

Από: Melanie Carbonelle <melanie.carbonelle@vives.be>

Στάλθηκε: Παρασκευή, 3 Μαΐου 2019 11:07 πμ

Θέμα: VIVES Application Procedure

Dear partner

Greetings from VIVES University of Applied Sciences, Belgium!

We are pleased to inform you that our online application is open!

Please find below our application procedure and general information.

APPLICATION PROCEDURE

Information concerning the application procedure for academic year 2019-20 can be found on our website: <https://www.vives.be/en/application>

[Application procedure for exchange students | VIVES](#)

www.vives.be

If you want to become an exchange student at VIVES University of Applied Sciences, please read the following application procedure carefully. If you have any questions, don't hesitate to send us an email - our friendly staff will gladly answer any questions you have.

A) ONLINE APPLICATION FORM

Please find attached a manual with detailed information about how to fill in the application form.

B) LEARNING AGREEMENT

To fill in the learning agreement correctly, please check our programs.

→ <https://www.vives.be/en/exchange/programmes>

C) ACCEPTANCE

Once the online application and learning agreement have been checked, the student will receive a confirmation (= invitation letter) by email.

DEADLINE APPLICATIONS

Deadline autumn semester: 31.05.2019

Deadline spring semester: 20.11.2019

CALENDAR (subject to changes)

1st semester

- Arrival weekend: 07-08/09/2019

- Welcome Day: 09/09/2019 campus Kortrijk – 10/09/2019 campus Brugge
- Cultural Activities: 11/09/2019 and 13/09/2019
- Start courses: 16/09/2019

2nd semester

- Arrival weekend: 01-02/02/2020
- Welcome Day: 03/02/2020 campus Brugge – 04/02/2020 campus Kortrijk
- Cultural Activities: 24-25/02/2020
- Start courses: 04/02/2020 campus Brugge – 05/02/2020 campus Kortrijk

HOUSING

Note that there is a separate application form for housing:

<https://www.vives.be/en/housing>

Contact persons for housing:

Kortrijk: steve.vangroenweghe@vives.be

Brugge and Oostende: inge.eytorff@vives.be

Furthermore please find attached the VIVES brochure for incoming exchange students.

If you have any remaining questions please do not hesitate to contact me.

We are looking forward to welcome your students!

Kind regards,
Melanie

Melanie Carbonelle
International Relations Officer,
Incoming exchange students
Staff Mobilities



VIVES University of Applied Sciences

On Tuesday
Campus Brugge, Oostende
Xaverianenstraat 10 | B-8200 Brugge - Belgium
phone: + 32 50 30 52 33

On Monday and from Wednesday until Friday
Campus Kortrijk, Roeselare, Torhout
Doorniksesteenweg 145 | B-8500 Kortrijk – Belgium
phone: +32 56 26 41 64

E-mail: melanie.carbonelle@vives.be
www.vives.be/international



Follow us on Facebook! [VIVES International Office](#)

VIVES Application Form

STEP 1: Go to www.vives.be/en/apply

Use internet explorer as browser.

STEP 2: Setup your account. Choose your campus.

Setup your account

Before starting the application process, you need to set up an account of KU Leuven. Select the name of the city where you'll be studying, and create your account. After you've set up your account, return to this page to start the application process.

Bruges

Kortrijk

Ostend

Roeselare

Torhout

STEP 3: Fill in all boxes and click on 'next'.

HOSTED BY

ASSOCIATIE
KU LEUVEN

NL

ACCOUNT MANAGEMENT

[MY ACCOUNT](#) [ACTIVATE ACCOUNT](#) [ADMINISTRATORS](#)

REGISTER

Attention: If you already received your studentcard and scratchcard with activationcode you have to [activate your account](#) instead of making a new one.

Register your KU Leuven account. After you activated your account you will be redirected to **Admissions students**.

This is a one-time registration, afterwards you can use this account for other applications.

Given name	<input type="text"/>
Surname	<input type="text"/>
Private email address	<input type="text"/>
Private mobile phone (Optional)	<div><div> ▾</div> 0470 12 34 56</div>
<div><div><input type="checkbox"/> I'm not a robot</div><div> reCAPTCHA Privacy - Terms</div></div>	
<div>NEXT</div>	

STEP 4: Now you see following screen. Tick the box 'I will set my password later, take me to 'Admissions students' and click on 'continue'.

If you don't see this screen, please check your mail and click on the link to activate your account.

After setting up a new passport, you should go back to www.vives.be/en/apply

and click on the city you'll be studying in the part 'Submit your online application'.

DO NOT CLICK ON THE CITY YOU'LL BE STUDYING IN THE PART 'CREATE YOUR ACCOUNT'!

The screenshot shows the 'ASSOCIATIE KU LEUVEN' header with 'ACCOUNT MANAGEMENT' and navigation links: 'MY ACCOUNT', 'ACTIVATE ACCOUNT', and 'ADMINISTRATORS'. Below this is a 'REGISTER' section with a green confirmation message: 'Your account (b0156071) will be created in a few minutes. You will receive an activation link via melanie.carbonelle@vives.be.' The 'WHAT'S THE NEXT STEP?' section contains two radio button options: 'I want to set my password now' and 'I will set my password later, take me to "Admissions students"', with the latter being selected. A blue 'CONTINUE' button is highlighted with a red circle.

HOSTED BY ASSOCIATIE KU LEUVEN

ACCOUNT MANAGEMENT

MY ACCOUNT ACTIVATE ACCOUNT ADMINISTRATORS

REGISTER

Your account (b0156071) will be created in a few minutes. You will receive an activation link via melanie.carbonelle@vives.be.

WHAT'S THE NEXT STEP?

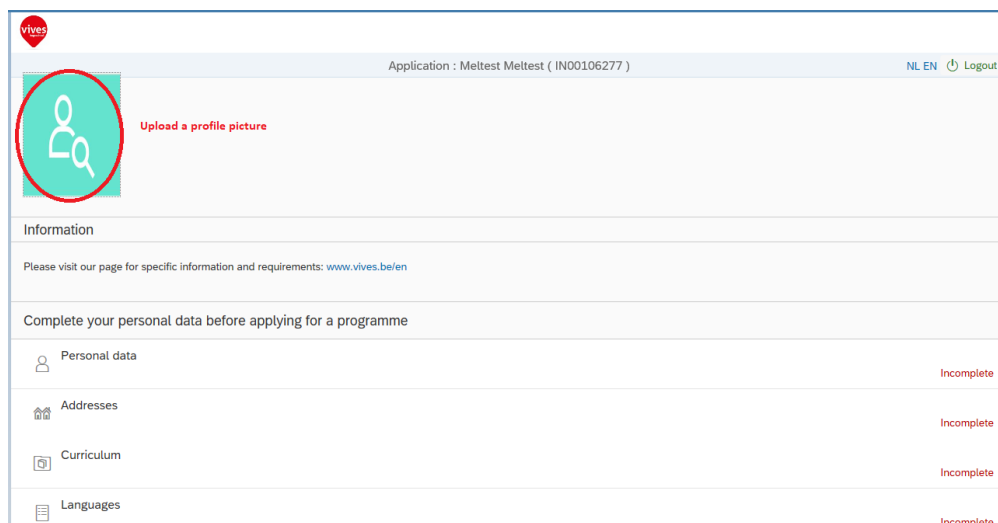
You can choose to set your password now or to do this later. We can take you to the application now.

☐ I want to set my password now

☒ I will set my password later, take me to "Admissions students"

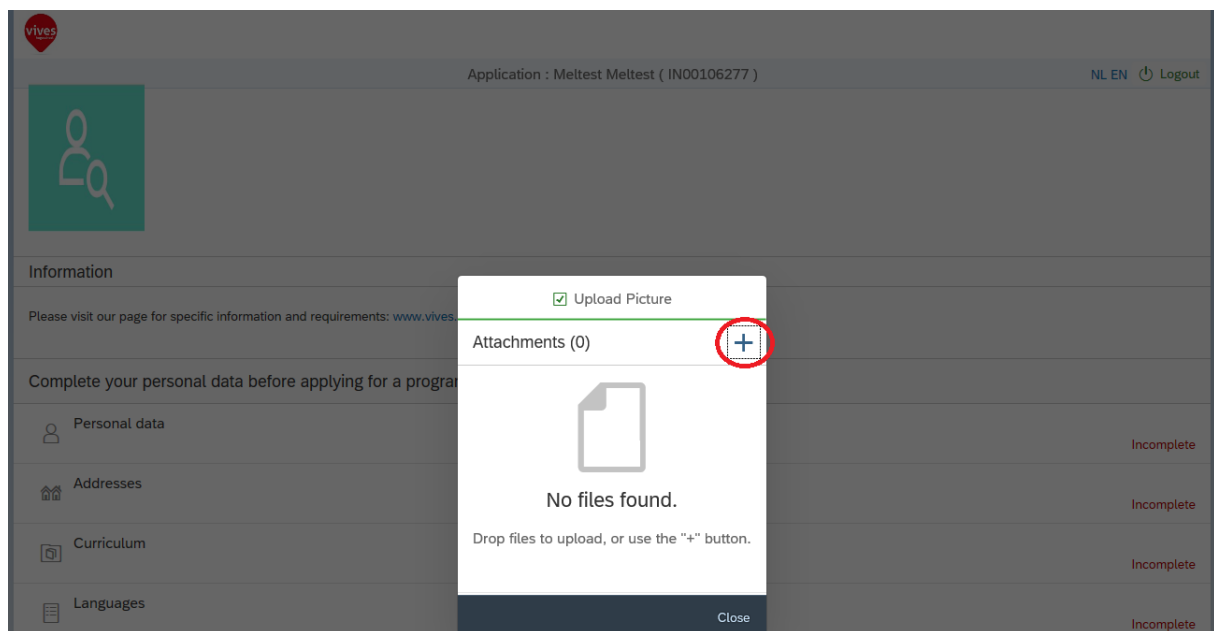
CONTINUE

STEP 5: Upload a passport picture (face only) by clicking on the green box in the upper left corner.



The screenshot shows the Vives application portal interface. At the top left, there is a red circular button with a white person icon and a magnifying glass, labeled "Upload a profile picture". The top bar includes the Vives logo, the application name "Application : Meltest Meltest (IN00106277)", and language options "NL EN" with a "Logout" button. Below the header, there is a section titled "Information" with a link to "www.vives.be/en". A message states "Complete your personal data before applying for a programme". A list of sections follows: "Personal data", "Addresses", "Curriculum", and "Languages", each with an "Incomplete" status indicator.


Choose a file by clicking on the plus sign.




The screenshot shows the Vives application portal interface with a modal dialog box open for uploading a picture. The dialog box has a title "Upload Picture" with a checked checkbox. Below the title, it says "Attachments (0)" and shows a plus sign button. A file icon is displayed, and the text "No files found." is shown. Below this, it says "Drop files to upload, or use the '+' button." and a "Close" button is at the bottom. The background shows the same application portal interface as the previous screenshot, with the "Upload a profile picture" button highlighted.

STEP 6: Fill in your personal data by clicking on 'Personal data'.

You only have to fill in the boxes with a red star. When finished click on 'save' in the lower right corner and click on the go back button in the upper left corner.

 Go back button

Personal data



Personal data

*Name (as on passport): Carbonelle

*First name (as on passport): Melanie

*Private email: melanie@vives.be

*Date of birth: 19-08-1994

*Country of birth: France

*Place of birth: Paris

*Gender: Female

*Civil status: Single

Mother tongue:

*Nationality: French

Second nationality (if any): nationality, list as of 3 character(s)


Do you have a Belgian residence permit?: NO


Are you currently residing in Belgium?: NO


Do you have any additional remarks?: No

Save

STEP 7: Fill in the address information by clicking on 'Addresses'.







Application : Melanie Carbonelle (IN00105449)NL EN  Logout



Information

Please visit our page for specific information and requirements: www.vives.be/en

Complete your personal data before applying for a programme

 Personal data	Complete
 Addresses	Incomplete
 Curriculum	Incomplete
 Languages	Incomplete

Applications

No data

+

Permanent address = your address in your home country

You don't have to fill in the current address.

The screenshot shows a web form titled 'Address information' with a 'Logout' button in the top right. The section 'Permanent address' contains the following fields:

- *Country: (required, marked with a red star)
- *Postal code: (required, marked with a red star)
- *City: (required, marked with a red star)
- State:
- Street:
- Street second line:
- Street third line:
- Number: (separate field for box number)
- Box: (separate field for box number)
- Telephone:

At the bottom, there is a question: 'Is your current address the same as your permanent address?:' with a radio button labeled 'YES' selected.


You have to fill in following boxes of your permanent address! Even if they don't have a red star!


- Country
- Postal code
- City
- Street
- Number or Box
- Telephone


Don't forget to fill in the details of your contact person in case of emergency.

When finished, click on 'Save' in the lower right corner and click on the go back button in the upper left corner.

STEP 8: Fill in the information about your curriculum by clicking on 'Curriculum'.







Application : Melanie Carbonelle (IN00105449)NL EN  Logout



Information

Please visit our page for specific information and requirements: www.vives.be/en

Complete your personal data before applying for a programme

 Personal data	Complete
 Addresses	Complete
 Curriculum	Incomplete
 Languages	Incomplete


Applications

No data


You just have to fill in the boxes with a red star.

Secondary education = high school

STEP 9: Fill in the information about your language knowledge by clicking on 'Languages'.







Application : Melanie Carbonelle (IN00105449) NL EN Logout



Information

Please visit our page for specific information and requirements: www.vives.be/en

Complete your personal data before applying for a programme

 Personal data	Complete
 Addresses	Complete
 Curriculum	Complete
 Languages	Incomplete

Applications +

No data

You have to fill in at least one language.

Add a language by clicking on the add sign in the right corner.

< Languages Logout

Language proficiency (minimum one language required) Add button +

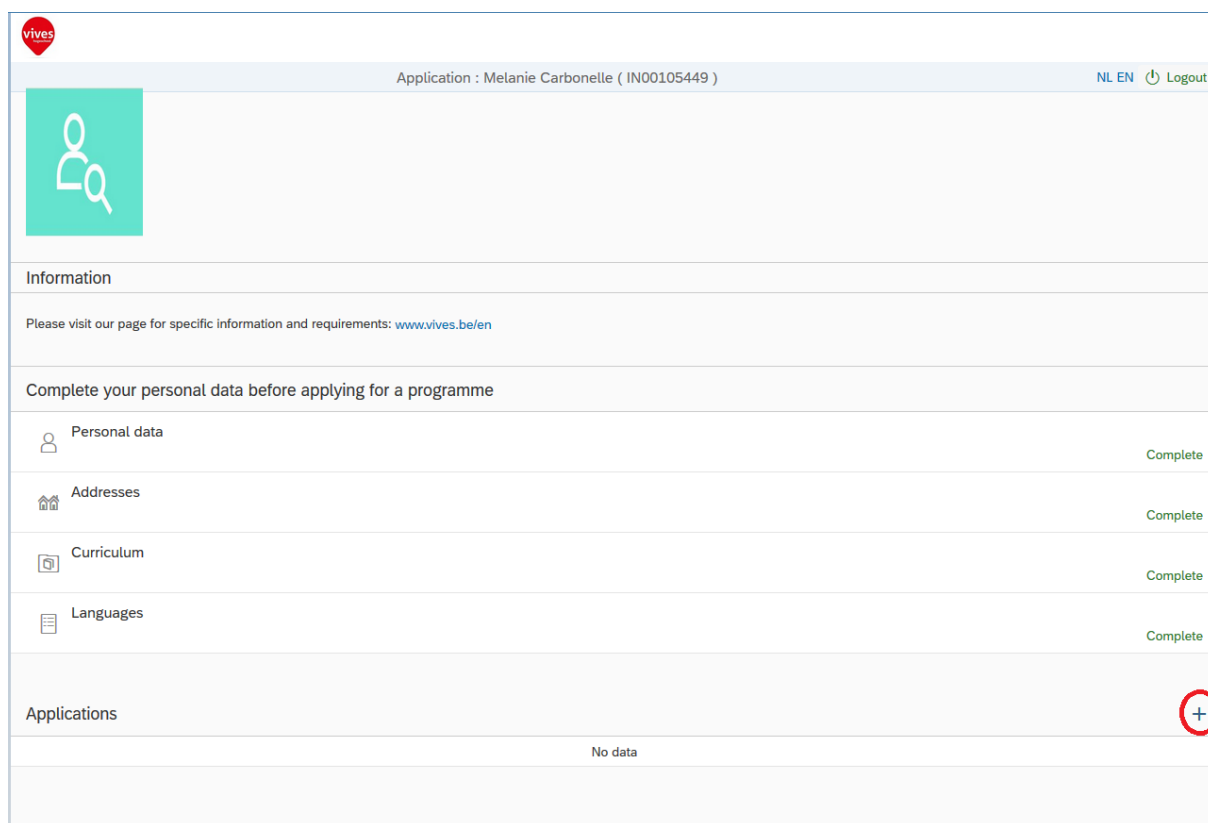
Language	Speaking	Writing	Reading	Listening
No data				

Additional remarks

Do you have any additional remarks?:

Don't forget to click on 'save' in the lower right corner and click on the go back button.

STEP 10: Start with filling in the application by clicking on the plus sign in the lower right corner.



The screenshot shows the VIVES application portal. At the top, there is a header with the VIVES logo, the application name 'Application : Melanie Carbonelle (IN00105449)', and language options 'NL EN' with a 'Logout' button. Below the header is a large teal square with a white icon of two people. The main content area is divided into sections. The 'Information' section contains a link to 'www.vives.be/en'. The 'Complete your personal data before applying for a programme' section lists four categories: 'Personal data', 'Addresses', 'Curriculum', and 'Languages', each with a 'Complete' status. The 'Applications' section at the bottom shows 'No data' and a red circle with a plus sign in the bottom right corner, indicating where to click to add a new application.

Type of programme: Exchange Student

Academic year: 2019-2020

Programme: choose your programme by clicking on the name of the programme (Don't click on more info!)

Type of exchange:

E+ Partner Countries Study → Students from Ukraine who come for studies

E+ Partner Countries Traineeship → Student from Ukraine who come for a traineeship

Erasmus Belgica study → Students from Wallonia who come for studies

Erasmus Belgica Traineeship → Students from Wallonia who come for a traineeship


Erasmus study → Erasmus students (almost all European students) who come for studies

Erasmus Traineeship → Erasmus students (almost all European students) who come for a traineeship


Other → Students from outside Europe (ASEM DUO,...)

Don't forget to click on 'save' in the lower right corner and click on the go back button.

STEP 11: Go back to the application form by clicking on the pencil in the lower right corner.




Application : Melanie Carbonelle (IN00105449)NL EN Logout




Information

Please visit our page for specific information and requirements: www.vives.be/en


Complete your personal data before applying for a programme

 Personal data


Complete

 Addresses

Complete

 Curriculum

Complete



 Languages

Complete

Applications

+

Application 000000147544: VIVES Business Academy (Spring)
Status Incomplete



Check again the application information and click on 'save' in the lower right corner.

STEP 12: Go to attachments by clicking on 'Attachments', 2nd button in the upper left corner.

<

Application 000000147544

Logout

Application

Attachments

Submit

Study programme

Academic year:

2018 - 2019

Type of programme:

Exchange Student

Faculty:

Commercial Sciences, Business Management and Informatics

Programme:

VIVES Business Academy (Spring)

Teaching location:

Kortrijk

Exchange info

*Type of exchange:

Erasmus study

*Home University College:

xx

Country of home University College:

France

*Name contact person home University College:

xx

xx@xx.xx

*Telephone contact person home University College:

+123

*Name contact person:

xx

*Number of completed years of study:

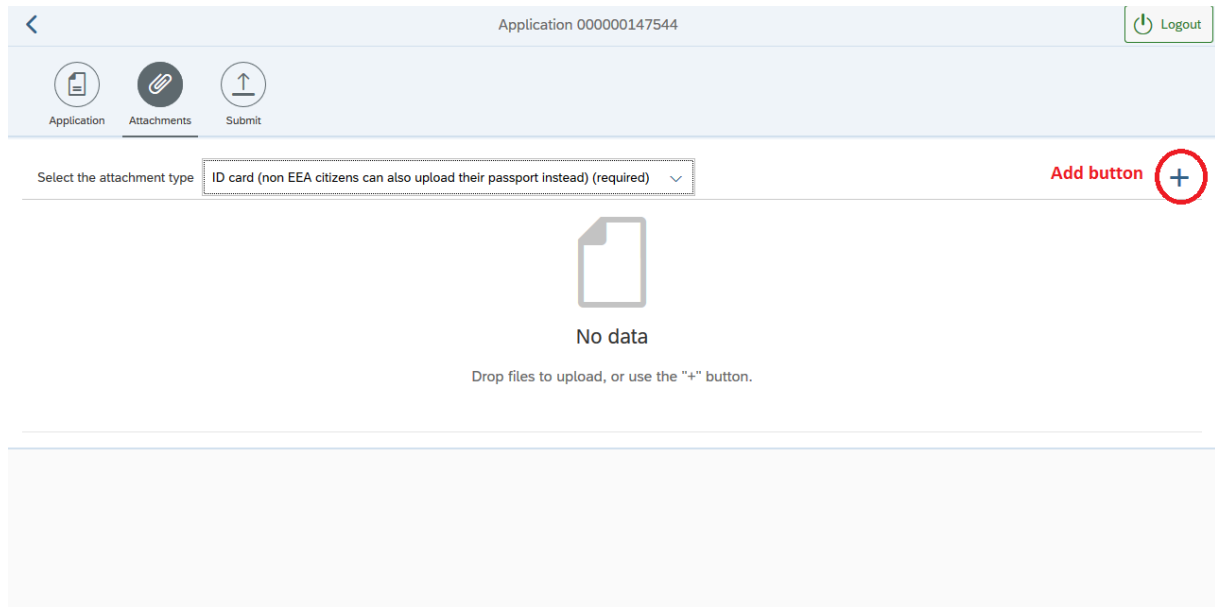
002

Upload the required documents.

- ID card or passport
- Diploma(s) and transcripts

Select the attachment type 'ID card (non EEA citizens can also upload their passport instead) (required)' (required)

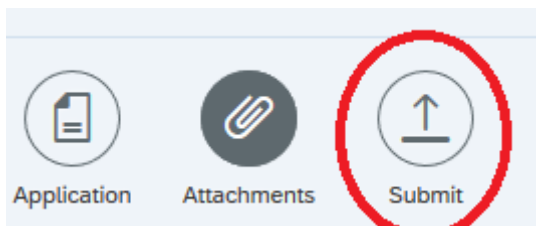
And click on the add button to upload the document.



The screenshot shows a web application interface for managing documents. At the top, there is a header bar with a back arrow, the application ID 'Application 000000147544', and a 'Logout' button. Below the header, there are three tabs: 'Application', 'Attachments' (which is active), and 'Submit'. The 'Attachments' tab displays a dropdown menu for 'Select the attachment type' with the selected option being 'ID card (non EEA citizens can also upload their passport instead) (required)'. To the right of the dropdown is a red 'Add button' with a plus sign icon. Below the dropdown, there is a large area with a document icon and the text 'No data' and 'Drop files to upload, or use the "+" button.'

Select the attachment type 'Diploma(s) and transcripts (required)' and click on the add button to upload the document.

STEP 13: Go to submit




Tick the box and click on 'Submit'


The screenshot shows a mobile application interface. At the top, there's a header with a back arrow, the text 'Application 000000147544', and a 'Logout' button. Below the header is a navigation bar with three icons: 'Application', 'Attachments', and 'Submit'. The 'Submit' icon is active. The main content area is titled 'Submit application'. It contains a paragraph of text starting with 'I hereby declare in all conscience that this information is correct and complete...'. A checkbox at the beginning of this paragraph is checked. At the bottom of the text area, there is a 'Submit' button, which is circled in red.


When you see following screen, press 'OK'.

This screenshot shows the same 'Submit application' screen as before, but with a confirmation dialog box overlaid in the center. The dialog box has a green checkmark icon and the text 'Submit' at the top. Below that, it says 'File submitted correctly'. At the bottom right of the dialog box is an 'OK' button.

Click on 'logout' in the upper right corner.




Application : Melanie Carbonelle (IN00105449)NL EN  Logout




Information

Please visit our page for specific information and requirements: www.vives.be/en


Complete your personal data before applying for a programme

 Personal data


Complete

 Addresses


Complete



 Curriculum

Complete

 Languages

Complete

Applications 

Application 000000147544: VIVES Business Academy (Spring)
Status Submitted (application will be checked for completeness)  

YOU ARE FINISHED

VIVES

UNIVERSITY OF APPLIED SCIENCES



globally
connected



13 500
STUDENTS



1250
STAFF
MEMBERS
(830 FTE)

2380
GRADUATES



29 PRACTICE-ORIENTED
COURSE PROGRAMMES

63
SPECIALISATIONS

Facts and Figures

7
CAMPUSES
IN 5 CITIES

6
BASIC
STUDY AREAS

6
CENTRES
OF EXPERTICE

100 APPLIED RESEARCH PROJECTS

320 ERASMUS+ PARTNERS

81 GLOBAL PARTNERS



Study@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 **five different locations**.

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.

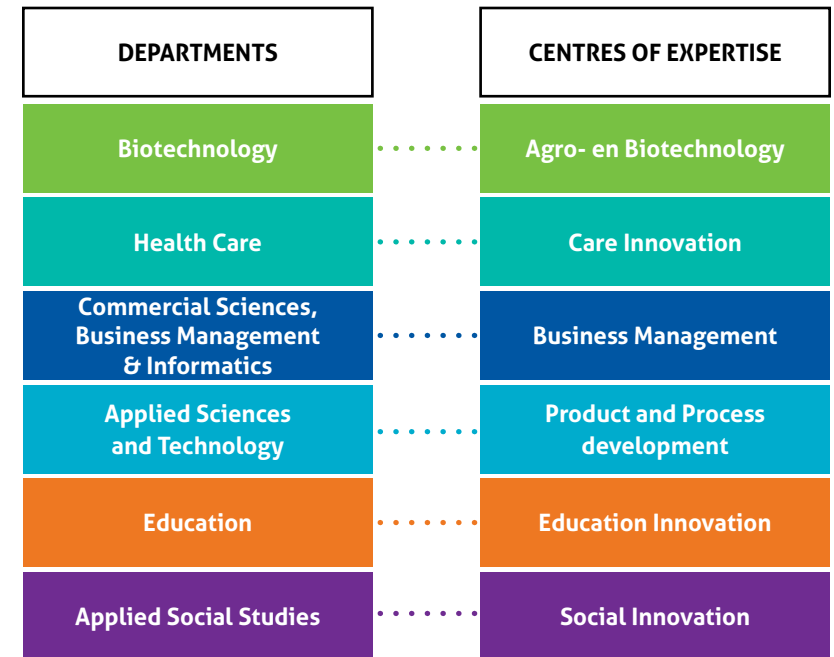
VIVES offers some unique study programmes.

VIVES offers some study programmes that you can take nowhere else in Flanders. 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-vives



Did you know that VIVES...

- has an actual **'Makerspace'** where you can use a 3D-printer or wield a lasercutter?
- runs a **Care Lab**, where all the nursing subject programmes cooperate interprofessionally within the walls of the school but together with the professional external partners and institutions?
- has **several simulation laboratories with high-tech robots**?
- possesses the **biggest 'board game' archive in the world**?
- ...

We can continue like this for a while. Far too many assets to name. Why not come and discover them for yourself?



English-language semester programmes

Department	Programme	Campus	Sem.
Applied Engineering and Technology	Electronics-ICT / Electromechanics	Brugge	1&2
	Aeronautics / Construction	Oostende	1&2
	Electronics-ICT / Electromechanics / Energy Technology / Design and Production / Automotive / Health Care Technology / Eco Technology	Kortrijk	1&2
Applied Social Studies	F.L.O.W.S. Focus on healthy Life, - Organisations and Well-being in Society	Kortrijk	1
	S.P.A.C.E. Social Pedagogical Art and Creativity Exploration	Kortrijk	2
	interdisciplinary minor eSociety	Kortrijk	2
Biotechnology	Placement	Roeselare	1&2
Commercial Sciences and Business Management	F.L.O.W.S.	Kortrijk	1
	VIVES Business Academy	Brugge Kortrijk	1&2
Education	F.L.O.W.S.	Kortrijk	1
	V.I.C.K.I.E. VIVES International Classroom Keys In Education	Brugge	2
	V.I.C.K.I.E. English+	Brugge	2
	V.I.C.K.I.E. Sports+	Brugge	2
Health Care	F.L.O.W.S.	Kortrijk	1
	Placement	Brugge Kortrijk Roeselare	1&2

English-language bachelor's degrees

Programme	Campus	Duration
Bachelor Business Management	Kortrijk	3 years
Bachelor Hotel Management	Brugge	3 years
Advanced Bachelor International Management	Kortrijk	1 year

Dutch-language degrees

Campus Brugge

Commercial Sciences, Business Management and Informatics

Bachelor of

- Business Management (Accountancy and Taxation, Business Technology Management, Law, Sports and Culture Management, Global Business Management)
- Hotel Management
- Office Management (Business & Languages, Business Translation and Interpreting, Human Resources Officer)
- Tourism and Leisure Management

Associate in

- Hospitality Management
- Marketing and Communication Support
- Computer Network and System Administration

Health Care

Bachelor of

- Nursing
- Nutrition and Dietetics
- Midwifery
- Occupational Therapy
- Speech Therapy and Audiology

Education

Bachelor of

- Preschool education
- Primary education
- Secondary education
- Advanced bachelor: Inclusive Education and Remedial Teaching

Associate in

- Education: secondary education

Applied Engineering and Technology

Bachelor of

- Electromechanics
- Electronics-ICT

Associate in

- Electromechanical Systems
- Internet of Things

Campus Kortrijk

Commercial Sciences, Business Management and Informatics

Bachelor of

- Applied Computer Science (Application Development, Software Management)
- Business Management (Event Management, Finance and Insurance, Logistics Management, Marketing, Real Estate and Insurance, Business Management and Entrepreneurship, Automotive Management, Accountancy and taxation, Digital Business Management)
- Business Management Triple Degree
- Office Management (Business & Languages, Human Resources Management and Medical Office Management)
- Wellbeing and Vitality Management (Wellness and Spa Management, Care and Vitality Management, Coaching and Wellbeing Management)
- Advanced bachelor: International Management

Associate in

- Accounting Administration
- HR Support
- Marketing and Communication Support
- Marketing
- Computer Network and System Administration
- Computer Programming
- Traffic Engineering and Mobility
- Shop Management

Health Care

Bachelor of

- Nursing
- Midwifery
- Advanced bachelor: Special Needs Management

Applied Social Sciences

Bachelor of

- Applied Psychology
(Industrial and Organizational Psychology, Clinical Psychology, School and Educational Psychology)
- Public Safety
- Social Work
(Social Work and Social Care, Social Work and Legal Aid, Social Work and Human Resources, Social and Cultural Work)
- Socio-Educational Care Work

Associate in

- Social Work and Social Care
- Social and Cultural Work
- Social Education Care Work

Education

Bachelor of

- Preschool education
- Primary education
- Advanced bachelor: Special Educational Needs

Associate in

- Education: Secondary Education

Applied Engineering and Technology

Bachelor of

- Automotive Engineering
- Design and Production Technology
- Eco Technology
- Energy Technology
- Electromechanics
- Electronics-ICT
- Health Care Technology

Associate in

- Electromechanical Systems
- HVAC Systems
- Internet of Things
- Production Management (Manufacturing)
- Automotive Techniques

Campus Oostende

Applied Engineering and Technology

Bachelor of

- Aviation Technology
- Construction

Associate in

- Renewable Energy Systems

Campus Roeselare

Health Care

Bachelor of

- Nursing

Biotechnology

Bachelor of

- Agro- and Biotechnology
(Agro-Industry, Biotechnology, Greenery Management, Food Technology, Animal Sciences and Applied Zoology, Agriculture)

Associate in

- Production Management (agriculture and horticulture)

Campus Torhout

Education

Bachelor of

- Primary education
- Advanced bachelor: School Development
- Secondary education

More information

www.vives.be/international

International Office

Joris Hindryckx	President	
Patricia Waerniers	Chief Educational Policy Officer	
Tine Ternest	Head International Office	Tel.: +32 56 26 40 89 tine.ternest@vives.be
Melanie Carbonelle	International Relations Officer Incoming students Staff Mobilities	Tel.: +32 56 26 41 64 incoming.exchanges@vives.be staff.exchanges@vives.be
Elke Denys	International Relations Officer Projects	Tel.: +32 56 28 06 35 elke.denys@vives.be
Lien Grauwet	International Relations Officer Outgoing students	Tel.: +32 50 30 52 33 outgoing.exchanges@vives.be
Jana Hindryckx	International Relations Officer Agreements	Tel.: +32 56 26 41 64 agreements@vives.be
Lies Verstraete	International Relations Officer Global Engagement	Tel.: +32 478 31 13 25 lies.verstraete@vives.be
Bart Dhaenens	Staff Member Internationalisation	Tel.: +32 56 26 40 90 bart.dhaenens@vives.be
Steve Vangroenweghe	Staff Member Housing	Tel.: +32 56 27 05 41 steve.vangroenweghe@vives.be
Inge Eytorff	Staff Member Housing	Tel.: +32 50 30 52 93 inge.eytorff@vives.be

International coordinators per department

Department	Contact person and E-mail	Campus(es)
Applied Engineering and Technology	Geert Furniere geert.furniere@vives.be	Brugge (Sporwegstraat) Kortrijk Oostende (VL0C, Lijndraaiersstraat)
Applied Social Studies	Eveline Le Roy eveline.leroy@vives.be	Kortrijk
Biotechnology	Kristof Dewaele kristof.dewaele@vives.be	Roeselare
Commercial Sciences and Business Management	Johan Cottyn johan.cottyn@vives.be	Brugge Kortrijk
Education	Els Callens els.callens@vives.be	Brugge Kortrijk Torhout
Health Care	Nursing and Midwifery Nele Vandeputte nele.vandeputte@vives.be Paramedical Studies Kristof Dewaele kristof.dewaele@vives.be	Brugge Kortrijk Roeselare





Academic calendar

Welcome@VIVES (arrival)

Autumn semester	beginning of September
Spring semester	end of January or beginning of February

Beginning of courses

Autumn semester	3 th week of September
Spring semester	1 st week of February

Exam period

Autumn semester	January
Spring semester	June



Course of studies

Courses & programmes

Undergraduate (EQF level 6)

Average course load

20 ECTS = trimester (3 months)
 30 ECTS = semester (5 months)
 60 ECTS = year (10 months)



Application procedure exchange students

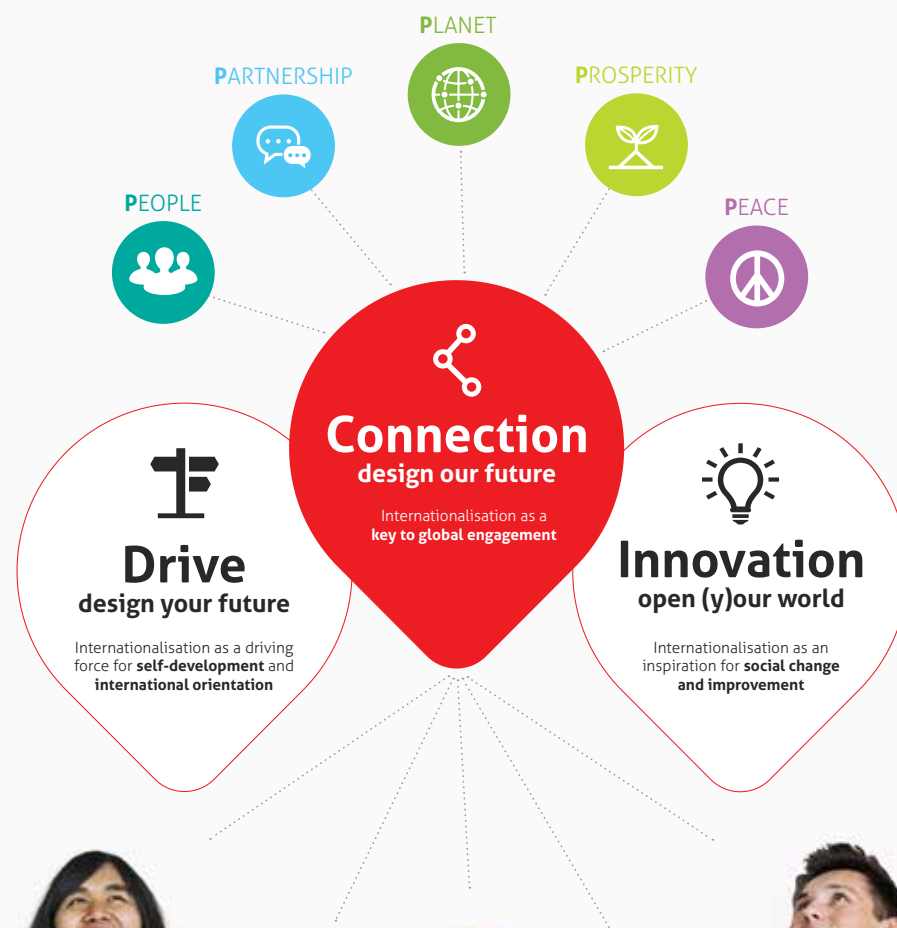
Deadline of application

Autumn semester	May 31 st
Spring semester	November 20 th

Language requirements

English – independent user B1

Our take on internationalisation



Campus Kortrijk, Roeselare, Torhout

B KORTRIJ01

VIVES International Office

Doorniksesteenweg 145, B-8500 Kortrijk

Campus Brugge, Oostende

B BRUGGE11

VIVES International Office

Xaverianenstraat 10, B-8200 Brugge

www.vives.be/international



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#VIVESGloballyConnected



University of
Applied Sciences