access to the internet and can be used for free. You can manage your own folders at any time and no one can delete your work. No one can install extra programs (network). If you have a laptop, there are enough power points to charge your laptop.

Access to Wi-Fi

You can use the free wireless internet connection (VIVES-GUEST) or you can login to the 'secured environment' (VIVES-EDUROAM).

DIGITAL TOOLS:

WWW.VIVES.BE/EN/STUDY/GETTING-STARTED

SERVICE DESK IT:

WWW.VIVES.BE/EN/STUDY/TOOLS/USING-SERVICEDESK

ICT problems

There is a web page in the VIVES site with a lot of information about the digital tools for education. The URL of this page is www.vives.be/en/tools/gettingstarted.


You can also ask for help at the service desk. If you login works, you surf to servicedesk.vives.be, you login with your student r-number and VIVES password and you can ask your question.

If you cannot login, you can mail to servicedesk@vives.be.

You can also ask help to your educational technologist:


APPLIED ENGINEERING AND TECHNOLOGY

Vincent Vergalle

 vincent.vergalle@vives.be


HEALTH CARE

Ilse Leman

 ilse.leman@vives.be


APPLIED SOCIAL STUDIES

Hannelore Verbrugge

 hannelore.verbrugge@vives.be


EDUCATION

Hendrik Coucke

 hendrik.coucke@vives.be

COMMERCIAL SCIENCES, BUSINESS MANAGEMENT AND INFORMATICS

Ann Buffel

 ann.buffel@vives.be

Toledo

Toledo is the intranet for all students of VIVES. Here, you can find an overview of all courses for which you are registered and the pertaining course materials. You can also use it to contact your lecturers and to consult the latest notifications pertaining to your programme. You can find more practical info and guidelines on the [website](#).

Signpost – Academic Software

It's important that everyone uses exactly the same, recent software version, not only during the lessons, but also at home or at home. In the VIVES computer network, only the use of legal software is allowed. The university of applied sciences fully supports the Bring Your Own Device (BYOD) principle, but expects every student to use their laptop safely on the campuses, i.e. with the necessary antivirus software.

The many software packages that a student needs are very expensive on the private market. That is why VIVES University of Applied Sciences has set up a partnership with the company Signpost. Group purchases can significantly reduce the cost of the software for our students. On Signpost's Academic Software software platform, VIVES compiles a standard software package. It consists of dozens of software titles, which every VIVES student, regardless of the education or training phase, has to purchase as compulsory learning material. This software can be legally installed and used on the student's PC. The entire package will be settled on the school invoice at a very competitive price.

More info (cost, installation) can be found here:

www.vives.be/en/study/tools/academic-software



PRACTICAL INFO

HOUSING

When you come and study at VIVES University of Applied Sciences, we can make sure your stay will be as comfortable as possible. Of course you can find housing by yourself, but you can also request the services of our housing staff to provide you with a comfortable student room near our campus.

VIVES University of Applied Sciences rents rooms on the private market and sublets them to international students. Renting a room in Ostend is not always possible. Students who study in Ostend often receive offers in Bruges. By train it takes you 12 minutes from Bruges to Ostend or back.

In Bruges we rent the 3rd floor with 18 student rooms at residence B/KOT - Frank van Ackerepromenade 8, Bruges. Rooms have their own private bathroom and shared kitchen. Rental price per semester (5 months) is €2000. If those rooms are all rented, we make you another similar housing offer. All students who make reservations for a room need to pay a deposit of €250 and an administration fee of €100.

Please take a look at the website for more info:

www.vives.be/en/about-vives/campuses/vives-bruges-station/housing

COST OF LIVING

Prices of some food products

Small loaf of bread (400 gram)	€ 1,45
Big loaf of bread (800 gram)	€ 2,40
1,5 l bottle of water	€ 0,75
1,5 l Coca Cola	€ 2,10
1 kg of oranges	€ 3,00
1 kg tomatoes	€ 1,50
Ham (price per kg)	€ 15,00
Cheese (price per kg)	€ 12,00
1 beer (in a pub)	€ 3,50
1 coke (in a pub)	€ 2,50

Food prices may be different depending on a shop and the season of the year.

SHOPPING

Big supermarkets

Lidl (low budget)	Veemarktstraat 2, 8000 Brugge
Lidl (low budget)	Maalse Steenweg 216, 8310 Brugge
Aldi (low budget)	Zandstraat 140, 8200 Brugge
Aldi (low budget)	Sint-Pieterskaai 35, 8000 Brugge
Aldi (low budget)	Baron Ruzettelaan 86, 8310 Brugge
Aldi (low budget)	Maalse Steenweg 204, 8310 Brugge
Delhaize	Koningin Astridlaan 97/20, 8200 Brugge (in front of VIVES campus Xaverianenstraat)
Colruyt	Veemarktstraat 1, 8000 Brugge
Colruyt	Nijverheidsstraat 124, 8310 Brugge
and many more	

Market@Brugge

There is nothing quite as delightful as shopping at a local market.

On Wednesday there is a food market on the Market Square from 8.00 a.m. to 1.30 p.m. On Saturday (8.00 a.m.– 1.30 p.m.) the Zand Square and the Beursplein are taken over by a large food and general market (flowers, animals, clothing, etc.). And on Sunday, from 7.00 a.m. to 2.00 p.m., you can visit the food and general market on the Veemarkt, near the Koningin Astridlaan in the Sint-Michiels district. Every morning (8.00 a.m.–1.30 p.m.) from Wednesday to Saturday, you can buy fresh fish and fish dishes at the Vis-markt (Fish Market).

Finally, during the weekends and on public holidays from mid-March to mid-November, you can browse at the secondhand and craft market along the Dijver (10.00 a.m.–6.00 p.m.). If you love old bric-à-brac and antiques, you should definitely visit the ‘Zand-feesten’, the largest second-hand and craft market in Belgium, which is organized three times each summer (in early July, early August and late September) on the Zand Square and in the Koning Albertpark.

Second hand shops

Ecoshop	Monnikenwerve 11, 8000 Brugge
Oxfam shop	Leopold II-laan 19, 8000 Brugge
Kringloopwinkel	Langestraat 169/171, 8000 Brugge
Think Twice	Sint-Jakobsstraat 21, 8000 Brugge
Weggeefwinkel	Gistelsesteenweg 223, 8200 Brugge

COPY CENTERS

Brugge Printshop	Koning Albertstraat 27, 8500 Kortrijk
Copy House	President Rooseveltplein 24, 8500 Kortrijk
Quality Copycenter	Koetelwijk 9A, 8000 Brugge

LAUNDERETTE

The laundrette	Niklaas Desparsstraat 5, 8000 Brugge
Wassalon Belfort	Ezelstraat 51, 8000 Brugge
Wassalon	Schaarstraat 27, 8000 Brugge
Wah Casino	Langestraat 151, 8000 Brugge

HOUSEHOLD WASTE

Household waste is collected selectively in our country. Please consult a garbage calendar for the scheduled dates.

- **Glass:** bottles and jars are collected via bottle banks. White and coloured glass should be kept separately.
Sometimes you pay a little deposit for wine and beer bottles which you get back when you return the empty bottles to the supermarket! Look for the sign 'statiegeld'
- **Paper-cardboard** is collected twice a month door-to-door, along with newspapers and magazines. Remove plastic film from newspapers, magazines, and leaflets. Sort your paper and cardboard into a cardboard box or make it into a small parcel, preferably tied up with natural string.

· **PMD** (Plastic bottles, Metal packaging and Drinks cartons) is collected twice a month door-to-door in transparent light-blue bags.

- » Plastic bottles and flasks, containing products such as: lemonade; water and milk; fruit and vegetable juices; drinking yoghurt; bath and shower products; washing and cleaning products.
- » Metal packaging, such as: drinks cans; food tins; top, caps, and lids of jars and bottles; boxes and containers; aluminium plates, dishes, and trays; cosmetic and food sprays
- » Drinks cartons, such as: fruit juices; soup; milk

Waste remaining after separation of recyclable elements will be collected in a specific rubbish bag.

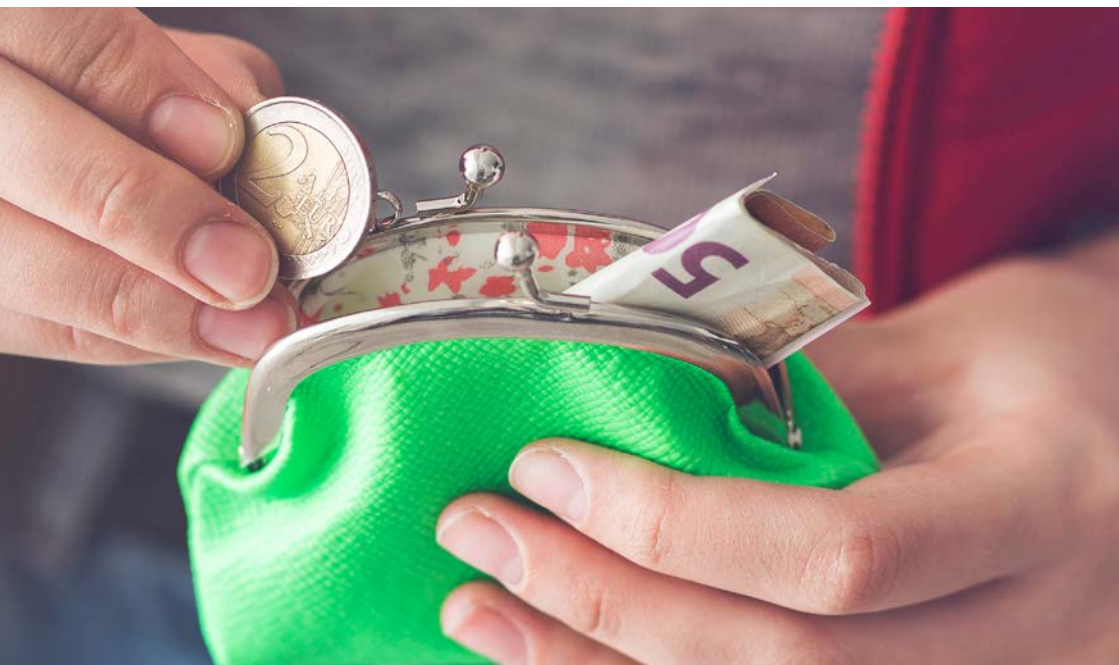
MONEY AND BANKING

Belgian Currency

The Belgian currency is the Euro (€, EUR). There are 8 coins and 7 notes:

- coins: coins of € 1 and 2 and coins of 50, 20, 10 and 5 eurocents;
- notes: notes of € 500, 200, 100, 50, 20, 10 and 5.

All prices in Belgium include VAT and service.



Currency exchange

You can exchange your cash money upon arrival at the airport.

Once you are affiliated with a Belgian bank and you need foreign currency, you can go to your local bank office.

Please note

Not all banks have foreign currencies or traveler's checks in stock and you will have to order them several days in advance.

Not all banks offer the possibility to convert your leftover foreign currency back into euros.

Opening a bank account

For some international students it is necessary to open a bank account shortly after arrival, in order to be able to receive the grant they are entitled to or their monthly instalments of their reimbursement.

To open a bank account you will need your passport or identity card and an address in Kortrijk. It can also be useful to take your student card or personnel card with you.

Some banks, moreover, require the document 'Annex 15' which you receive after having registered at the Migration Office of the City of Kortrijk.

Closing a bank account

As bank accounts usually charge fees, you may want to close your bank account when you leave Belgium. Contact your bank for more information as procedures vary between banks. Only close your bank account after your last salary/scholarship has been paid to you. If you are expecting a tax rebate, it might be a good idea to leave your bank account open until you receive the rebate.

Bank cards

A bank account is usually accompanied with a debit card to easily make payments and withdraw cash in Belgium and throughout Europe. Look for the Bancontact/Mister Cash or Maestro/Cirrus logo in (online) shops or at ATMs to use your debit card. If you need to use your debit card outside of Europe, you may have to make an explicit request to your bank to activate this option.

Credit cards such as MasterCard and Visa can be applied for at your bank and are usually not free of charge. Check with your bank for the specific terms and conditions applicable to credit cards.

Bank transfer

Payment by bank transfer is a very common method of paying bills in Belgium. Most banks provide online home-banking options. It is advisable to arrange standing orders with the bank for recurring payments such as rent, gas, electricity, water or telephone bills. Since the payments are made automatically, you cannot forget, even if you are away for a period of time.

List of banks in Brugge

ING	Sint-Amandsstraat 13, 8000 Brugge
BNP Paribas Fortis	Vlamingstraat 78, 8000 Brugge
KBC	Zilverstraat 34, 8000 Brugge
More banks	https://www.goldenpages.be/search/banks/Brugge
Online banks	www.wise.com www.monzo.com www.revolut.com

Most banks are open on weekdays from 09:00 – 12:00 and from 14:00 – 16:00. Some banks are open on Saturday morning and have late opening hours once a week. During the week-end, you can use the ‘Bancontact/Mister Cash’ cash dispensers (ATM) to withdraw money.

MOBILE TELEPHONES

Connection to the Belgian telephone and mobile networks often remains the most cost-effective solution. Mobile telephones are available in specialised shops.

Many specialised dealers are also official agents for one of the four major Belgian mobile operators:

- Proximus: www.proximus.be
- Orange: www.orange.be
- Base: www.base.be/en
- Telenet: www.telenet.be

These operators are authorised to open an account for you and have various payment formulas, including pre-paid cards and subscriptions. Please don't sign any contract without fully understanding its terms and implications.

For foreign students following provider is recommended:

- Lyca Mobile: www.lycamobile.be/en

TRANSPORT

From Brussels Airport to Brugge by train

Timetable?

www.belgiantrain.be/en

We strongly advise to arrive at daytime because trains don't run at night in Belgium.

How to buy a train ticket?

- IN ADVANCE: online -> www.belgiantrain.be/en/search
(From: Brussels Airport - Zaventem | To: Brugge)
- ON THE SPOT: ticket machine

The train station is located directly under the departures and arrivals halls, at level -1.
The platform is easily reached by lift or escalator. Keep your ticket at hand. You have to scan it at the entrance gates to enter the railway station.

TIMETABLE: WWW.BELGIANTRAIN.BE/EN



From Brussels South Charleroi Airport to Brugge

You have two options

Option 1: shuttle + train

Take the shuttle bus 'Flibco' to the train station Brussels South (= Bruxelles Midi) and then the train to Brugge.

How to buy a ticket for the shuttle bus 'Flibco'?

Ticket machine at the airport

How to buy a train ticket?

- IN ADVANCE: online -> www.belgiantrain.be/en/search
(From: Brussels-Zuid | To: Brugge)
- ON THE SPOT: ticket machine

Option 2: bus + train

Take the bus (TEC) to the train station of Charleroi and then the train to Brugge.

How to buy a bus ticket?

You can buy a ticket on the bus (bus driver).

How to buy a train ticket?

- IN ADVANCE: online -> www.belgiantrain.be/en/search
(From: Charleroi-Sud | To: Brugge)
- ON THE SPOT: ticket machine

To the campus by bus

The name of the bus company in Flanders is 'De Lijn'. Line 25 will bring you from the train station to VIVES campus Xaverianenstraat. Bus stop: Sint-Michiels VIVES

A card with 10 single fares:

can be bought at STUVO reception during opening hours for €12 euro instead of €16. You can buy several cards during your stay.

A BUZZY PASS:

can be bought at DE LIJN (in front of the train station) – 1 month: €33, 3 months: €81 + €5 MOBIB card (administration cost). You need your student card and proof of enrollment in VIVES.

Bus 25 takes several rides an hour from the train station to VIVES and back.

How to buy a bus ticket?

1) Online:

- Single ticket, 10 journeys card and day pass:
<https://www.delijn.be/en/vervoerbewijzen/tickets>
- Travel passes: Do you take a bus or tram several times a week? Then it's best to opt for a travel pass. <https://www.delijn.be/en/vervoerbewijzen/abonnementen>

2) Lijnwinkel (= shop):

address: Stationsplein, 8000 Brugge (train station)

Take a look at the website of 'De Lijn' for more info about tickets and prices.



www.delijn.be/en

To the campus by bike

You can rent a student bike for €6 a month (minimum three months) and €40 of guarantee at Fietspunt Brugge. Payment only by credit card.

The rental price includes:

- a free maintenance service
- solid locks

Address	Hendrik Brugmansstraat 3 bus 0002, 8000 Brugge
Opening hours:	From Monday to Friday: 8.30 - 12.30

What do you need to bring along when you want to rent a bike:

- student card or certificate of registration
- ID or passport

You have to pay immediately the total renting price and the deposit; you can pay by cash or maestro card. We advise you to pay for insurance as well.

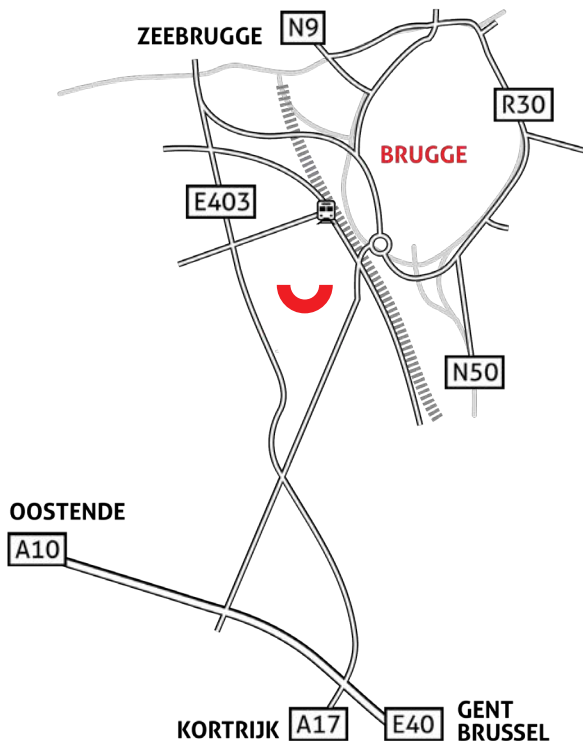
Anti-theft tips:

- Always secure your bike
- Secure your bike to a pole, fence, bike stand etc (never to a traffic sign).
- Use a sturdy lock.
- Make sure that removing your bike takes some time (e.g. use two locks).
- Leave your bike at a safe and visible place (preferably a bike shed or stand).
Avoid dark or abandoned places.

To the campus by car

- From E17 Gent-Antwerpen: exit 2 Kortrijk Zuid / Expo -> right at the traffic lights (next to the fire department) -> next traffic lights go straight -> campus after 100m on your left
- From E17 Lille-Paris: exit 2 Kortrijk Zuid / Expo -> go right at exit Tournai -> left at the roundabout (Kinapolis / Kennedy Park) -> turn at first lights -> campus 100m on your left
- From Van E403 / A17 Brugge-Roeselare: -> go to E17 direction Kortrijk-Gent-Antwerpen -> exit 2 Kortrijk Zuid / Expo -> right at the traffic lights -> campus after 100m on your left

campus Brugge



PUBLIC TRANSPORTATION

Bus

The bus network is run by three companies, one for every Belgian region. Buses are excellent for city transport, or transport over short distances.

- In Brussels, public transport is handled by the MIVB/STIB (www.mivb.be).
- In Flanders, public transport is handled by De Lijn (www.delijn.be).
- In Wallonia it is handled by TEC (www.tec.be).

How to buy a bus ticket?

See previous chapter: 'Transport › To the campus by bus'

A single ticket (one bus ticket per person) costs 2,5€, but if you buy a 10-journey ticket for 17€, you only pay 1,7€ per trip!

Train

Whether you are travelling alone or with others, with the Youth Multi, young people under 26 can enjoy 10 train journeys really inexpensively to any destination in Belgium!

- low-cost, 10-journey pass for € 59 (at the counter or ATM) or € 57 (on the app)
- valid for 1 year
- only in 2nd class (but you can buy a class upgrade if you want to travel 1st class)
- the paper Youth Multi can be used by several people and Youth Multi on the app as well, provided that the owner of the My SNCB account is present during the journey

Are you over 26 years of age and do you travel often, alone or with others? Take advantage of 10 journeys at a fixed rate all over Belgium 'Standard Multi'.

- valid throughout the Belgian rail network
- money-saving pass: € 96 for 10 single, 2nd class journeys (€ 93 in the app)
- fancy an upgrade? Available 1st class for € 146 (€143 in the app)
- valid for 1 year from the date of issue
- the Standard Multi can be used by several people and Standard Multi on the app as well, provided that the owner of the My SNCB account is present during the journey

More ticketing options can be found on the website of Belgian Train:

 www.belgiantrain.be/en/tickets-and-railcards/overview-products

International trains

You can travel by high-speed train from Brussels or Lille (France) to Paris, London, Amsterdam, etc.

More info?



www.b-europe.com/EN



www.sncf.com/en

HEALTH

General practitioner (GP)

A general doctor or general practitioner is the first one you should consult if you are having medical problems. In Belgium, this is a common practice. If necessary, the doctor will refer you to a specialist in private practice or local hospital.

Most doctors speak English, French, and Dutch. When discussing your condition, however, please try to make yourself clear, and speak slowly and calmly.

For consultation, make an appointment by telephone or go to the doctor's office when he/she is available for general consultation.

General doctor's visit during office hours: € 25 (+/- 75% refunded by Belgian health insurance). Dental check-up (without additional treatment): € 63 (+/- 75% refunded by Belgian health insurance).

List of doctor's in Brugge (free choice of doctor, hospital, pharmacy, ...):

Huisartsenpraktijk de Stoute	+32 50 31 18 18	Karel de Stoutelaan 164/001, 8000 Brugge
Huisartsenpraktijk de Gentpoort	+32 50 44 40 40	Gentpoortstraat 57, 8000 Brugge
Huisartsen De Beuk	+32 50 38 61 82	Gistelse Steenweg 153, 8200 Brugge
Zilverpraktijk	Book an appointment online: www.zilverpraktijk.be/contact Zilverstraat 35, 8000 Brugge	

After 9 pm and during the weekends you need to call the standby service.

Brugge +32 1733

More general practitioner https://en.doctena.be/General_Practitioner_GP/Brugge

Pharmacy

Pharmacies are open every day, except Saturday afternoons and Sundays.

When closed, all pharmacies display in the window the address of the pharmacy on duty after hours.

When buying drugs, reductions amount to 60%. The pharmacist charges you only the non-insured amount.

Medication

With a doctor's prescription you can buy your medication from any pharmacy in an EU country, unless the medication is not approved in the country where you want to obtain it.

Do you want to make sure that the pharmacy abroad is providing the correct medication? Ask your doctor for an international prescription to ensure that the name, active ingredient and dose of your medication are clear to any pharmacist.

Hospital

Hospital emergency services are expensive. If your condition is not immediately life-threatening you should try consulting a GP first.

In cases of hospitalisation, you will have to pay the supplement (the charges not covered by the insurance policy). The **main costs** are paid directly by the insurance company to the hospital.

Fees for **convenience options** (e.g., a private room, telephone costs) are not reimbursed by the insurance company.

In case of an emergency, you can go to:

AZ Sint-Jan campus Sint-Jan



Ruddershove 10, 8000 Brugge



Phone number: +32 50 45 21 11

AZ Sint-Lucas



Sint-Lucaslaan 29, 8310 Brugge



Phone number: +32 50 36 91 12



112

EMERGENCY

IN URGENT AND SERIOUS MEDICAL CASES,
DIAL THE EMERGENCY NUMBER 112.

Reimbursement system

To benefit from the reimbursement system, you must be in order with your health insurance. All residents in Belgium, Belgian nationals or otherwise, are required by law to have an insurance which covers their health care.

Having a health insurance is also one of the conditions for international students who want to obtain a residence permit in Belgium. This can either be a private medical insurance which covers their study stay in Belgium, a document (such as EHIC, GHIC, Medicare, ...) which proves that they will benefit from coverage in Belgium through their public health insurer in their own country or a proof of affiliation with a Belgian health insurance fund.

REIMBURSEMENT SYSTEM: doctor's visit

The reimbursement system in Belgium is currently in a transition period that why there are two reimbursement systems at the moment:

CASE A:

- pay full amount
- receive a receipt
- reimbursement onto your bank account

CASE B:

- pay remainder fee
- receive a receipt

REIMBURSEMENT SYSTEM: Pharmacy

CASE A: with ID card

Thanks to your Belgian residence permit, you will only pay the remainder fee at the pharmacy.

CASE B: without ID

- pay full amount
- receive the annex 30
- affix your Identification sticker on top of it
- Drop them off in the mailbox of your health insurance fund
- reimbursement onto your bank account
- you have 2 years to send the medical attestation to your health insurance fund

REIMBURSEMENT SYSTEM: Hospital

- identify yourself
- contribution of the national health insurance is deducted directly from the hospital bill
- bill sent after a few weeks with remainder fee



FREE TIME

WORK TIPS

As a student, you can work a few hours a week to top up your budget, but financing your education through a student job is not advisable as it could harm your study progress.

Non-EU/EEA nationals in Belgium have to be a full-time students in order to get a student visa. If you have a legal residence in Belgium, having an electronic residence permit or an appendix 15 (if you received this document while awaiting for your residence permit) is sufficient. Since January 1st, 2019, residence permits given to non-EEA citizens studying in Belgium mention extra information about working possibilities. With this residence permit, you can work for any employer in Belgium, considering the following specifications:

- You can work during the period of validity of your residence permit.
- During the academic year, you can work for a maximum of 20 hours per week. During official holiday periods (i.e. winter, spring or summer holidays), you can work more than 20 hours per week.
- You can't work when you are supposed to be attending classes or other activities related to your study programme.
- You are not allowed to work during the summer before the start of your first academic year in Belgium.

More info can be found on following website:

www.studentatwork.be/en/index.html

Looking for a student job? Check following websites:

www.studentatwork.be/en/transversal/student-jobs.html

www.youngpotentials.org/vacancies/3



ERASMUS STUDENT NETWORK – ESN

Who is ESN?

The Erasmus Student Network is one of the largest student organisations in Europe. It is spread over 41 different countries and is active in 1,000 higher education institutions. With 13,000 active volunteers working on behalf of 350,000 international students!

ESNcard

The ESNcard is the membership card of the Erasmus Student Network. It is a proof of membership in an ESN section and so indirectly of the ESN Network. To learn more visit our website [ESNcard.org](https://www.esncard.org)

The ESNcard is also used as a discount card in many cities and countries around Europe. The ESNcard is valid for 12 months and only valid with a photo and correct personal data. The card is strictly personal and cannot be used by somebody else than the card holder. Unfortunately there is no ESN section in Brugge but you can buy the ESNcard via the global engagement office (send an email to incoming.exchanges@vives.be).

Price: 12,50 euros

STUDENTAPP

The activity offer for all West-Flanders college and university students.

How it works

Student life is great and offers many opportunities to meet new people, gain new experiences and develop yourself.

StudentApp offers a wide range of leisure activities of a sporting, cultural and social nature, so you will always have something to do and never have to search for the perfect activity to relax.

StudentApp's offerings are divided into programs that you can unlock and explore.

Some programs are free, while others cost a trifle. The extensive offerings were bundled as succinctly as possible, allowing you to find all activities from your own institution, city and from all partners in the blink of an eye.

Whether you want to participate in a sports program to stay fit, discover cultural activities or meet new people thanks to our communities, StudentApp offers it all. So what are you waiting for? Register now and start making the most of your student life!

What to expect

- Insured in just one click: Our check-in button is inextricably linked to your insurance during the activity.
- Activities in multiple cities: Are you from Kortrijk but studying in Bruges? No problem! Thanks to our flexible system, you can easily switch between the different cities and discover multiple programs.
- Sharing is caring: Looking for someone to go to an activity together? Easily invite a fellow student via our sharebutton and discover together the offerings on StudentApp.
- Join the community: Quickly get to know fellow students with common interests thanks to our communities or create your own group and inform the contact person at your institution!

How do I get started?

1. Register and verify: surf to this link and complete your registration. In doing so, immediately confirm the verification e-mail that was sent to your e-mail address. It is only valid for 24 hours.
2. Log in: view the different programs and unlock those you are interested in.
3. Pay: for a paying program, you will be redirected to our online payment tool. After payment, the chosen program is automatically unlocked.
4. Choose your activity: find out if there is anything else you need to do (e.g. make a reservation, pay extra, etc.).
5. Check in: a check-in is the way to go to (ensure) enjoy our offer. Check-in is possible from half an hour before the start of the activity.
6. Curious about who regularly practices the same activities? Join our community and easily meet up with fellow students!

Link to register: app.studentapp.be

More info: stuvoloods.be/brugge/sports

Stuvo

SPORTS BENEFITS – BRUGES

valid from 18th of September 2023 to 30th of June 2024

subject to change; not during exam periods, school and public holidays

€ 20
PER SEMESTER

**INCLUDES
WEEKLY OFFER**

A (digital) subscription for only 20 euros per semester gives you access to all activities in the weekly offer and all sports benefits.

For some activities, you have to provide your own equipment or pay a small extra.

FITNESS

Fitters Gym



FREE

half an hour core included
each Mon and Thu
each day of the week from
6am to midnight

FITNESS

Sport Vlaanderen



FREE

one time cost of € 5
for entrance badge
each day of the week from
8am to 10pm

SKATING

Beastwood



FREE

check opening hours on
www.beastwood.be

SWIMMING TOPSPORTS

Lago Brugge



FREE

check opening hours on
www.lago.be/brugge

SWIMMING RECREATIVE

Lago Brugge



+ € 5

Mon-Fri: 1.30pm to 9pm

ICE SKATING

Boudewijn Seapark



+ € 3

only during season
skates included
Wed: 2pm to 5.30pm
Fri: 8pm to 10pm

SQUASH

Sport Vlaanderen



FREE
per two

racket use for free
bring your own ball
reservation required
each day of the week from
8am to 10pm

CLIMBING

Sport Vlaanderen



FREE
per two

bring your own material
1 person needs to have a
licence
Mon: 5pm to 10pm

PADEL

padelclub Sint-Michiels



FREE
per two or four

racket use for free
@ STUVO;
reservation required
every day of the week from
9am to 5pm

BADMINTON

Sport Vlaanderen



FREE
per two

racket use for free
bring your own shuttle
reservation required
each day of the week from
8am to 10pm

Register and pay through **APP.STUDENTAPP.BE** and take part in our offer!



WEEKLY OFFER – BRUGES

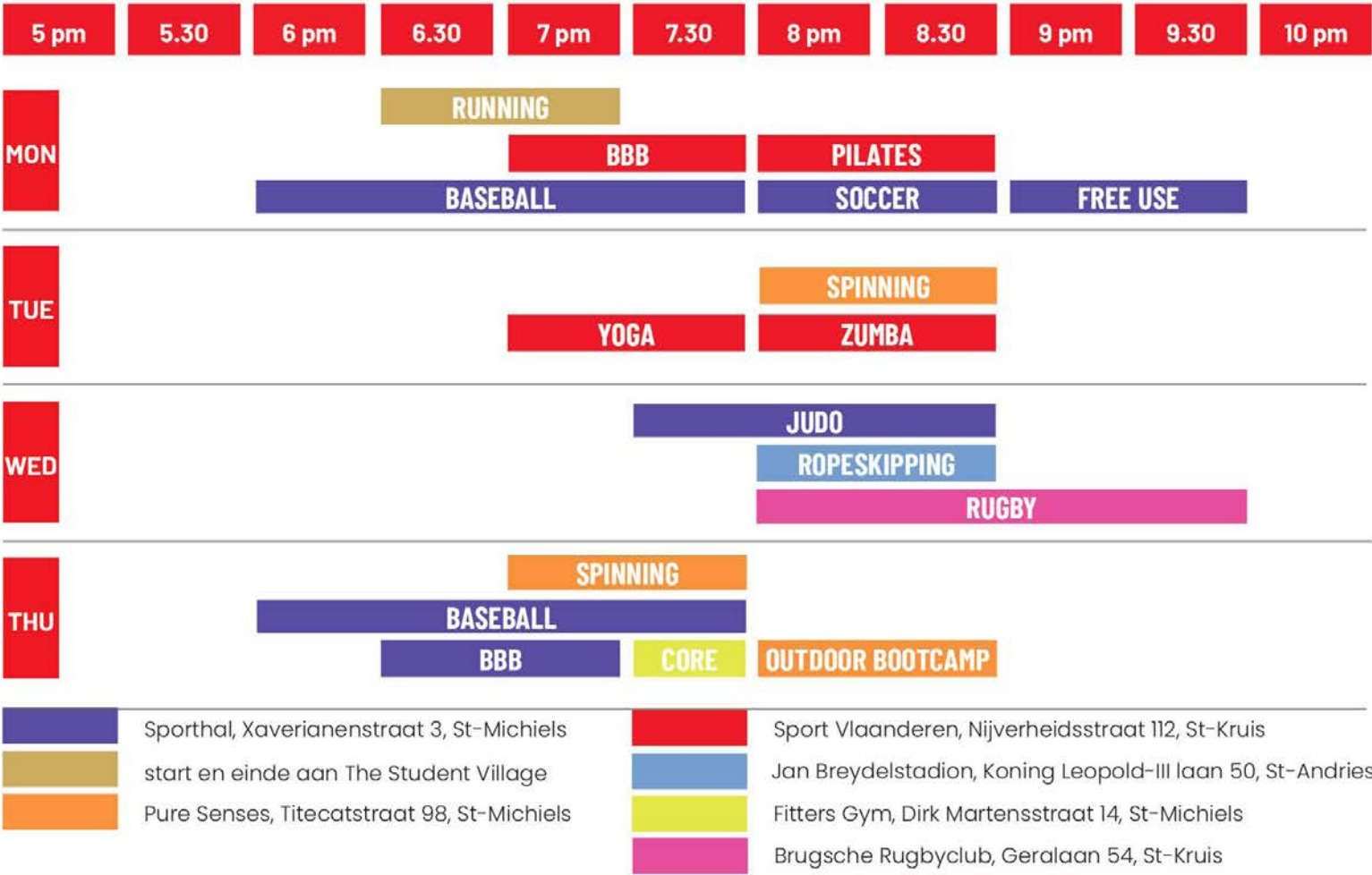
valid from 25th of September 2023 to 31st of May 2024

subject to change; not during exam periods, school and public holidays

€ 20
PER SEMESTER

INCLUDES ALL
SPORTS BENEFITS

Through the use of StudentApp, you check in when you start the sports activity, that way you are well insured!

Fitters Gym, Dirk Martensstraat 14, St-MichielsBrugsche Rugbyclub, Geralaan 54, St-Kruis

Register and pay through **APP.STUDENTAPP.BE** and take part in our offer!

On the campus

ON THE XAVERIANENSTRAAT CAMPUS

- we have a **football table** and **pool table** for your use in the STUVO living area.
- a **football table** on the 3rd floor in the main building
- 2 outdoor **table tennis tables** on the VIVES campus green
- At the STUVO and VIVES receptions you can even borrow equipment such as frisbees, petanque and KUBB sets, etc.

ON THE STATION CAMPUS

- there is a sport and games chest. The chest contains a **volleyball**, **football**, **frisbees**, **badminton racquets**, a **skipping rope**, **juggling balls**, **Viking Kubb**, **Mikado (XL)** and a **Jenga (XL)**. Students and staff members can borrow equipment against a KU Leuven card or identity card.

Student town!

Bruges welcomes its students. Throughout the academic year, we put on sporting, cultural and simply enjoyable activities that enrich student life.

A 6-hour run, tropical night swim, spring break, garrincha tournament or studying together are just some of the activities we run for Bruges' students. There's bound to be something for you. **Check our calendar straight away!**

If you are wondering exactly who we are: Brugge Studentenstad is the result of close cooperation between the city of Bruges and the student facilities provided by VIVES, Howest, Europacollege, Zowe Verpleegkunde and Vesalius. Our combined forces mean that we can always offer something to do in your area.

Follow us on www.facebook.be/bruggestudentenstad



Join #brugesonthemove
[download here the app](#)

In the app you'll find an overview of all the local initiatives, online lessons and workshops.

Competitions and elite sports

The VIVES and KU Leuven sports teams are ready for the Flemish college and university competitions. The shirts are already waiting - now we need some motivated players to make our teams real dream teams.

We are active in these disciplines:

- women's/men's volleyball
- women's futsal
- women's/men's basketball
- men's handball
- men's football
- rugby

Do you want to compete against students from other colleges and universities in the Flemish Student Championships? Send your name, sport, position and the level at which you are performing to your sports coordinator to lies.lammaing@stuvoloods.be.

Elite sport

Do you want to combine study with practicing your sport at a high level? That's possible! Both VIVES and KU Leuven have **excellent programmes for elite sports students** to enable you to take every opportunity in both your studies and your sporting career.

VIVES students should email topsport@vives.be and visit www.vives.be/nl/studeren/ondersteuning/studeren-als-topspporter.

KU Leuven students should email topsport@faber.kuleuven.be and visit www.kuleuven.be/sport/topsport-en-studie.



Student initiatives

Students who have a bright idea and want to put it into practice can ask STUVO for support. Sponsorship is available for interesting sporting and cultural initiatives.

The subsidy can be up to 75% of the cost (where the cost per student \leq €20) or up to 50% (where the cost per student $>$ €20), with a maximum of €50 per person.

You can find the conditions that your activity must meet [here](#).

Before you make your application, note that STUVO does not subsidise any food or drink.

Sport inventory

You can lend various sports material at the reception of stuvo:

- Frisbee
- Kubb
- Petanque
- Ping pong
- Volleyball
- Football
- Rugbyball
- Limbo
- ...



CULTURE

Movie theaters

Lumière Brugge

Prices: € 9 (standard), € 8,5 (reduced, show your VIVES student card)

Tickets: At the cash desk

Address: Sint-Jakobsstraat 36, 8000 Brugge

Kinepolis (commercial films)

Prices: € 11,40 (standard), € 10,40 (reduced, show your VIVES student card)

Tickets: At the cash desk, ticket machine or online

Address: Koning Albert I-laan 200, 8200 Brugge

Bruges city theater

Concerts, dance performances, comedy etcetera... all can be found at Bruges city theater.

 cultuurcentrum@brugge.be

 +32 50 44 30 60

 www.ccbbrugge.be

Concertgebouw Brugge (concerts, expositions ...)

 www.concertgebouw.be/en

PUBLIC LIBRARY

 Kuipersstraat 3, 8000 Brugge

 +32 50 47 24 00

Opening hours:

Monday: 9.30 - 19.00

Tuesday: 9.30 - 19.00

Wednesday: 9.30 - 19.00

Thursday: 9.30 - 19.00

Friday: 9.30 - 19.00

Saturday: 9.30 - 17.00

DE KRACHTBAR

In front of the STUVO-building, you can find the first VIVES-student bar.
The bar is open from Sunday evening to Thursday evening from 6 pm.

MORE CULTURE: WWW.CCBRUGGE.BE





ADMIN

VISA AND ENTRY DOCUMENTS

Types of VISAS

Visa requirements depend on the length of your stay, your nationality and the purpose of your stay.

EEA nationals (European Union + Norway, Iceland and Liechtenstein, Monaco), Swiss nationals currently do not need a visa to enter Belgium.

Belgian immigration law requires most non-EEA nationals (Since Brexit, UK nationals are considered non-EEA nationals) who come to study to apply for a student visa before coming to Belgium. This visa will ensure that you have the proper permission to enter Belgium. Students who intend to stay longer than 90 days should not enter Belgium on a tourist visa.

You have to initiate the visa application via the Belgian embassy or consulate for your country of residence. The contact details of all Belgian embassies and consulates worldwide can be found here: <https://diplomatie.belgium.be/en/embassies-and-consulates>

Please note that in many cases you have to make an appointment to submit your visa application and appointment schedules get full quickly in certain periods of the year. Start your visa application process as early as possible. The normal procedure can easily take up six to eight weeks.

Types of visas

- **A short-stay visa (type C)** allows the holder to travel between and stay freely in all of the Schengen area member countries. This visa, also known as the Schengen visa, is only applicable to a short stay of maximum 90 days (in any 180-day period). Students holding a residence card issued by another Schengen country, which is still valid until after their return to their country of residence/home country, may enter and stay in Belgium without a visa for maximum 90 days (in any 180-day period).
- **A long-stay visa (type D)** is also called Authorisation for Provisional Sojourn (in Dutch: Machtiging tot Voorlopig Verblijf). It allows the holder to enter Belgium for a period longer than 90 days.

VISA requirements

One of the visa requirements to start preparing well in advance is the proof of solvency. This means that you have to prove that you have the financial means to support yourself during your studies. The minimal amount required for 2023-2024 is €789.00 per month, but this minimal amount may increase, so check the most up to date information here (currently this webpage is only available in Dutch/French): <https://dofi.ibz.be/nl/themes/ressortis-sants-dun-pays-tiers/etudes/favoris/voldoende-bestaansmiddelen>

There are three acceptable types of the proof of solvency: a scholarship, proof of your own financial means or the form “the commitment that charge will be taken”. For self-supporting students, providing proof of your own financial means using the “blocked account” procedure is the most recommended. For more info about the blocked account, please contact incoming.exchanges@vives.be.

To apply for a long-stay visa (type D) you need the following documents:

- Invitation Letter
- Valid passport: with at least 12 months validity remaining at the moment of your visa application
- Proof of solvency
- Certificate of good conduct
- Medical certificate
- Proof of payment of the supplementary administrative fee



INSURANCE

Health insurance – EEA students

You can use your European Health Insurance Card or register with a Belgian health insurance fund.

1. If you have a European Health Insurance Card

Nationals from an EEA country or Switzerland who are covered by the health insurance in their home country have to request a European Health Insurance Card (EHIC) from their health insurance fund at home and take this card with them to Belgium. You don't need to register with a Belgian health insurance fund and pay a contribution. Your EHIC covers all treatment in Belgium which is medically necessary while you're studying here and which cannot wait until your return to your home country. You have access to this necessary medical treatment under the same conditions and at the same cost as people covered under the Belgian health insurance. The insurance refund in the cost of medical treatment amounts to 60-75%. Be aware that the EHIC does not cover repatriation to your home country, private healthcare or healthcare costs for planned treatment.

Some EEA countries set a limit for the length of time you can be insured abroad with a EHIC. If you are not covered for the whole duration of your stay in Belgium, you will need to take out additional coverage or register with a Belgian health insurance fund.

What do you do when you have a health problem?

- Take your EHIC card with you whenever you consult a doctor, dentist or pharmacist or go to a hospital for treatment.
- EU students who will be in Belgium for a long period of time are advised to register with a local health insurance agency (mutualiteit) with their EHIC card and request an ISI+ card, which grants easier access and refunds of medical care. This registration is free of charge.
- Pay the doctor, dentist or pharmacist. In exchange, you will receive a medical receipt or certificate. Make sure that the pharmacist has stamped the doctor's prescription and ask for a BVAC form. Hospital bills are usually sent several weeks after your hospital visit. You can check the bills online via MyNexuz. In case of hospitalization, reimbursement rates are applied directly and you are only billed for your own contribution.
- For reimbursement of your medical costs, you can submit the receipt:
 - » to your own health insurance company in your home country
 - » to a local office of a Belgian health insurance fund

2. If you don't have a European Health Insurance Card

You have to register with a Belgian health insurance fund.

Health insurance – NON-EEA students

If you are a national of a country with a bilateral health care agreement, you don't need to register with a Belgian health care fund. If you are not a national of one of these countries, you do need to register.

1. Nationals of countries which have a bilateral health care agreement with Belgium

Some non-EEA countries have signed a bilateral healthcare agreement with Belgium:

- Albania
- Algeria
- Australia
- Bosnia-Herzegovina
- North Macedonia
- Morocco
- Serbia
- Montenegro
- Tunisia
- Turkey

If you are covered by health insurance in one of these countries, be sure to visit your health insurance fund before coming to Belgium and to ask for the special documents for your health care in Belgium. You don't need to register with a Belgian health insurance fund and pay a contribution.

You have access to medical treatment in Belgium according to the terms and for the period foreseen in the bilateral agreement. If you are not covered for the whole duration of your stay in Belgium or if these bilateral agreements do not apply to you, you will need to take out additional coverage and/or register with a Belgian health insurance fund.

2. Nationals of countries which have no bilateral health care agreement with Belgium

In order to be covered by Belgian health insurance, you have to register with a Belgian health insurance fund.

How to register at the Belgian health insurance fund?

Overview of Belgian health insurance funds:

- CM (Christelijke Mutualiteit)
- LM (Liberale Mutualiteit)
- OZ (Onafhankelijk Ziekenfonds)
- Neutraal Ziekenfonds
- Socialistische Mutualiteiten
- Partena

VIVES has a partnership with Partena. On the Welcome Day you'll have an info-session of Partena. Partena is an independent and apolitical public (state) insurance provider. During this session you will get the chance to apply for a health insurance. If you cannot attend the Welcome Day, you will be contacted by Partena afterwards.

Hospital Insurance

Hospital insurance offers additional cover, on top of your health insurance, for medical costs due to hospitalisation or serious illness which are only partially covered by health insurance. It's not mandatory to subscribe for hospital insurance. Because it is not mandatory, it is your decision whether or not you sign up for hospitalisation insurance on top of your health insurance.

Students who want to sign up for hospital insurance can do so through their Belgian health insurance fund or through another insurance company.

College insurance

VIVES does not ensure incoming exchange students, as you are enrolled at your home institution and thus are covered by its insurance scheme for risks linked to being a student. Please check before you leave that you are officially registered at your own home institution (otherwise we cannot register you as an exchange student) and that your institution covers your personal damage and third-party liability at school and at placement.

International degree students are enrolled in VIVES and are covered by the college insurance. All enrolled students are insured as follows:

1. through the physical accident policy for any accidents that might occur in the context of college life.

Cover is provided:

- » death/permanent disability after an accident
- » temporary disability
- » medical expenses
- » repatriation/burial costs
- » psychological support

2. via the BA policy for any damage that the student may cause in the context of university life.
3. For claims that occur outside university life, the student can take out a policy for private life of the student. More information available at our insurance responsible.
4. As far as travel assistance is concerned, students must sign up for a travel assistance policy in their country of origin.

Personal Liability insurance

We strongly recommend to take out a third party liability insurance for private life (also called ‘family insurance’ in Belgium). This insurance covers damage that you inadvertently cause to someone else (a third party) during your private life.

Non-EEA students are required to affiliate with KU Leuven personal liability insurance when enrolling as a student at VIVES. This enrollment happens automatically, the premium is charged on your invoice (10 euros) .

Belgian and EEA students can optionally join the policy of KU Leuven with their enrollment as a student. This affiliation doesn’t happen automatically. At the time of (re) enrollment, students must indicate on the electronic module that they wish to join the policy of KU Leuven.

More info about the personal liability insurance offered by KU Leuven:

<https://admin.kuleuven.be/sab/vz/en/liability-private-students>

**Do you want to have more info
about other insurances – private
life?**

Please take a look at the website of KU Leuven:

www.kuleuven.be/english/life-at-ku-leuven/insurance-social-security/other-insurances/index.html



REGISTRATION AT THE CITY HALL OF BRUGGE

Every student who will stay in Bruges (only if your residential address is in Brugge) for more than 3 months must register at the City Hall of Brugge.

Students from Wallonia or Brussels don't have to register!

Step 1:

Fill in the following form:** studentenregistratie.brugge.be/en-US

Step 2 :

Upload all requested documents as pdf-file**

Step 3 :

The City Hall of Brugge will start up your registration process**

Step 4:

For non EU students and EU students long stay (longer than 90 days) a police officer will visit you at your residential address in Brugge**

Step 5:

The City Hall of Brugge will give you instructions by e-mail on finalisation of your file –
The City Hall gives priority to non EU students.**

DUTCH FOR DUMMIES

SOME USEFUL WORDS AND PHRASES IN DUTCH

Basic phrases and words

How are you?	Hoe gaat het?
Welcome	Welkom
Nice to meet you	Aangename kennismaking
What's your name?	Hoe heet je?
Good luck!	Veel succes!
How much does ... cost?	Hoeveel kost ...?
Where is ... ?	Waar is ...?
What?	Wat?
Who?	Wie?
When?	Wanneer?
Yes	Ja
No	Nee
Maybe	Misschien
I don't know	Ik weet het niet
I don't understand	Ik begrijp het niet
Could you please repeat that?	Kan u dat herhalen a.u.b.?
Excuse me / I'm sorry	Excuseer
Please	Alstublieft (a.u.b.)
Thank you	Dank u / bedankt
You're welcome	Graag gedaan
That's OK, don't worry	Geen probleem
Help!	Help!
I don't feel well	Ik voel me niet goed
Can someone call an ambulance?	Kan iemand een ambulance bellen?
May I have the bill please?	De rekening alstublieft
Could I please have a taxi?	Kan ik een taxi reserveren?
From ... to ...?	Van ... naar ...?
Could you show me the way to ... ?	Weet u de weg naar ...?
What's the time?	Hoe laat is het?

Greetings

Hi, Hello	Hallo
Good morning	Goedemorgen
Good afternoon	Goedenamiddag
Good night	Goedenavond/Goedenacht
Goodbye	Tot ziens
See you soon	Tot binnenkort
See you later	Tot straks

Places

Theatre	Theater
Pub/bar	Café/bar
Cinema	Cinema/bioscoop
Concert hall	Concertzaal
Airport	Luchthaven
Railway station	Treinstation
Hospital	Ziekenhuis
Police	Politie
Restaurant	Restaurant

Food and drinks

Milk	Melk
Water	Water
Coffee	Koffie
Bread	Brood
Cheese	Kaas
Meat	Vlees
Fish	Vis
Vegetables	Groenten
Fruit	Fruit
French fries	Frietjes
Vegetarian	Vegetarisch

Personal data

Name	Voornaam
Surname	Familienaam
Date of birth	Geboortedatum
Place of birth	Geboorteplaats
ID/passport	Identiteitskaart/paspoort
Country	Land
City	Stad
Street	Straat

Campus Brugge, Oostende
VIVES global engagement office
Xaverianenstraat 10, 8200 Brugge, Belgium
tel. +32 50 30 52 33
incoming.exchanges@vives.be

www.vives.be/international

#VIVESGLOBALLYCONNECTED



University
of Applied
Sciences