



CAMPUS KORTRIJK

WELCOME GUIDE



University
of Applied
Sciences



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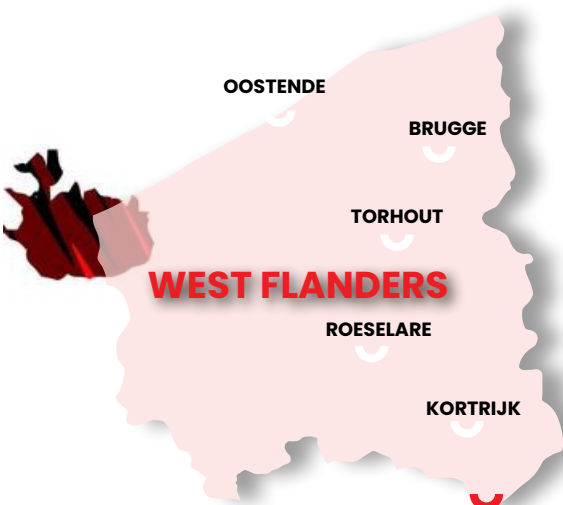
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BELGIUM 

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

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CAMPUSES
IN 5 CITIES

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BASIC
STUDY AREAS

6
CENTERS
OF EXCELLENCE

100 APPLIED RESEARCH PROJECTS

333 ERASMUS+ PARTNERS

119 GLOBAL PARTNERS



NAME AND ADDRESS

Name in Dutch	Katholieke Hogeschool VIVES campus Kortrijk, Roeselare, Torhout
Name in English	VIVES University Of Applied Sciences campus Kortrijk
Address	Doorniksesteenweg 145 - 8500 KORTRIJK
Phone number	+32 56 26 41 64
Website	www.vives.be/international
Erasmus ID code	B KORTRIJ01
VAT number	BE 0455.922.071

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

FOLLOW US ON SOCIAL MEDIA



@VIVES_INTERNATIONAL



**VIVES INTERNATIONAL
(GLOBAL ENGAGEMENT)**

Share your VIVES-experience on social media with

#VIVESGloballyConnected

#VERYVIVES



SUPPORT

OUR TEAM



Tine Ternest
Head Global
Engagement Office



**Melanie
Carbonelle**
global engagement
officer



Lies Verstraete
global engagement
officer



Bart Dhaenens
global engagement
officer



Lien Grauwet
global engagement
officer

GLOBAL ENGAGEMENT OFFICE

Practical questions

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

MELANIE CARBONELLE

Room	Central International Office – building 't Forum (in the corridor next to the reception)
Presence	by appointment only
Contact	melanie.carbonelle@vives.be +32 56 26 41 64 +32 493 56 82 42

Questions about housing

STEVE VANGROENWEGHE

Room	STUVO building
Contact	steve.vangroenweghe@vives.be +32 56 26 41 84

Questions related to your study programme (learning agreement, scheduling, exams, ...)

TRANSNATIONAL SOCIAL WORK: SABINE POLEYN

Room Building Applied Social Studies – L006
Contact sabine.poleyn@vives.be
 + 32 56 27 05 54

HEALTH CARE: NELE VANDEPUTTE

Room Building Health Care – L1.09
Contact nele.vandeputte@vives.be
 + 32 56 27 05 54

TECHNOLOGY: EVERT COTTYN

Room Building Applied Engineering and Technology - A102
Contact evert.cottyn@vives.be
 + 32 56 27 05 54

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 RECOGNIZED 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...
- 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+ program 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 girlfriend or your parents. You're struggling with gear 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 program at www.psywest.be!

Kortrijk

+32 56 26 41 84

ann.adams@vives.be or albert.storme@vives.be

stuvoloods.be/kortrijk/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/kortrijk>

www.facebook.com/stuvovives

chesney.deleu@stuvoloods.be

+32 56 26 41 84



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: WIM BOSSUYT

Contact wim.bossuyt@vives.be

HEALTH CARE, NURSING AND MIDWIFERY: LIEN HUGELIER

Contact lien.hugelier@vives.be

VIVES BUSINESS ACADEMY: ANNELIEN BEIRNAERT

Contact annelien.beirnaert@vives.be

F.L.O.W.S., S.P.A.C.E. AND ESOCIETY: CLAUDINE VAN DER HOOGERSRAETE

Contact claudine.vanderhoogerstraete@vives.be

ACADEMIC CALENDAR 2024 – 2025

AUTUMN SEMESTER

16/09/2024	Welcome Day campus Kortrijk
17/09/2024	Welcome Day campus Brugge
19/09/2024	Connection Day
23/09/2024	Start courses
24/01/2025	End courses/exams

SPRING SEMESTER

03/02/2025	Welcome Day campus Brugge
04/02/2025	Welcome Day campus Kortrijk
08/02/2025	Connection Day
03-05/02/2025	Start courses (depending on the programme)
20/06/2025	End courses/exams

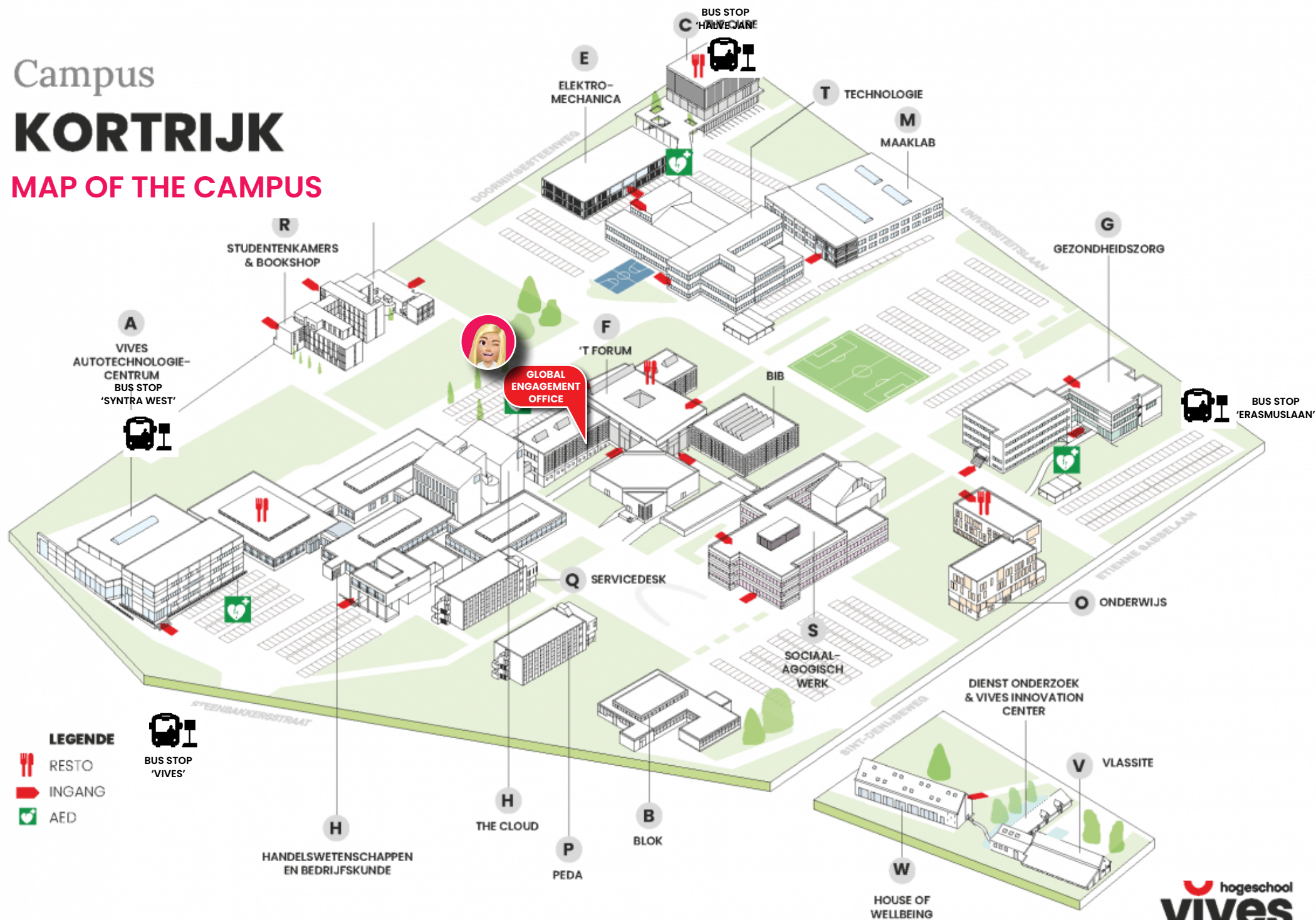
HOLIDAY PERIODS 2024 – 2025

28/10 – 03/11/2024	Herfstvakantie	Autumn break
11/11/2024	Wapenstilstand	Armistice Day
23/12/2024 – 05/01/2025	Kerstvakantie	Winter/Christmas break
03/03 – 09/03/2025	Krokusvakantie	Spring/carnival break
07/04 – 21/04/2025	Paasvakantie	Easter break
21/04/2025	Paasmaandag	Easter Monday
01/05/2025	Dag van de Arbeid	Labour Day
25/05/2025	Hemelvaart	Ascension Day
09/06/2025	Pinkstermaandag	Pentecost Monday

ACADEMIC INFO

Campus KORTRIJK

MAP OF THE CAMPUS





VIRTUAL VISIT OF YOUR DEPARTMENT

Health Care:

mmc.vives.be/EP/Campus_Kortrijk_GEZ

Commercial sciences, business management of informatics:

mmc.vives.be/EP/Campus_Kortrijk_HWB

mmc.vives.be/EP/Campus_Kortrijk_The_Cloud

mmc.vives.be/EP/Campus_Kortrijk_Wellbeing

Technology:

mmc.vives.be/EP/Campus_Kortrijk_IWT

mmc.vives.be/EP/Campus_Kortrijk_Autotechnologie

mmc.vives.be/EP/Campus_Kortrijk_Maaklab

Education:

mmc.vives.be/EP/Campus_Kortrijk_OND

Applied social studies:

mmc.vives.be/EP/Campus_Kortrijk_SAW

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

On the vives Campus Kortrijk you will find several places where you can eat or just have a coffee, depending on your needs.

Student restaurant (hot and cold meals, snacks)

Location: The Cube, first floor

Open from 11:30 am to 1.30 pm.

Starbucks (coffee)

Location: central hall 't Forum

The Foodies (healthy snacks)

Location: Education department

Open from 8:00 am to 2:00 pm

Bistro 't Forum (restaurant)

Location: central building 't Forum

Open from 11:30 am to 1:45 pm

Deli (sandwich bar)

Location: Business department, hall 4 (red walls).

Open from 8:00 am to 2:00 pm.

Gustoso

(pizza, pasta, lasagne and other snacks)

Location: central building 't Forum.

Open from 10:00 am to 2:00 pm.



COCON (CAMPUS LIBRARY)

In the central library ('t Forum) 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 <https://www.vives.be/en/study/tools/library> > 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.

Opening hours:

Monday: 8.00 - 17.30

Tuesday: 8.00 - 17.30

Wednesday: 8.00 - 17.30

Thursday: 8.00 - 17.30

Friday: 8.00 - 17.00

Contact:

bibliotheek.kortrijk@vives.be

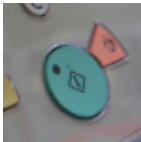
+32 56 26 41 50



CATALOGUE

[WWW.VIVES.BE/EN/STUDY/TOOLS/LIBRARY](https://www.vives.be/en/study/tools/library) > LIMO

TO COPY

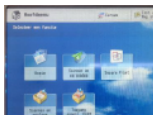
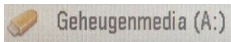
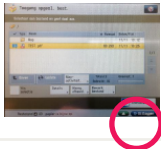
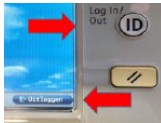
1	<p>Amount on your student card: €1</p> <p>If all amount is used, use the pinpoint machine (near pasta bar) and your debit card with maestro function for uploading an amount on your student card OR go to a copy center near your residence</p> <p>Copy black-white: €0,05 per page (A4)</p> <p>Copy colour: €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

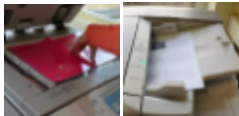
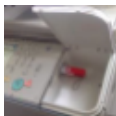
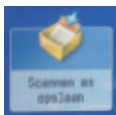
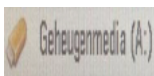
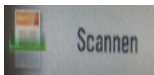
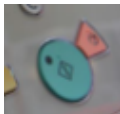
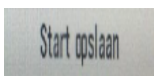
ATTENTION

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 can't 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

Tine Vanderplancke

tine.vanderplancke@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.

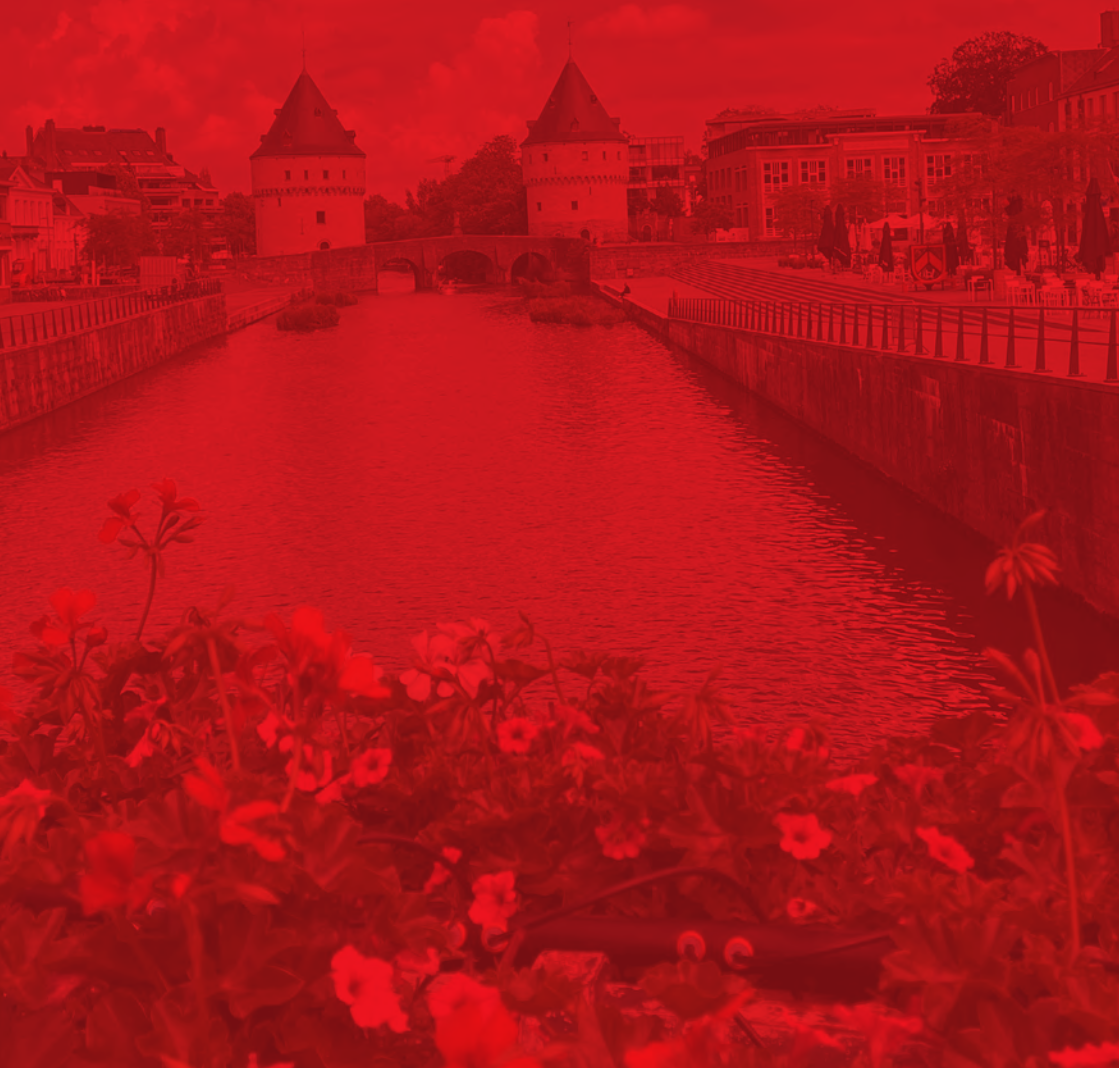
The many software packages that a student needs are very expensive on the private market. That is why VIVES University of Applied Sciences has set up a partnership with the company Signpost. Group purchases can significantly reduce the cost of the software for our students. On Signpost's Academic Software 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

The screenshot shows the Toledo intranet interface. At the top, there is a navigation bar with the Toledo logo, a search bar, and several icons. Below the navigation bar, there is a section titled "Filter your enrollments" with a dropdown menu and a "No filters selected" button. The main content area displays three course cards: "[VIVES] CoCon (bibliotheek): info en spreekuur studenten", "[VIVES] Digitaal startklaar", and "STUW: Studenten aan het Woord". To the right, there is a "Timetable" section with a message "You do not have classes in the near future. Full timetable" and an "Updates and communication" section with several news items, including "WELKOM IN COCON! ONDEK ONSE A...", "Vragen?", "Technologische ondersteuning", "Vragen?", and "Oefenen".

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.

In September 2014 VIVES University of Applied Sciences opened a brand new student residence in Kortrijk. This building offers housing to as many as 80 Erasmus students. In addition to the rooms for Erasmus students, there is also accommodation reserved for 25 Belgian students. It will be a vibrant student community of mixed nationalities, right in the center of town.

Price for a single room is €1915/semester, price for a double room is €2820/semester (€1410 per student).

Please take a look at the website for more info:

www.vives.be/en/housing-kortrijk-or-roeselare

COST OF LIVING

Prices of some food products

Small loaf of bread (400 gram)	€ 1.52
Big loaf of bread (800 gram)	€ 2.40
1,5 l bottle of water	€ 0.90
1,5 l Coca Cola	€ 2.69
1 kg of oranges	€ 3.00
1 kg tomatoes	€ 2.52
Ham (price per kg)	€ 15.00
Cheese (price per kg)	€ 12.00
1 beer (in a pub)	€ 4.00
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

Colruyt	Sint-Sebastiaanslaan 2, 8500 Kortrijk
Carrefour Market (GB)	Walle 2 / Burgemeester Vercruysselaan 22, 8500 Kortrijk
Lidl (low budget)	Sint- Sebastiaanslaan 3A, 8500 Kortrijk
Aldi (low budget)	Gentsesteenweg 68 / Sint Denijsestraat 103, 8500 Kortrijk

Shopping center

- Name: K in Kortrijk
- Address: Steenpoort 2, 8500 Kortrijk
- Shops: Hema, Casa, Zara, H&M, Massimo Dutti, Etam, ...
- Opening hours: Monday - Saturday: 10:00 - 19:00 / Sunday: closed

Market@Kortrijk

- When? Monday morning from 8:00 till 12:00
- Where? Schouwburgplein
- What? You can find clothes, shoes, food, ...

Second hand shops

De Kringloopwinkel - De Bazaar Kortrijk (clothing)	Groeningelaan 6, 8500 Kortrijk
De Kringloopwinkel	Gentsesteenweg 176, 8500 Kortrijk
Ecoshop	Doornstraat 17a, 8500 Kortrijk
Oxfam Bookshop	Budastraat 21, 8500 Kortrijk

COPY CENTERS

Style Copy Print	Koning Albertstraat 27, 8500 Kortrijk
Creacopy	President Rooseveltplein 24, 8500 Kortrijk

LAUNDERETTE

Was O Matic	Koning Albertstraat 100, 8500 Kortrijk
Fashion Compagny	Filips Van de Elzaslaan 73, 8500 Kortrijk
Wasserij Edelweis	Elfde-Novemberlaan 20, 8500 Kortrijk
Delvoye	Kanonstraat 11, 8500 Kortrijk
Robbeplein	Rijselsestraat 50, 8500 Kortrijk
Zonneschijn	Oude Vestingsstraat 3, 8500 Kortrijk
't wasseretje	Aalbeeksesteenweg 56, 8500 Kortrijk

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 need your passport/identity card and an address in Kortrijk. It can also be useful to take your student card/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 Kortrijk

ING	Grote Markt 50, 8500 Kortrijk
BNP Paribas Fortis	Waterpoort 1, 8500 Kortrijk
KBC	Schauburgplein 5, 8500 Kortrijk
More banks	www.goldenpages.be/search/banks/Kortrijk

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.

List of online banks

Wise	www.wise.com
Monzo	www.monzo.com
Revolut	www.revolut.com
Nickel	www.nickel.eu



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 Kortrijk

Option 1: train

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: Kortrijk)
- 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.

Option 2: Flibco-bus

Take the shuttle bus 'Flibco' to Kortrijk. The bus will arrive at the Xpo of Kortrijk (near the campus of VIVES).

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

Ticket machine at the airport or online.

Link: www.flibco.com Ticket machine at the airport or online.

TIMETABLE: WWW.BELGIANTRAIN.BE/EN



From Brussels South Charleroi Airport to Kortrijk

You have two options

Option 1: Flibco-bus

Take the shuttle bus 'Flibco' to Kortrijk. The bus will arrive at the Xpo of Kortrijk (near the campus of VIVES).

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

Ticket machine at the airport or online. www.flibco.com

Option 2: bus + train

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

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: Kortrijk)
- ON THE SPOT: ticket machine

To the campus by bus

The name of the bus company in Flanders is 'De Lijn'.

Lines 1, 2 and 10 will bring you from the city center to the campus.

Nearest bus stops: Halve Jan, Erasmuslaan, VIVES and Syntra West (see map of the campus)

Step 1:

Go to the 'Lijnwinkel' of Kortrijk. Address: Doornikselaan, 8500 Kortrijk (in front of the train station) and buy a MOBIBcard (€ 6). Don't forget to bring your ID or passport with you.

Step 2:

Go to www.kuloket.be, login with your studentlogin (r-number), click on

'Enrolment & Applications' and 'MOBIB'. Now you have to enter your MOBIBcardnumber.

After one or two days your subscription should be activated. Now you can start using your bus pass.

Step 3:

Within one month you will receive an invoice from VIVES to pay for the subscription (10 euros).

So the card itself (= MOBIBcard) is 6 euros and you have to buy it at the 'Lijnwinkel'.

The subscription (= unlimited rides within Kortrijk until September 2025) is 10 euros and will be charged by VIVES via an invoice that you will receive later.

Accessibility

Following bus stops near the campus are easily accessible for everyone.

A mobile disability: The incline to get onto the vehicle is no greater than 12%.

- Halve Jan, Erasmuslaan, VIVES and Syntra West

A visual limitation: These stops are equipped with a step surface in rubber tiles and a connecting guiding line in ribbed tiles up to the natural guidance.

- Erasmuslaan

More info:

www.delijn.be/en/overdelijn/organisatie/zorgzaam-ondernemen/toegankelijkheid

To the campus by bike

You can rent a yellow bike at Mobiel. You have to pay 5 euros a month and a deposit of 50 euros. The bikes of Mobiel are well kitted out with 7 gears and two locks, a horse shoe lock and a chain with only one key. Every 100 days, students must go to Mobiel for a free service, unless there's already damage.

Address	Minister Tacklaan 57, 8500 Kortrijk
Opening hours:	Monday, Tuesday, Thursday and Friday: 8.00 - 18.30 Wednesday: 13.00 - 18.30 Saturday: 10.00 - 18.00

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.

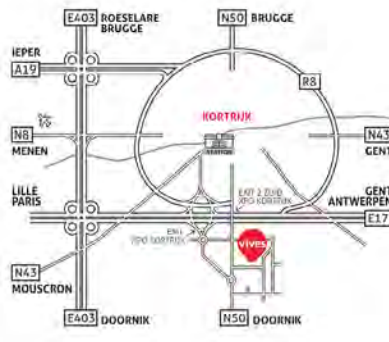
Anti-theft tips:

- 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 (Kinopolis / Kennedy Park) -> turn at first lights -> campus 100m on your left
 - From E403 / A17 Brugge-Roeselare: -> go to E17 direction Kortrijk-Gent-Antwerpen



PUBLIC TRANSPORTATION

To the campus by adapted transport

Adapted transport organisations in Kortrijk:

- Heilig Hart
 - Price: 2 euros fixed price + kilometric allowance of 0,65 euro/km
 - More info: vervoer@h-hart.be
- Ambulance Luc
 - Price: on request
 - More info: www.ambulance-luc.eu
- pen -> exit 2 Kortrijk Zuid / Expo -> right at the traffic lights-> campus after 100m on your left



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?

Before arriving in Belgium you will have the opportunity to apply for a reduced bus pass (= MOBIB card). You will receive more information about this via email. It's 15 euros for unlimited rides in the large area of Kortrijk. Please note it can take up to 1 month to receive the reduced bus pass. For the first month you can buy a single ticket or a 10 journeys ticket. Take a look at the website of 'De Lijn' for more info about tickets and prices.

www.delijn.be/en

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 train

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.

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 Kortrijk (free choice of doctor, hospital, pharmacy, ...):

Huisartsenpraktijk De Noordbrug	+ 32 56 49 85 84	Noordstraat 4, 8500 Kortrijk
Docsplus	+32 56 21 43 73 +32 56 21 43 73	Burgemeester Gillonlaan 135, 8500 Kortrijk Kasteelstraat 32, 8500 Kortrijk
Huisartsen Veemarkt	+32 56 20 36 37	Veldstraat 216, 8500 Kortrijk Wandelingenstraat 13, 8500 Kortrijk
Huisartsenpraktijk MEDIKOR	+32 56 20 19 55	Oudenaardsesteenweg 14, 8500 Kortrijk
Huisartsenpraktijk Gentpoort	+32 56 49 77 78	Gentsesteenweg 69/02, 8500 Kortrijk
Huisartsenpraktijk Pirroen	+32 56 20 44 34	Oudenaardsesteenweg 115, 8500 Kortrijk
Huisartsenpraktijk Kordoc	+32 56 22 14 52	Brugsesteenweg 60, 8500 Kortrijk

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 Groeninge

President Kennedylaan 4, 8500 Kortrijk

Phone number: +32 56 63 63 63

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

A red-tinted photograph of a canal scene. Two people are on paddleboards in the water, moving away from the viewer. The canal is lined with trees and buildings. A large white semi-circle is superimposed over the upper part of the image, containing the text "FREE TIME" in bold, black, sans-serif capital letters.

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 LEONARDO KORTRIJK

Who is ESN?

More info

@ErasmusatKortrijk

@esnleonardokortrijk

www.esnleonardokortrijk.org

Contact

esnleonardokortrijk@gmail.com

m.me/ErasmusatKortrijk

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! And we as ESN Leonardo Kortrijk are a proud local section under ESN Belgium.

What does ESN?

As an ESN section in Kortrijk, the main aim is to make Erasmus more accessible to everyone and to make sure that everyone feels comfortable when he or she is on exchange. ESN does this by organizing events such as parties, cultural excursions, film nights, city visits, etc...

How can you become a member?

You can sign up as a volunteer by contacting ESN by email or messenger. Why should you become a member, do you wonder?

When you become a member of ESN Leonardo Kortrijk you have access to buy an ESN card, with this ESN card you have certain discounts all over Europe.

An example of such a discount is a 15% discount on 10 Ryanair flights, or even a more local level discount at a sandwich shop such as t'baguetje.

If you want more information about all the discounts please visit <https://esncard.org>

SPORT

All those hours that you will undoubtedly spend studying behind your desk won't do your condition any good. Fortunately we also thought about that.

Swimming at LAGO Kortrijk Weide

€2 if you purchase a 10 session card. You only need to bring your student card.

Nelson Mandelaplein 19, 8500 Kortrijk

www.lago.be/kortrijk

kortrijkweide@lago.be

+32 56 44 11 55

Sports plus card

With the sports plus card you'll stay in shape! Practice one or more sports of your choice for a small price. Thanks to the intervention of your student services you get 30% discount on top of the regular student prices, for all those who study in Kortrijk.

Get your sport plus card at 'Sportcentrum Lange Munte'

(address: Bad Godesberglaan 22, 8500 Kortrijk). Don't forget to bring your student card!

Sports plus card	3 month	1 year
Unisport	€ 14	€ 26
Multisport	€ 18	€ 35
Fitness	€ 31	€ 62

You can opt for sports with supervision (aerobics, volleyball, fitness, gymnastics) or without supervision (badminton, squash, table tennis, tennis).

More info: sportdienst@kortrijk.be

MORE SPORTS:

WWW.KORTRIJKSTUDENTENSTAD.BE/SPORT

Click on 'meer lezen' to see the English version.





CULTURE

Movie theaters

Budascoop (art cinema, non-commercial films)

Prices: € 9 (standard), € 7,5 (under 26)

Tickets: At the cash desk

Address: Kapucijnenstraat 10, 8500 Kortrijk

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: President Kennedylaan 100, 8500 Kortrijk

Texture

Texture is a modern Flax museum. It has an industrial building with a striking golden colour.

Every first sunday of the month the entry is free. On other days you pay €4 as a student.

Kaffee Damast is a cosy and trendy museum bistro. The bistro also offers delicious local products from Kortrijk in an original setting. Music lovers will certainly find their way to the concerts at Kaffee Damast. Young upcoming local talents are occasionally asked on stage, but other art forms are also given a chance.

More info: www.texturekortrijk.be/en

Kortrijk's city theater

Concerts, dance performances, comedy etcetera... all can be found at Kortrijk's city theater.

There are special discounts for visitors under 26.

Visit www.schouwburgkortrijk.be for the calendar!

More info: uit@kortrijk.be +32 56 23 98 55



S
**Student
@WILDE
WESTEN**



Kom voor €6
naar onze concerten & meer!

www.wildewesten.be/student

MORE CULTURE:

WWW.KORTRIJKSTUDENTENSTAD.BE/CULTUUR

Wilde Westen (concerts and festivals)

Wilde Westen is a regional concert and festival organiser. They have a program of at least 30 concerts a year. Wilde Westen has it's own concert hall named 'De Kreun' and also organises concerts on different locations.

A great place to check out concerts, parties and workshops!

More info: www.wildewesten.be

info@wildewesten.be

+32 56 37 06 44

More Culture

Please check the website www.kortrijkstudentenstad.be/cultuur.

Click on 'meer lezen' to see the English version.

PUBLIC LIBRARY

Free membership at the public library in Kortrijk with your student card. The library collection has novels, magazines, informative books, free time games, adult comics, music, film, poetry, playscripts etc. As a member you have access to computers with internet access and mediapcs for music-, film- and photo editing. You find study space in the the Open LearningCenter on the first floor and during revision periods you can access the Orange Room (check data on our website). For research there are databanks like Gopress and classical archives. The library host expositions, lectures and workshops on a regular basis. All the more reasons to become a member for the duration of your stay.

More info: <https://kortrijk.bibliotheek.be/en>



ADMINISTRATION



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 (EU  + Norway  Iceland  Liechtenstein  and 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/ressortissants-dun-pays-tiers/etudes/favoris/voldoende-bestaans-middelen>

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



ARE YOU COVERED?

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 can't 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



WHAT TO DO?

EU degree students

(=All EU countries except France, The Netherlands, Luxemburg and Germany)

What to bring?

- Identity card or passport
- 1 passport photo (size 45mm to 35 mm)
- Your address in Kortrijk (kot)
- The certificate of registration from VIVES
- A proof of a health insurance
- The complete questionnaire 'registration in the alien register'

Your residence document

- EU-kaart (valid for 5 years)
 - » Price: € 24,20

EU students from neighboring countries (degree or exchange students)

(= France  The Netherlands  Luxemburg  and Germany )

A EU degree student from a neighboring country can also request a EU-kaart. He has to follow then the category "EU degree student"

What to bring?

- Identity card or passport
- 2 passport photos (size 45mm to 35mm)
- Your address in Kortrijk (kot)
- The certificate of registration from VIVES

Your residence document

- Bijlage 33 (valid for 1 year)
 - » Price: free of charge

EU exchange students

(= students from all European countries except: France, The Netherlands, Luxemburg and Germany)

What to bring?

- Identity card or passport
- Your address in Kortrijk (kot)
- The certificate of registration from VIVES
- A proof of medical insurance:
 - » for the first 3 months of your stay, you can use your European blue card
 - » after 3 months you need a health insurance valid for the duration of your stay in Belgium, valid for the Schengen and with a minimum coverage of € 30,000

Your residence document

- For a stay up to 3 months: bijlage 3
 - » Price: free of charge
- For a stay up to 5 months: you need to apply for a prolongation of your original bijlage 3 ter with the additional proof of health insurance
 - » Price: free of charge

NON-EU students (exchange and degree students)

What to bring?

- Your passport (with D-visa)
- 2 passport photos (size 45mm to 35mm)
- The certificate of registration from VIVES
- The complete questionnaire 'registration in the alien register'
- A proof of a health insurance
- The proof of your grant, scholarship or blocked account
- Your address in Kortrijk (kot)

Your residence document

- A-kaart (electronic residence permit)
 - » Price: € 24.70

NON-EU students

Extension of the residence permit

Important note: if you want to extend your stay, you need to apply for it minimum 15 days before the expiry date of your residence card

What to bring?

- Your passport (with D-visa)
- The certificate of registration from VIVES
- A proof of a health insurance
- The proof of your grant, scholarship or blocked account
- 1 passport photo (size 45mm to 35 mm)
- standard form with the obtained credits

Your residence document

- A-kaart (electronic residence permit)
 - » Price: € 24.70

DEREGISTRATION

All students who have an electronic residence permit and/or an official registration number (rijksregisternummer) need to deregister (= all students with an electronic A or EU-card or students with a document 'bijlage 15 or bijlage 19).

Students with a document 'bijlage 3ter' or 'bijlage 33' do not need to deregister.

You can do your deregistration online:

www.kortrijk.be/producten/verhuizen-naar-het-buitenland

IMPORTANT NOTES

For every visit in the city hall you need to make an appointment with the team 'Andere Nationaliteiten'. The registration at the city hall is a legal obligation for all students, no matter what nationality and no matter how long their stay. If you are not in order with the administration, you risk a fine of € 200.

www.kortrijk.be/op-afpraak

or you dial the free number 1777

Stadhuis Kortrijk

Grote Markt 54

8500 Kortrijk

+32 56 27 70 00

(Visitors: Leiestraat 21)

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	Familiennaam
Date of birth	Geboortedatum
Place of birth	Geboorteplaats
ID/passport	Identiteitskaart/paspoort
Country	Land
City	Stad
Street	Straat

Campus Kortrijk, Roeselare, Torhout
VIVES global engagement office
Doorniksesteenweg 145, 8500 Kortrijk, Belgium
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incoming.exchanges@vives.be

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#VIVESGLOBALLYCONNECTED