



WELCOME GUIDE

for international students

WELCOME GUIDE

FOR INTERNATIONAL STUDENTS

GHENT UNIVERSITY CELEBRATES ITS 200TH ANNIVERSARY

Ghent University was founded on 9 October 1817 in the presence of King Willem Frederik of Orange-Nassau. In 2017 – 200 years later – the whole Ghent University community (students, staff and alumni) will celebrate that historic moment.

GHENT UNIVERSITY 20.0: A HISTORY FOR THE FUTURE

The history of Ghent University is built on social impact. 200 years of Ghent University is a symbolic pivot point for Ghent University.

We are not just looking back at our rich history: most of all we are looking ahead and asking ourselves about what role we want to play as a university in the future. 2017 is the perfect moment to give shape to this vision.

Ghent University 20.0 is not the university of today or the university of tomorrow: it is the University of the Future.

CONTACT

Would you like more information about the programme?
Or are you interested in supporting our initiatives and helping to build on our future?

Please don't hesitate to let us know!

200.ugent.be

200@ugent.be

[#ugent200](https://twitter.com/ugent200)

DEAR STUDENT

It is a pleasure to welcome you to Ghent University. We are proud that you have chosen our university as your new academic environment.

We hope to make your stay in Ghent an exciting and valuable experience. Being one of the major universities in Belgium with over 41,000 higher education students and ranked among the top-100 universities worldwide, our university can provide you with high-quality academic teaching, excellent infrastructure and a wide scope of student facilities. Embedded in the beautiful city of Ghent, you will be able to enjoy numerous social and cultural activities in the lively and creative atmosphere which is so typical for our city.

During the **Welcome Days** organised respectively at the end of September and at the beginning of February, you will receive all useful information to guarantee an enriching and pleasant stay with us. I wish you a very happy and fruitful stay in Ghent and hope that you will feel at home with us.



Prof. dr. Anne De Paepe, Rector Ghent University



For the academic year 2017–2018
the Welcome Days are held on the
following dates:

1st semester

20, 21, 22 September 2017

2nd SEMESTER

8, 9 February 2018

WELCOME DAYS

FOR NEW INTERNATIONAL STUDENTS

Ghent University is offering a warm welcome to all its new international students, exchange students as well as degree students (including PhD). Right before the beginning of each semester the International Relations Office is organizing the Welcome Days. During this three-day programme the new international students at Ghent University receive a lot of practical information about the university where they will spend (part of) their studies.

A wide variety of sessions, including a visit to the faculty of their choice and a city walk in Ghent guided by Belgian students are part of the programme.

Participation in the Welcome Days is free of costs but online registration is required. More information about the Welcome Days and the link to the online registration can be found on: www.ugent.be/en/administration/welcome-days/overview.htm

We hope that your first impression of Ghent University and the city of Ghent make you look forward to a pleasant and enriching stay here!

Stephanie Vancoillie & Laila Boulyou
Exchange Student Advisors

Charlotte Moulin
International Student Advisor (degree students)

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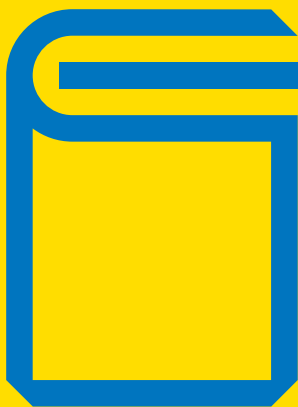
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For any possible **updates** on the information provided in this guide, please check the indicated websites.







KEY TO USING THIS GUIDE

This guide has been written with the (arrival) needs of international students in mind. It is designed to answer practical questions about matters related to your arrival and concerning living and studying in Ghent. It will prove useful to you upon arrival at our university and remain a reference tool during your stay. It might be a good idea to keep it close at hand.

This guide is directed towards to the following categories of international students:

- **Degree students:** study at Ghent University with the intention to obtain a degree awarded by Ghent University.
- **Exchange students:** remain enrolled at their home university and spend a study period at Ghent University within the framework of their study at their home university.

At the PhD level we distinguish:

- **PhD students*:** perform doctoral studies and research at Ghent University with the intention to obtain a PhD degree awarded by Ghent University.
- **Exchange PhD students:** remain enrolled at their home university and spend a training, study, internship or research period at Ghent University within the framework of their PhD study at their home university.

Depending on the category to which you belong, certain administrative steps may differ. For this reason the distinction is made whenever necessary in this guide.

For more information about your status as a degree PhD student at Ghent University, please check: www.ugent.be/en/work/phd



GUIDe SHOWS THE WAY AT GHENT UNIVERSITY

GUIDe – GHENT UNIVERSITY INFORMATION DESK

Campus Ufo, Ufo, Sint-Pietersnieuwstraat 33

www.ugent.be/en/questions

guide@ugent.be

T +32 9 331 01 01

Monday to Friday: 09:00 – 13:00 and from 14:00 – 17:00



ARRIVAL ASSISTANCE

Just arrived and overwhelmed by the new surroundings, lots of information to absorb, looking around where to find what, where and when?

INTERNATIONAL STUDENT SUPPORT


The International Student Support team provides information and support for international students (degree students as well as exchange students).

INTERNATIONAL RELATIONS OFFICE (IRO)

- **International Student Support**
Het Pand, Onderbergen 1
right side entrance, 1st floor, office 110.020
- **International student advisor:**
Ms Charlotte Moulin
charlotte.moulin@ugent.be
- **Exchange student advisors:**
Ms Stephanie Vancoillie
Ms Laila Boulyou
studentsin@ugent.be

Monday – Tuesday – Thursday: 13:30 – 16:30 or by appointment
The office is closed during the Christmas holidays and the Ghent Festival (Monday 16/07/2018 – Saturday 21/07/2018)

www.ugent.be/irostudentsupport

 Follow us on Facebook: [internationalstudentsghentuniversity](https://www.facebook.com/internationalstudentsghentuniversity)

DEVELOPMENT COOPERATION

The Development Cooperation Office gives specific support to students from developing countries (VLIR-UOS)

DEVELOPMENT COOPERATION OFFICE

Het Pand, Onderbergen 1

right side entrance, 1st floor, office 110.030

developmentcooperation@ugent.be – T +32 9 264 31 04

– VLIR-UOS student advisor (Master):


Ms Anneleen Van Laere

– VLIR-UOS student advisor (PhD):

Ms Micheline D'hooge

Monday – Tuesday – Thursday: 13:30 -16:30 or by appointment

www.ugent.be/develcooperation

 Follow us on Facebook: students from developing countries Ghent University

DEPARTMENT OF PERSONNEL AND ORGANIZATION (DPO)

DPO handles the files of international staff. For more information contact the Welcome Team:

Campus Ufo, Rectoraat

Sint-Pietersnieuwstraat 25, 1st floor, office 016

welcome.dpo@ugent.be – T +32 9 264 95 00

www.ugent.be/welcome

Monday to Friday: 08:30 – 12:00 and from 13:00 – 16:30

NECESSARY ADMINISTRATIVE STEPS

Upon arrival, the following administrative steps **MUST** be fulfilled:

1. Registration / Enrolment at Ghent University
2. Insurance
3. Registration at the Migration Office



REGISTRATION/ENROLMENT @ GHENT UNIVERSITY

You are required to register as exchange student or to enrol as a degree student at the Registrar's Office.

1. REGISTRATION EXCHANGE STUDENTS / EXCHANGE PHD STUDENTS

You have received a **Letter of Invitation**, issued by the International Relations Office.

For registration, **you need to bring** the following documents:

- The Letter of Invitation **in print**.
- Your valid passport or identity card, a driving licence will not be accepted.
- A student card, valid for the current academic year or a certificate of enrolment issued by your home university.
- A valid health insurance:
 - A European Health Insurance Card (EHIC – blue card) or
 - An application for a health insurance in Belgium

You will be registered as an exchange student and **will receive**:

- A student card, which will be activated the day after your registration.
- A letter with your e-mail account details. Your account will be activated the day after your registration.
- A certificate of registration as an exchange student (both in Dutch and English), needed for your registration at the Migration Office of the City of Ghent.

2. ENROLMENT DEGREE STUDENTS **(BACHELOR, MASTER, PHD, ...)**

You have received a **Letter of Admission**, issued by the Registrar's Office..

For enrolment, you need to bring the following documents:

- The Letter of Admission **in print**.
- Your valid passport or identity card, a driving licence will not be accepted.
- Any other document mentioned on the Letter of Admission.

You will be enrolled as a degree student and **will receive**:

- A student card, which will be activated the day after your enrolment.
- A letter with your e-mail account details. Your account will be activated the day after your enrolment.
- You can print your own certificate of enrolment (as soon as your account has been activated) from <http://oasis.ugent.be>.
- If you are a PhD student and you also need to sign a contract at the Department of Personnel and Organization, please make sure to contact the Department of Personnel and Organization immediately.

3. USEFUL INFORMATION

PAYMENT OF TUITION FEES

- You receive an invoice upon enrolment.
- You can pay the tuition fee with a credit card or bank card, cash is not accepted.
- If you cannot pay by card, you will need to do a bank transfer.

www.ugent.be/tuitionfee

OTHER SERVICES OFFERED AT THE REGISTRAR'S OFFICE

- You have lost your student card. After paying € 10 (by bank card) – unless you have a police report of theft – a duplicate will be issued.
- Changing your enrolment or stopping your studies.
In case you are considering to stop your studies, you should first contact the learning track counsellor of your faculty (see p. 113). Subsequently, you need to inform the Registrar's Office, either in person or by sending a registered letter. This is necessary if you want to preserve your chances on re-enrolment for the next academic year.
www.ugent.be/en/teaching/studentadmin/contractchanges/stopping.htm
- You need certified copies of your Ghent University diploma: bring your original diploma.

- You need additional proofs of enrolment/registration:
<http://oasis.ugent.be> > MyOasis
- Your address has changed:
<http://oasis.ugent.be> > MyOasis
- You want to change your privacy settings:
<http://oasis.ugent.be> > MyOasis

4. CONTACT DETAILS

REGISTRAR'S OFFICE

Campus Ufo, Ufo – Sint-Pietersnieuwstraat 33

internationalstudents@ugent.be – T +32 9 331 00 70

Exchange students: www.ugent.be/registrationexchange

Degree students: www.ugent.be/en/degree

For the latest information about the opening hours:

www.ugent.be/registrar

It is important to have your student card with you on university grounds. It allows you to make use of Ghent University facilities and infrastructure, such as the student restaurants, sports centre, bike rent, etc. You are also required to show this card when taking exams or when going to a university library. As a bonus, with your student card you can get reductions in the cinema, museums, historic buildings, ...

REGISTRATION AT THE MIGRATION OFFICE

All international students have to report to the Migration Office of the host town or city. The whole procedure to obtain your residence permit may take a couple of months. We strongly advise you not to postpone this administrative step.

INTERNATIONAL STUDENTS STAYING IN GHENT

How to get your permit during your studies?

Follow the procedure which applies to your situation.

All information about the different procedures can be found on the following webpage: stad.gent/residencepermitstudent

Please read the information on the website carefully in order to make sure to follow the correct procedure.

MIGRATION OFFICE – CITY OF GHENT

Administratief Centrum Zuid

Blok B (ground floor), Woodrow Wilsonplein 1, 9000 Gent

T +32 9 266 71 50 – F +32 9 266 71 69

internationalstudent@stad.gent

ONLY BY APPOINTMENT!

You can make an appointment:

- By e-mail: internationalstudent@stad.gent
- By phone: T +32 9 266 71 50

Monday to Friday: 09:00 – 12:30 and from 14:00 – 16:00

STUDENTS STAYING AT ANOTHER HOST TOWN:

- Go to the city or town hall of your host town; the opening hours are usually mentioned on the municipality website.
- Fill in the necessary forms.
- In the following weeks a police officer will check if you do indeed live at your address and afterwards you will be sent an appointment to go to the local Migration Office to complete your residence permit application.

Students who want to prolong their residence permit should contact the Migration Office about the procedure they should follow.

INSURANCE

Make your educational life at Ghent University as adventurous and educational as possible, but live it the safe way by making sure that you have the necessary minimum health insurance and possibly also other coverage!

HEALTH INSURANCE

Health insurance is of the utmost importance because medical costs may occur unexpectedly and can be very high in Belgium.

- Students from the European Economic Area (EEA) and Switzerland are insured by their homeland medical insurance company during their stay in Belgium.

Ask your insurance company for a European Health Insurance Card (EHIC) in order to receive reimbursement of medical expenses immediately in Belgium (after registration with a Belgian health fund) or soon after your return home.

<http://ehic.europa.eu>

- Students from outside the European Economic Area (non-EEA) except Switzerland, or students without a European health insurance card have to take out insurance.

You have 2 options:

- Contact a local health fund (ziekenfonds or mutualiteit) upon arrival in Belgium. Belgian health insurance funds reimburse legally specified parts of (unforeseen) medical costs.

- If you can't get health insurance directly with the health fund, then subscribe the all-in insurance taken out by Ghent University, which covers health (sickness and disability), civil liability in private life and travel insurance and this worldwide during the insured's stay for research and education projects reasons and in the framework of the European Erasmus Mundus program. To subscribe to the all-in insurance, you will have to ask a member of staff of Ghent University (your contact person within your own faculty) to fill in the form on-line <https://www.ugent.be/en/administration/insurances/students.htm>

LIST OF HEALTH FUNDS (ZIEKENFONDSEN) IN GHENT

(in alphabetical order)

Bond Moyson

Vrijdagmarkt 10, 9000 Gent

T +32 9 265 55 11 – F +32 9265 59 99

bond.moyson.gent@socmut.be

www.socmut.be

Christelijke Mutualiteit (CM)

Peperstraat 6, 9000 Gent

T +32 9 224 77 11 – F +32 9 223 19 45

midden-vlaanderen@cm.be

www.CM.be

Hulpkas voor ziekte en invaliditeitsverzekering

Franklin Rooseveltlaan 91, 9000 Gent

T +32 9 269 54 00 – F +32 9 225 82 51

beheerder604@caali-hziv.fgov.be

www.hziv.be

Liberale Mutualiteit

Brabantdam 109, 9000 Gent

T +32 9 223 19 76 – F +32 9 224 11 74

info@lmvlg.be

www.lmvlg.be

Partena Onafhankelijk Ziekenfonds

Franklin Rooseveltlaan 44, 9000 Gent

T +32 9 225 93 95

gent@partena-partners.be

Sluisweg 2, 9000 Gent

T +32 9 269 85 35 – F +32 9 269 85 49

gent@partena-partners.be

www.partena-ziekenfonds.be

Securex

Verenigde Natieslaan 1, 9000 Gent

T +32 9 235 61 61 – F +32 9 235 61 62

gent.go-start@securex.be

www.securex.eu

Vlaams Neutraal Ziekenfonds

IJzerlaan 16, 9000 Gent

T +32 9 245 29 25

info@nvz.be

www.vnz.be

THE FOLLOWING INSURANCE IS STRONGLY RECOMMENDED

– Insurance Civil Liability Private Life

You might need it when (accidentally) hurting other persons or damaging other people's property during your private life. This insurance policy can be taken out through the following URL (see forms): <https://www.ugent.be/en/administration/insurances/students.htm>

– Fire Insurance

When renting a room on the private market, make sure you subscribe a fire insurance. Unless it is stated in the rent agreement that your landlord has subscribed a fire insurance for you, you agree with the terms of the fire insurance and your landlord provides you with an insurance certificate naming you as insured party for the duration of the lease. Moreover, it is recommended to contact an insurance company to subscribe an insurance for your personal belongings.

– Travel insurance

This insurance policy can be taken out through the following URL (see forms): <https://www.ugent.be/en/administration/insurances/students.htm>

INSURANCE BY GHEENT UNIVERSITY

When you are officially registered at Ghent University as a student you are automatically insured for personal accident cover during university activities and on the way from and to university activities, as well as for civil liability during and through university activities.

In case an excursion extra muros or stay abroad is required within the framework of your studies or research: it is your personal responsibility to inform your contact person (staff member of Ghent University) within your own faculty as to receive written consent (**obligatory!**).

More information or to contact the

[Legal Office of Ghent University](#)

verzekeringen@ugent.be

www.ugent.be/en/administration/insurances/students.htm

Health insurance is obligatory!





RULES AND REGULATIONS

Mutual consideration for each individual and respect for the university service providers and infrastructure are expected of each member of Ghent University and its guests.





EDUCATION AND EXAMINATION CODE

As a registered international student, staff or guest of Ghent University you agree to comply with the rules and regulations under which the University, its staff and students must operate. The principles of the regulations underpinning these are set out in a number of codes and regulations.

The Education and Examination Code affects every student as well as PhD students, as it covers a wide variety of important topics, such as:

- Structure of the academic year
- Description of the academic system
- Enrolment regulations
- Teaching and evaluation methods
- Rules pertaining to a study programme and/or course unit
- Provisions for educational activities
- Examination regulations
- Rules pertaining to a PhD at Ghent University
- Fraud and irregularities (e.g. plagiarism)
- Complaints and appeals

Every year the Education and Examination Code is reviewed and approved by the Board of Governors. Therefore all articles are valid for one academic year.

You can find the Education and Examination Code on the following website; an English translation is available on the website www.ugent.be/en/teaching/studentadmin/OEREnglish

OTHER REGULATIONS

It is important to realize that in addition to the Education and Examination Code there are other regulations that may affect you during your stay at Ghent University:

- **Regulations of the University Halls of Residence**

These regulations deal with the rental matters, the use of the infrastructure, and not in the least, with the appropriate social behaviour (sanctions may be imposed).

International students and guests staying in the University Halls will receive a copy when signing the contract. This document is an integral part of the tenancy agreement.

- **Disciplinary Code for Students**

www.ugent.be/nl/univgent/reglementen/onderwijs/reglementen/tucht.pdf

There is also a disciplinary code for staff.

- **Rules of proper use of the Ghent University network and the computers controlled by the ICT Department**

<http://helpdesk.ugent.be/account/en/regels.php>

- **Laboratory and workplace regulation**

<http://www.ugent.be/intranet/nl/op-het-werk/welzijn-milieu/welzijns-en-milieugids/laboratoryrules.pdf>

- **Acknowledgement of confidentiality and assignment of rights (visiting researchers)**

Ghent University labour regulations

www.ugent.be/intranet/nl/reglementen/werken/algemeen/arbeidsreglement_eng

Faculties may have their own specific regulations, for example in laboratories. You can always ask a copy in your faculty.

GRIEVANCES AND COMPLAINTS

STUDENTS

Students are encouraged to raise any complaints or grievances with an appropriate member of staff at the earliest opportunity, as complaints that are dealt with informally at an early stage have the best chance of being resolved effectively.

Where informal procedures have failed to resolve the problem, students may bring a complaint under the Student Grievance Procedure. This means contacting one of the [faculty ombudspersons](http://www.ugent.be/en/degree/ombudsoffices.htm) at their faculty <http://www.ugent.be/en/degree/ombudsoffices.htm>

- The faculty ombudsperson treats complaints from students and staff members relating to the implementation of the Education and Examination Code and/or the provisions governing the legal position of students and/or situations which are perceived to be unfair within the wider framework of educational or examination events. They are bound to discretion.
- If the problem is or can not be resolved through their mediation or within the faculty, students can contact [the institutional ombuds service](mailto:ombuds@ugent.be). The latter can be contacted via ombuds@ugent.be

In certain situations, students may file an internal appeal with the Internal Appeals Commission, as stipulated in article 100 of the Education and Examination Code (see p. 32).

DOCTORAL STUDENTS

Your dissertation supervisor (promoter) plays a central role as the person coaching your doctoral research efforts. If, for some reason, you are unable to communicate successfully with your dissertation supervisor, please do not hesitate to speak to a faculty ombudsperson for doctoral students.

<http://www.ugent.be/en/staff/ombudspersons-phd.htm>
www.ugent.be/en/ghentuniv/contact/complaints.htm

Anonymous complaints cannot be accepted.
All complaints will be treated confidentially.





PRACTICALITIES

In addition to the necessary administrative steps, some more practical matters will need to be arranged during the first days of your stay.

ACCOMMODATION

Finding accommodation prior to your arrival is not obvious. If you have not yet found a place to live upon arrival in Ghent, we strongly advise you to sort this out immediately.

You can rent a room provided by Ghent University or a room from a private landlord. Prices for a room or a studio on the private housing market vary between € 346 and € 479 per month depending on the area and the type of accommodation.

UNIVERSITY HALLS OF RESIDENCE

There are different application procedures for exchange, degree and PhD students. Prices and locations may differ. All information is available on the website of the Housing Office.

If you **rent a room** in a university residence you should keep in mind that:

- You need to keep your room clean and tidy.
- The furniture in the rooms and communal halls cannot be moved or removed.
- Decoration of the room is only permitted on the cork wall.
- It is forbidden to keep or to bring animals in the room or in any other place of the building. Visits are allowed but visitors cannot spend the night nor make use of any facilities.
- **As from 23:00, complete silence must be observed in the entire building.**
- When violating the stipulations of the internal rules and regulations, noise nuisance, theft, alcohol- and drug abuse, ...

students can be sanctioned by the Vice-chancellor (on the advice of the Board of Directors). The sanction can be: a warning, cancellation of the tenancy agreement or temporary / permanent expulsion.

Housing Office

Home Vermeylen, Stalhof 6

T +32 9 264 71 00 www.ugent.be/housing

Administration:

Monday to Friday: 08:00 – 12:00 and from 13:00 – 16:30

Reception desk:

Monday to Friday: 08:00 – 12:00 and from 13:00 – 20:00

July, August, September and February: open till 22:00, and also during weekends, continuously from 10:00 – 22:00

PRIVATE HOUSING

Please take into account that it won't be easy to find a suitable living unit for a short stay. Not all landlords are willing to sign tenancy agreements for less than 12 months.

If you want to look for accommodation yourself, you should search for notice boards stating 'te huur' 'studentenkamers te huur' (student room for rent). 'Room hunting' may take a couple of days of walking around the city. Feel free to ask the Housing Office for a list of addresses of 'short term rentals'.

Keep in mind that you will be required to pay a one to three months' deposit upon arrival. Please contact the landlord yourself.

For more information about the private rented market, you can contact:

Ms Nathalie Geeraerts

Housing Office, Home Vermeylen, Stalhof 6

nathalie.geeraerts@ugent.be – T+ 32 9 264 71 09

Other information can be found on the website of the city of Ghent: www.studentingent.be (>international students > living > accommodation).

HO(S)TELS, YOUTH HOSTEL, BED & BREAKFAST

While searching for a living unit you could stay in a hotel, B&B or the youth hostel. Check out:

www.visitgent.be/en/accommodation

Ho(s)tels:

- www.hosteluppelink.com
- www.hostel47.com
- www.kabahostel.be/en
- www.backstayhostels.com

Youth hostel:

- De Draecke, Sint-Widostraat 11, 9000 Gent
gent@vjh.be – T + 32 9 233 70 50
www.jeugdherbergen.be/en

Bed & Breakfast:

- www.bedandbreakfast-gent.be



TRANSPORT

Getting around can be a particular challenge for Ghent University's many students and employees, as Ghent University does not have one single campus. The university buildings are spread all over town. The most popular –and advisable– way to move around in Ghent is by bike.

RENTING A BIKE

De Fietsambassade

gives Ghent University students the opportunity to rent a bike for a few months or even one year (€ 15 for 3 months / € 45 for 12 months).

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

- student card
- your passport or identity card
- a € 60 deposit and the rental price in cash

Bicycle rent

Kattenberg 2

info.defietsambassade@stad.gent

Monday: 09:00 – 12:00 and from 13:00 – 16:00

Tuesday: 12:00 – 16:00

Wednesday: 08:00 – 12:00

Thursday: 10:00 – 12:00 and from 13:00 – 18:45

Friday closed

www.defietsambassade.gent – www.ugent.be/en/facilities/bike

In case of theft of your bicycle: report it to the police within 24 hours, and try to notify "De Fietsambassade" as soon as possible.

Bicycles that are not safely secured or seem to be neglected are often picked up again by "De Fietsambassade". Bicycles outside the city centre and in the Ghent suburbs are subject to the same treatment. Such initiatives are taken to prevent bicycles from being stolen or rusting away.

If you aren't planning to use your bike regularly or if you are looking to rent an extra bike for friends and family visiting other options are available:

- Max Mobiel <http://www.max-mobiel.be/>
- Blue-bike <http://www.blue-bike.be/en>

ANTI-THEFT TIPS

Bicycle thefts happen every day... The use of the bicycle lock is necessary to discourage thieves, but it's even better to use an extra padlock.

Some more tips:

- Always secure your bike (even if you leave it for just a second).
- 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.

BICYCLE REPAIR

Please check the latest opening hours of the different repair points on the following webpage:

www.defietsambassade.gent

Ghent University staff and students can make use of several bike repair shops. All shops are open to Ghent University students.

You can repair your bike using the repair shop's tools and/or buy new parts at a very reasonable price. There's always someone at hand to help and advise you.

Bicycle Repair Shop

Campus Boekentoren – Sint-Hubertusstraat 2

T +32 9 264 36 70

Monday to Thursday: 08:00 – 10:30 and from 12:00 – 14:00

Friday closed

Bicycle Repair Shop Kattenberg

Kattenberg 2

Monday: 09:00 – 11:45 and from 13:00 – 15:45

Tuesday: 12:00 – 15:45

Wednesday: 08:00 – 11:45

Thursday: 10:00 – 11:45 and from 13:00 – 16:45

Friday closed

Mobile repair service:

15 October until 15 May

<http://www.max-mobiel.be/>

BUSES AND TRAMS

Public transport in the city is well-organized. Buses and trams ride from early in the morning till late at night.

To determine the price of a bus ride, Ghent and its surroundings have been divided into zones. The price for a ticket depends on the number of zones that you travel through. You can choose between several ways of paying for your ride. Have a close look at the different tickets that are offered according to your transport needs: prices may differ considerably (prices below with reservation to changes made by the transport company De Lijn).

Public transport in Belgium is managed on the regional level. Hence Brussels and Wallonia have separate public transport companies. For this reason the tickets are only valid in Flanders.

- **Single journey:** in the city centre a ticket is valid for 1 hour including changes of bus/tram without restriction, price: € 3. If you buy a ticket by SMS, you pay € 2,15 (send 'DL' to 4884). Your cheapest option (€ 1,80) is to use the 'De Lijn' app.
- **Lijnkaart:** in case you will be using city buses or trams more regularly you are better off buying a 'Lijnkaart' (€ 15 in presale for 10 rides), which you stamp each time you make a trip. Valid in all Flemish cities.
- **Day Ticket:** allows you to travel through Ghent on any tram or bus for the whole day; costs € 8 (or € 6 in presale). Also 3-day & 5-day tickets available.

- **Buzzy Pass or Omnipas:** If you will be using the buses and trams for a longer period, it might be a lot cheaper to buy a 'season ticket': a 'Buzzy Pazz' or an 'Omnipas'. Both cards are valid on any bus and tram of 'De Lijn'. You can also use these season tickets in other Flemish cities and at the Belgian coast.

SEASON TICKETS BUS + TRAM 'DE LIJN'

PERIOD	BUZZY PAZZ	OMNIPAS
1 month	€ 31	€ 47
3 months	€ 77	€ 117
12 months	€ 204	€ 306

- **Night buses:** On every day of the week, you can take one of the night buses until 1am.

For more details about the tram and bus lines please check:
www.delijn.be/gent

ROUTE PLANNER

Available at <https://www.delijn.be/en/routeplanner>.

Type in the address of departure and arrival, the time and date and this will give you the best travel routes (also includes trains).

More information can be obtained from the shops of 'De Lijn' ('Lijnwinkels'):

- **Korenmarkt** (Cataloniëstraat 4):
Monday to Saturday 10:00 – 12:15 and from 12:30 – 17:00
- **Sint-Pieters station**:
Monday to Friday 07:00 – 12:15 and from 12:45 – 19:00
- **Zuid** (Woodrow Wilsonplein):
Monday to Friday 07:00 – 19:00
ovl@delijn.be – T +32 70 220 200 – www.delijn.be

TRAIN

In Ghent there are two railway stations: **Gent Sint-Pieters** (main station) and **Gent Dampoort** – which allow smooth access to the whole Belgian railway network.

- If you are **younger than 26**, and planning to travel frequently by train it is more interesting to buy a **GO Pass** (valid for 1 year – 10 rides (2nd class single) between two Belgian stations; € 52); so **one single journey** only costs € 5,2. It's possible to use the Go Pass with several people at the same time. The Go Pass is particularly advantageous for longer journeys.
- If you're **26 or older**, you can use the **RAIL Pass**. This card gives the same benefits as the GO Pass, but it costs € 77. More information: www.b-rail.be
- Also ask for **weekend-tickets** in the stations. They are 50% cheaper!

You can travel by **high-speed train** from Brussels to:

- Paris, Amsterdam, Aachen, Köln, Schiphol, Den Haag, Rotterdam, etc. with the Thalys train: www.thalys.com
- London, Ashford, Lille with the Eurostar train: www.eurostar.com

More international trains? Go to:

- www.b-rail.be/int/E
- www.tgv-europe.be
- www.europeanrailguide.com
- www.interrailnet.com

LONG DISTANCE TRAVELLING

Share a ride at Blablacar.be: to travel to the neighbouring countries for less money. You can easily book your seat online and travel from city A to city B, even last minute. Weekends are perfect to find a ride, as a lot of people go home for a weekend after the work week.

Long distance buses: Flixbus, Eurolines, Megabus and other companies have a broad range of destinations in Belgium, France, The Netherlands, Germany, Spain... Check out their promotions and get away for less than € 10.

AEROPLANE

Belgium has a number of commercial airports but the 2 major international airports are **Brussels Airport** (Brussel Nationale Luchthaven) in Zaventem and **Charleroi Airport** (aka: 'Brussels South').

MONEY & BANKING

It is safer to deposit your money in a bank rather than leaving large amounts of cash in your room, even if the door is locked, or walking around with it.

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.

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

All prices in Belgium include VAT and service.

There are many branches of different banks in Ghent. 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 weekend, you can use the 'Bancontact/Mister Cash' cash dispensers (ATM) to withdraw money.

At most banks however it will not be possible to open a bank account if you are only staying for a few months. Most banks require a minimum stay of 5/6 months. Please contact the bank in question to ask about the requirements.

You can consult a list of banks in the centre of Ghent on the following website: www.goldenpages.be/banks/ghent

BANK ACCOUNT

To open a bank account you will need your passport or identity card and an address in Ghent.

It can also be useful to take your student card or personnel card with you. Some banks, moreover, require the document 'Annex 15' which you receive after having registered at the Migration Office of the City of Ghent (see p. 21).

More information: www.ugent.be/en/living/money/banking.htm

FOREIGN EXCHANGE & MONEY TRANSFERS

In Ghent you will find a number of places for exchange and money transactions. Most banks also provide these services.

If you need to send money to your home country, you can contact one of the following offices.

Goffin Change (Western Union)

Henegouwenstraat 27

Monday to Friday: 09:15 – 17:45

Saturday: 10:00 – 16:30

Travellex nv – Camrail (Western Union)

Steendam 108

Monday to Saturday: 08:30 – 17:45

COST OF LIVING

Living standards are quite high in Belgium. How much money you actually spend will of course depend on your life style and spending habits. The costs for housing, for example, may differ considerably.

If you plan to travel a lot during your stay here, you will of course need a budget for extra travel expenses. Remember that during the first month of your stay there may be extra expenses for insurance, temporary accommodation and deposits, clothing, equipment (kitchen utensils, furniture, etc.) and other things. For an indication of prices you can always have a look at the following website: www.ugent.be/en/living > Cost of living in Belgium.



TAXES

During your stay you may receive tax letters or other payment requests (all in Dutch).

PROVINCIAL TAX

Everyone who is domiciled in Ghent needs to pay provincial tax. A tax letter will be sent to your address in Ghent. You do not need to fill in any forms – a transfer form with a set payable amount is being sent to your address.

INCOME TAX

All adults holding a residence permit are sent an annual income declaration. Spring is traditionally tax time in Belgium, so watch out for either the 'manilla' coloured envelope containing the annual income tax declaration or the provincial tax transfer form. Students who did not work, can send the tax letter back, mentioning 'not applicable'.

Students who did work (employment contract) will have to fill out the tax form. However, they will not be taxed on revenues from allowances or gifts from family members.

FLEMISH CARE INSURANCE

You may receive a payment request in Dutch for the Flemish Care Insurance ('Vlaamse Zorgverzekering'). This system provides those who need long-term care with part or full cover for the costs of non-medical care offered by services, professional care providers or informal care providers.

However, most international students are **exempt** from joining this insurance and therefore from paying this tax, by sending a proof of enrolment / registration at Ghent University for the current tax year, if they meet the following conditions:

- one is a student or researcher (or family member) with a temporary residence permit
- one comes from a state outside the EU, the EEA and not from Switzerland (their citizens are automatically exempt).

More information is available on:

www.ugent.be/en/living/money/taxes.htm

Do not hesitate to ask your contact person at Ghent University for help.



Keep in mind that sorting out your garbage is obligatory and will save you money.

DAILY NEEDS

KEEPING IN TOUCH

For more information about: Internet connections, telephone, postal and shipping services, we refer you to the following website: www.ugent.be/en/living/everyday/intouch.htm

For a list with free WiFi hotspots you can check out the following webpage: www.hierisgratiswifi.be/hotspots/gent

WASTE MANAGEMENT

Normal garbage

= throw everything that is not collected selectively in the official IVAGO yellow waste bag (yoghurt cups, plastic bags, food leftovers, butter dishes, ...). This is collected every week.

PMD

= **Plastic** bottles and flasks, Metal packaging and Drink cartons. Carefully selected packaging waste can be recycled.

- You are obliged to use the official blue IVAGO waste bags. They can be purchased in most supermarkets, local shops, the City Shop (Botermarkt 17A) and at IVAGO (Proeftuinstraat 43).
- Collected every 2 weeks.

GFT

= vegetables, fruits and garden waste.

- You can use a green IVAGO container with electronic chip. This must be ordered at IVAGO or www.ivago.be. You can find the prices on the website.
- Collected every 2 weeks.

Glass

= transparent empty glass bottles, bowls and flasks.

- In a plastic bucket or solid plastic box with closed bottom and lateral walls. Not in wooden crates or cardboard boxes!
- Collected once a month.

Paper and cardboard

= newspapers, magazines, books, cardboard boxes, etc.

- In a closed cardboard box or tied together with string.
- Collected once a month.

Batteries

Make use of the collection points in any shop that sells batteries.

Collection containers

There are many collection boxes in supermarkets, shops and public places. Student houses with over 10 residential units have special collection containers for household waste, glass, paper and cardboard, PMD and possibly GFT (Vegetable, Fruit and Garden Waste). Ask your caretaker or landlord for the correct collection dates. Note that you have to put your household waste and PMD in the official IVAGO bags. Place these bags in the correct container. Students staying in the University Halls of Residence have to take into account specific waste management instructions of which they will be clearly informed.

Display the collection calendar in a clearly visible place in your student room! Don't leave bulky waste or electrical appliances in corridors, kitchens, ... Bring it to the appropriate area! Don't leave rubbish at the emergency exits/staircases!

HOUSEKEEPING FACILITIES

Laundry

Wasbar: www.wasbar.com

A list of launderettes is available on the following website:

www.goldenpages.be

In need for laundry instructions? Take a look at:

www.ehow.com/how_46

SECOND HAND SHOPS

You can buy second-hand goods at very reasonable prices at your local [Kringloop-winkel](#). These 'Kringwinkels' sell original, cheap and solid second-hand stuff at very good prices. Furniture, cooking utensils, decoration materials, clothing, bicycles, ... Every day, Kringwinkels collect new goods which guarantees a constantly changing offer.

Moreover, the goods are conveniently exposed and arranged according to product group. More information on shopping in Ghent: groceries, second hand shops, clothing, electronics, etc. is available on: www.visitgent.be/en/shopping

In the [Ghent University second hand](#) shop you can find office furniture at very democratic prices.

Campus Sterre, S24 – Galglaan 4

www.ugent.be/kringloopwinkel

magazijn@ugent.be – T +32 9 264 43 91

Monday to Friday: 08:00 – 12:00 and from 13:00 – 16:00

 ESN Gent Secondhand Market is a Facebook group to buy and sell things from and to other international students living in Ghent.

FACILITIES

The following section gives you an idea of the range of additional Ghent University facilities and services that are available to help you during your stay.





FOOD & DRINKS

STUDENT RESTAURANTS AND CAFETERIAS

There are several student restaurants and cafeterias at different locations, all close to the university buildings (cfr. Ghent University City Map). The service and food they offer is of a high quality, while the prices are the lowest in town (average price € 4). Dieticians make sure that the menus are varied, healthy and balanced. Vegetarian alternatives are available (no halal or kosher kitchen).

The student restaurants are open from Monday to Friday.
In weekends Ghent University restaurants are closed. The student restaurants may have different opening hours (see below).
During Ghent University holidays some restaurants may close: check the website!

In the **evening** only the following student restaurant is open:

Campus Ufo, De Brug

Sint-Pietersnieuwstraat 45

selfservice: 11:15 – 14:00 and from 17:30 – 21:00

cafeteria: 11:15 – 14:00 and from 17:30 – 21:00

More information:

maaltijdvoorzieningen@ugent.be

www.ugent.be/restaurants

STUDENT RESTAURANTS

- **Resto Kantienberg** – Stalhof 45
selfservice: 11:15 – 14:00
cafeteria: 11:15 – 14:00
- **Campus Ufo, De Brug** – Sint-Pietersnieuwstraat 45
selfservice: 11:15 – 14:00 and from 17:30 – 21:00
cafeteria: 11:15 – 14:00 and from 17:30 – 21:00
- **Campus Sterre, S5** – Krijgslaan 281
selfservice: 11:15 – 14:00
cafeteria: 08:00 – 14:00
- **Campus Heymans** – Harelbekestraat 70
selfservice: 11:15 – 14:00
cafeteria: 11:15 – 14:00
- **Campus Merelbeke** – Salisburylaan 133, 9820 Merelbeke
selfservice: 11:15 – 14:00
cafeteria: 08:30 – 14:00
- **Campus Coupure** – Coupure Links 653
selfservice: 11:15 – 14:00
cafeteria: 08:00 – 14:00
- **Resto Sint-Jansvest** – Sint-Jansvest 24
selfservice: 11:15 – 14:00
- **Campus Dunant** – Henri Dunantlaan 2
selfservice: 11:15 – 14:00
cafeteria: 08:30 – 14:00

- **Campus Schoonmeersen** – Valentin Vaerwyckweg 1/
Voskenslaan 270 Buildings D, C and P
selfservice: 08:00 – 19:30 (Warm lunch from 11:30 – 13:45)
During periods when classes take place the restaurant in
Building D is also open until 19:30 (Warm dinner from 17:00
– 19:00)
- **Campus Mercator** – Nonnemeersstraat 19-21
selfservice: 08:00 – 15:45
(Warm lunch from 11:30 – 13:45)
- **HoGent Resto Bijloke** – Jozef Kluyskensstraat 2
selfservice: 08:00 – 15:45
(Warm lunch from 11:30 – 13:45)
- **Campus Melle** – Brusselsesteenweg 163
(not on the map)
selfservice: 08:00 – 15:45
(Warm lunch from 11:30 – 13:45)
- **Resto Vesalius** – Keramiekstraat 80
selfservice: 08:00 – 15:45
(Warm lunch from 11:30 – 13:45)
- **Resto De Wijnaert** – Geraard de Duivelstraat 5
selfservice: 08:00 – 13:45
(Warm lunch from 11:45 – 13:30)

CAFETERIAS

- **Campus Boekentoren** – Blandijnberg 2
cafeteria: 08:00 – 14:00
- **Campus Ledeganck** – K.L. Ledeganckstraat 35
cafeteria: 08:00 – 14:00
- **Campus Aula** – Universiteitstraat 4
cafeteria: 8:00 – 14:00
- **Campus UZ Gent** – Corneel Heymanslaan
cafeteria: 08:00 – 14:00
- **Tech Lane Ghent Science Park, Campus A**
Technologiepark-Zwijnaarde 904 – 9052 Zwijnaarde
cafeteria: 08:00 – 14:00
- **Campus Schoonmeersen** – Valentin Vaerwyckweg 1/
Voskenslaan 270
Building B: cafeteria: 08:00 – 16:00
Building D: Java Coffee house: 08:00 – 16:00
- **Campus Ledeganck** – K.L. Ledeganckstraat 8
cafeteria: 08:00 – 15:45

In the city of Ghent you can find a lot of nice eating-houses and restaurants, see www.visitgent.be/en/food-drink



LIBRARY

Ghent University Library comprises the Booktower, 10 faculty libraries and multiple departmental and seminar libraries, spread all over Ghent.

The **Booktower** is one of Ghent's iconic towers which was designed by the world-renowned architect Henry van de Velde. The 'Book Tower' acts as a treasury house for the rich cultural heritage that was both collected by and entrusted to the university (including ancient manuscripts, unique publications, atlas maps, photographs, architectural plans, coins, etchings, drawings and ephemerae). Through scan-on-demand services all this wealth is disclosed fast and easy. Moreover, as a Google-books partner more than 250.000 books are ready for use 24/7.

To discover the rich collections of Ghent University libraries it's best to start on the website: <http://lib.ugent.be>. It is also the gateway for all you library questions via mail, chat, telephone... Ghent University provides access to over 35,000 electronic journals, almost 1 million e-books and no less than 110 databases. If you know which database or journal to consult, the library website can guide you within the electronic world of scientific communication and cultural heritage. If you don't know yet, we suggest you try Google Scholar as a discovery tool.

Boekentoren

Campus Boekentoren – Sint-Hubertusstraat 8

libservice@ugent.be – T +32 9 264 38 51 – www.lib.ugent.be

Opening hours: lib.ugent.be/info

GHENT UNIVERSITY INFORMATION AND COMMUNICATION TECHNOLOGY

GHENT UNIVERSITY ICT FACILITIES

The Department of Information and Communication Technology (DICT) provides information to students and staff members about UGentNet, the Ghent University account and e-mail environment, the online learning environment, software, disk space and web space and phone services.

The most important topics are discussed briefly below. More detailed information can be found on the department's web page: www.ugent.be/en/facilities/ict/



YOUR ACCOUNT

You receive your account data at registration/enrolment (p. 17), on condition that you agree to abide by the rules of proper use of the Ghent University network and the computers controlled by DICT. You can find these rules on the DICT helpdesk site.

As long as your registration or enrolment (at the central student administration) has not been completed successfully, you will not obtain your Ghent University account. Please do make sure that you complete the administrative process in time to avoid delays.

The account data include your (university) e-mail address, your login name and your password.

E-MAIL

A Ghent University e-mail address looks like this:
name.surname@ugent.be.

Via webmail – owa.ugent.be – you can immediately manage your e-mail, using any internet connection; no configuration is needed.

OASIS – EDUCATION AND STUDENT ADMINISTRATION SYSTEM

Oasis is the IT-system that supports the processes and activities concerning the education and student administration. By means of the Oasis web application (available at <http://oasis.ugent.be>) students can consult information on their enrolment(s), change address and print certificates (see pag. 20). It is also the main tool for the management of the curriculum (courses per academic year).

MINERVA – ONLINE LEARNING ENVIRONMENT

At Ghent University, the official digital learning environment Minerva is used to provide information and course material and to optimize communication between staff and students. Minerva can only be accessed by students and staff who have a valid Ghent University account, via minerva.ugent.be

UGENTNET

If you have an account, you can access the UGentNet and the Belgian research network BELNET. Part of the university network is accessible to all. Some internal Ghent University information is only available after you have logged in with your login name and password. A number of Ghent University ICT facilities can only be used from computers connected to UGentNet.

Students staying in one of the University Halls of Residence, have direct access to password.ugent.be, the helpdesk website, Minerva, Athena and webmail. For all other applications they need to set up a VPN connection to obtain access. Please note

that Internet traffic from rooms in a University Hall of Residence is limited in volume.

On locations [outside the university campus](#), provided that they have a working internet connection, students can set up a VPN connection to get access to UGentNet.

The VPN connection is necessary for safety reasons, for example to consult internal information on the helpdesk website and the library website, to mount a network drive, to change passwords, to use Athena, etc.

All necessary information about how to set up a Virtual Private Network (VPN) can be found through the link below:
helpdesk.ugent.be/vpn/en

In a number of Ghent University buildings it is possible to set up a wireless ("wifi") connection. At Ghent University we have [Eduroam](#).

ATHENA AND SOFTWARE

Having an account allows you to use software offered on Athena. The software you can use is delivered from central servers and is not installed on your device.

In certain circumstances particular software can be installed, e.g. antivirus software for students in the University Halls of Residence. The software can be found at:
helpdesk.ugent.be/software/en

PC ROOMS

In all faculties and in a few central locations PC rooms have been set up. Most can be used for both classical sessions and individual study.

The operating system on the PCs is Windows, in English or in Dutch, as chosen by the faculty. Additionally, general and field specific software is installed by the Department of Information and Communication Technology (DICT). More info can be found on: helpdesk.ugent.be/publiccomputer/en

WHERE?

Printing, copying and scanning can be done in PC rooms and libraries. helpdesk.ugent.be/publiccomputer/en

CENTRAL DISK SPACE

With your account comes central disk space on which you can save files. By default you get 2 network drives:

- Personal disk space: your "homedrive", H:-drive or G:\home
- Personal web space; on a webserver, meant for setting up a site: your W:-drive or G:\WWW

To use your network drives you have to "mount" them.

How you do this is explained on:

helpdesk.ugent.be/netdisk/en/bestand_mount.php

PERSONAL WEBSITE

You can set up a personal website: you have personal web space at your disposal and a URL of the form [<http://users.ugent.be/~loginname>].

More info can be found on helpdesk.ugent.be/webhosting/en/persoonlijk.php

Department of Information and Communication Technology (DICT)

Campus Sterre, S9 – Krijgslaan 281

helpdesk@ugent.be

T +32 9 264 47 47

helpdesk.ugent.be/en

Monday to Friday: 08:00 – 18:00

account management:

accountbeheer@ugent.be

T +32 9 264 47 45





STUDENT JOBS

First of all some words of caution: combining academic studies and a student job is not always easy. Moreover, finding a job is quite difficult as an international student.

For most jobs a sound knowledge of Dutch is necessary!

In case you decide to look for a student job we recommend you to contact the Job Service personally. At the same time they will also offer you valuable advice on your rights and responsibilities.

Before making use of the Job Service registration service, you have to register on the Job Service's website. Use your login and password (from DICT, see p. 66):

www.ugent.be/en/facilities/jobservice

Theoretically every student is allowed to work, on condition that some formalities are fulfilled.

All students from the EU-countries + Norway, Iceland, Liechtenstein and Switzerland need:

- proof of registration at the Foreigners' Register (see p. 21) and Belgian national number
- a bank account

Students from other countries need:

- proof of registration at the Foreigners' Register (see p. 21)

- Belgian national number
- a bank account
- to apply for a **Work Permit C** at the services of the Dienst Economische migratie Provincie Oost-Vlaanderen (it will take about two weeks before it arrives)

Dienst Economische migratie Provincie Oost-Vlaanderen

Koningin Maria Hendrikaplein 70 bus 60

arbeidskaart.gent@vlaanderen.be – T +32 9 276 18 50

Monday to Friday: 09:00 – 12:00

The employment contract the student receives, will indicate the gross amount of the monthly wage. The net amount the student actually receives will be less, since taxes and social security are deducted (see p. 52).

PHD STUDENTS

PhD students cannot turn to the Job Service.

Job Service for students

Campus Ufo – Sint-Pietersnieuwstraat 47

jobdienst@ugent.be – T +32 9 264 70 74

www.ugent.be/en/facilities/jobservice

Monday to Friday: 09:00 – 12:00 and from 13:30 – 16:30

You are not allowed to work without a work permit or a contract!



TOP LEAGUE SPORTS ACTIVITIES

Regardless of the sports discipline involved, students qualify to be awarded special status if they first and foremost comply with one of the following requirements:

- be recognised as a top athlete by the BOIC or BLOSO, or by their corresponding national sport organisations;
- be considered as a top athlete or as a promising young athlete by their own sport federation;
- meet the standards held out for taking part in the Universiade or the University World Championships.

Moreover, this category of students is required to complete at least 5 training or competition sessions on a weekly basis. Supplementary requirements apply for each sports discipline.

Werkgroep Topsport & Studies

Campus Dunant, Watersportlaan 3, 9000 Gent

topsport@ugent.be – T +32 9 264 63 20

More information: www.ugent.be/en > education

> enrolment and administration > special status for students

CHILD CARE

Combining your studies or employment with family life is not an easy task. If you have small children, you have the additional worry of finding the best possible child care. There are long waiting lists everywhere, particularly for babies.

Ghent University offers its students and personnel child care

options for children aged 0 to 3. You can always contact our university child care centres or have a look on the website for more information concerning the policy on child care, applications, priority regulations, etc ... Please find below an overview of the child care options which Ghent University is providing:

GHENT UNIVERSITY INITIATIVES: CHILDREN AGED FROM 0 TO 3

The children can stay there up to they become 3 years old. This period can be extended by the duration of the school holidays following this quarter.

DAY CARE CENTRES ('KINDERDAGVERBLIJF')

Ghent University has 2 day care centres under its own management:

- **De Sterre** – 42 children
Krijgslaan 281, Ghent, building S 37 – campus De Sterre
- **Heymans** – 84 children
Stalhof 8, Ghent – near Kantienberg site

Ghent University has also 4 day care centres managed by Partena Kinderopvang (private partner for childcare of the university).

Kinderopvang (private partner for childcare of the university):

- **De Stadskabouter** – 32 children
De Pintelaan 185, Ghent – campus Ghent University Hospital
- **De Boskabouter** – 16 children
Potaardestraat 20, Melle – 'De Bosrand' site in 9090
Melle-Gontrode

- **Het Koetshuis** – 14 children
Sint-Pietersnieuwstraat 136A, Ghent
- **De Parkkabouter** – 28 children
Technologiepark Gebouw 901 9052 Zwijnaarde

The children in the day care centres are integrated into small groups of about 14 children, under the supervision of 2 child care professionals.

BABY MINDERS ('ONTHAALoudERS')

Baby minders are individual childcare professionals who are part of the recognized and subsidised Partena child care family network. They are situated in the centre of Ghent and its surrounding towns (Drongen, Gentbrugge, Laarne, Ledeberg, Merelbeke, Oostakker, Sint Amandsberg, Wondelgem, Zwijnaarde).

Together, these baby minders can accommodate the children in small groups. www.ugent.be/en/facilities/child

University child care centre

Kinderopvang Universiteit Gent – DSV
Campus Ufo – Sint-Pietersnieuwstraat 47, 9000 Gent
kinderopvang@ugent.be

Further information about child care in Ghent, schools, etc. can be found on the following webpage:

<http://www.ugent.be/en/living/family/children.htm>

FIRST AID

Accidents may happen, problems may occur. You may be confronted with health-related or personal problems, but also technical or safety problems or other kinds of situations that need acute or short-term solving.





Read this section carefully:
it contains the first steps towards
some solutions.



GHENT UNIVERSITY EMERGENCY CENTRE

This Centre reacts to technical incidents (power failure, damage to infrastructure, leakage, stuck elevators, etc.) safety and security incidents (fire, accident, aggression, theft, excessive noise etc.) in the university.

The Ghent University Emergency Centre is open 24/7 and is located at Home Vermeyleen (Stalhof 6).

- In case of an **emergency**, call 88 (via an internal Ghent University phone) or +32 9 264 88 88
- In case of a **non-emergency**, call +32 9 264 71 25
- Try to prepare your call by thinking of 'who, where, when, what and why'.

HEALTH MATTERS

GENERAL PRACTITIONERS (GP)

In the unhappy event of health problems, you can turn to the university's Medical Service for Students, where a group of GPs runs a practice for students. They are well-acquainted with the student's medical needs. Also for small surgery and gynaecological consultations students can make use of this service.

Consultations are held every working day: during the day an appointment is required, but in the evening there are consultations on a 'first come, first serve' basis. In case you have, please

take the labels from a local health fund or your insurance certificate with you to the consultation (see p. 85). In most cases however it will be sufficient to present your national ID number ('rijksregister-nummer'). This is the number which you can find on your electronic residence card.

Note: **the GPs are not available via e-mail** (neither for appointments, nor for diagnosis or prescriptions).

MEDICAL SERVICE

Campus Ufo, Rectoraat
Sint-Pietersnieuwstraat 25
T +32 9 264 70 20
www.ugent.be/medicalsevice

- Monday to Friday 09:00 – 17:00: by appointment online
- Monday to Thursday from 17:00 – 19:00: without appointment
- Urgent medical help at night, in weekends, during bank holidays: T +32 9 236 50 00 (central number on call City of Ghent)
- During holiday periods: www.ugent.be/medicalsevice

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

Students or staff can indeed also contact a general practitioner elsewhere in town. **It is recommended to consult a GP first instead of going immediately to a specialist or the emergency service of the hospital:**

- GPs are easier to reach.
- A GP will keep your medical history on file. This is important since information from previous medical examinations may be relevant to your present condition. It also means that the GP does not need to repeat medical tests or examinations you may already have had. This can save you a lot of money, time, and possible discomfort.
- With certain medical conditions, it is not always clear which specialist is most qualified. On your own, you might have to try several specialists before finding the right one, whereas a GP can quickly diagnose your problem and refer you to the proper specialist.

Information about sexual health / family planning:

SENSOA www.sensoa.be

PROOF OF REGISTRATION AT A LOCAL HEALTH FUND: LABELS / NATIONAL ID NUMBER ('RIJKSREGISTERNUMMER')

When you take out health insurance via a standard health care insurance company ('ziekenfonds/mutualiteit'), you will receive a page of detachable official address labels (e.g. necessary when medical samples are taken).

Please take your labels and/or national ID number (mentioned on your electronic residence card) with you every time you go to the pharmacy, a doctor, a hospital, or to the health insurance office. If you don't have proof of your registration at a local health insurance company with you, you will have to pay the full amount at the pharmacy. In this case, ask for the N704 form for reimbursement so that you can be reimbursed by the health insurance company.

If you need to go to hospital and you don't have proof of your registration at a health fund with you, you will get an invoice for the total cost. Don't pay it – simply bring it to the health insurance company, and they will take care of it (but you will have to pay some costs yourself). But beware: if you present yourself at the emergency room, you will be expected to pay immediately (a fee of ca. € 160). A possible reimbursement will only happen after the insurance company has received all invoices.

DENTISTS

Basic dental care costs are reimbursed up to a certain extent by the local health funds ('mutualiteiten').

Keep in mind that specialized dental care can be quite expensive. For further details about which dental care costs can be (partially) reimbursed, please check with your health insurance company. A list of all dentists in and around Ghent can be found in the Yellow Pages: www.goldenpages.be > Dentists > Gent or on the website www.tandarts.be

Dentists with weekend and night duty (emergency cases only):
T +32 903 399 69 (€ 1.50/min).

PHARMACIES

Medication and certain health products are available from a local pharmacy. A pharmacy supplies two kinds of medication: medication prepared by the pharmacist himself and medication which is industrially produced.

Pharmacies are subject to strict rules. For example, they are not allowed to supply certain medication without a medical prescription.

Medication on prescription cannot be delivered by a Belgian pharmacy on the basis of a prescription from abroad. You will need to go to a GP or hospital to ask for a new medical prescription.

Ask the GP and pharmacist for generic medication. Generic products are characteristically lower in price than those with brand names and sold in plain, cheap packaging.

Opening hours / urgencies:

Pharmacies are usually closed on Saturdays and Sundays. A limited number of pharmacists are on duty during the weekend and at night for patients in urgent need of medication.

In that case, however, an extra fee will be charged. A list of on-duty pharmacists is displayed at every (closed) pharmacy.

Pharmacies with weekend and night duty.

T +32 900 10 500 (€ 0.50/min).

or www.geowacht.be

T +32 903 922.48 (only between 22:00 and 09:00(€ 1,5/min).

A list of pharmacies can be found in the Yellow Pages www.goldenpages.be > Pharmacists > Gent

PSYCHOLOGICAL HELP

Students who are at odds with their studies because of personal distress and/or ineffective study habits can turn to the Student Counselling Office. Psychologists, well-acquainted with study problems or psychological problems that students may have, are available for counselling. In consultation with the student an appropriate treatment can be started or, when necessary, the student can be referred to a specialized psychologist for further therapy.

Student Counselling Office

Campus Ufo, Ufo – Sint-Pietersnieuwstraat 33

studieadvies@ugent.be – T +32 9 331 00 31

www.ugent.be/studentcounselling

Monday to Friday: 09:00 – 12:00 and from 13:00 – 17:00

For individual counselling it is recommended to make an appointment through the information desk or by phone.

For **urgent** psychological crisis situations:

- **CAW Crisis Centre:** T +32 9 265 04 90
- **Emergency service of the University Hospital:** T +32 9 332 50 24

Moving to a culturally different surrounding can cause temporary cultural astonishment or can even lead to a so-called 'culture shock'. The webpage below is giving an overview of the causes and symptoms and is aiming to reach you a helping hand in adapting to your new cultural environment.

http://en.erasm.us/erasmus-faq/advice/102-Culture_Shock

IMPORTANT TELEPHONE NUMBERS

We strongly recommend you to store the following life-saving telephone numbers in your mobile phone. Do not forget to add an ICE number (In Case of Emergency). A second or a third ICE number could also be useful (ICE2, ICE3).

- **112**
urgent medical assistance
(= European urgency number)
- **101**
police – urgent need
- **+ 32 9 266 61 11**
general phone number of the Ghent Police
- **+ 32 70 245 245**
Detox centre
- **ICE**
Who should be warned in case of emergency?





LANGUAGE SUPPORT – ACCULTURATION

LANGUAGE COURSES

No better way to explore the Flemish culture than by learning the local language: Dutch. By doing so, you will join more than 23 million Dutch-speaking people all over the world.

The University Language Centre (UCT) offers excellent Dutch courses at various levels. It also organizes language courses in 8 other modern European languages, as well as Arabic, Turkish, Flemish Sign Language and Latin. The Language Centre guarantees high-quality University language education by experienced teachers. The courses are a combination of class sessions and self-study. Most levels start at the beginning of each semester. Students pay reduced fees (more or less half of the price). For more information such as prices and schedules, we refer you to the UCT website: www.uct.ugent.be Please keep in mind that payment is only possible with bank or credit card or via bank transfer.

LANGUAGE SUPPORT

The official language of instruction at Ghent University is Dutch. However, a number of master courses are taught in English. If you feel insecure about your knowledge of English or Dutch, you can turn to the University Language Centre (UCT) for a wide range of courses of academic language skills, both in English and in Dutch. For certain Dutch and English courses, ECTS credits can be obtained by certain groups of students, including PhD-students (when included in their Learning Agreement). Students who are on an exchange within the framework of a bilateral agreement are entitled to a reduction when they register for a Dutch course at the UCT.

University Language Centre

Campus Ufo, Ufo – Sint-Pietersnieuwstraat 33 uct@ugent.be

T +32 9 264 36 81

Info and opening hours: www.uct.ugent.be

LOW COUNTRIES STUDIES

Low Countries Studies is a post-academic acculturation programme for both exchange students and international degree students as well as international researchers and staff wanting to learn more about Flanders, Belgium and the Netherlands. The students get a broad overview of various aspects of Flemish society (language, art and culture, history, politics, the media, the Flemish landscape, town and country planning, ethics, etc ...) and everyday customs in Flanders. The programme consists of a series of 12 lectures in English and a number of extra activities.

If you have a valid Ghent University student card, the programme is free, but you still need to register officially. Researchers and personnel without a student card need to take out a general Ghent University student registration. This costs about 234,10 EUR (annually adjusted).

The Low Countries Studies programme does not lead to a degree, only to a certificate. The programme is not a full-time degree programme and cannot be used to gain access to university studies. If you are a student, you need to follow it as an additional programme. Since this is a post-academic programme, there are no ECTS credits to be obtained. The programme starts in the second semester (February – end of May). From mid-November you can find all necessary information as well as the procedure of registration on the website: www.ugent.be/lw/lcs

LIVING IN GHENT

If you want to know more about daily life in Ghent, we refer you to the following web pages: www.ugent.be/en/living

'Code of Good Practice: Living together as a Ghent University community" Ghent University distinguishes itself as a socially committed and pluralistic university in a broad international perspective. However, living, studying and conducting research might be different in a foreign country. We therefore offer some guidance which may be useful to make you feel more at home at Ghent University and in Ghent through our leaflet 'Living together as a Ghent University community – a code of good practice'(PDF) which can be downloaded from this webpage: www.ugent.be/en/living/everyday/conduct.htm

Act like a local: Here are some useful hints and survival guidelines about local behaviour. Some are typically Belgian, some are truly 'Ghentish'.

<http://www.use-it.be/ghent/> : Information for young tourists including tips and tricks on how to act as a local in Ghent.

'How to ... ' **instructional videos:** short videos from the Ghent University YouTube Channel for tips on daily life at the university and in Ghent: www.ugent.be/en/living/how-to-videos/how-to.htm





ACADEMIC SUPPORT

THE ACADEMIC YEAR – EXAMINATION PERIODS – ECTS

The academic year at Ghent University is divided into two semesters. The first Semester ends by the end of December, and is followed by examinations in January-February (4 weeks, starting after the winter break). The exams of the second semester are held in June (5 weeks).

ECTS

Ghent University has adopted the European Credit Transfer System (ECTS). The number of ECTS credits per course unit can be found in the course catalogue. 1 ECTS credit equals 25–30 hours of study. A complete year of study in Belgium is normally 60 ECTS. The number of ECTS credits assigned to a course unit is not related to the number of class hours. The credits give an indication of the total number of hours you are expected to spend on the course unit (including preparing for and attending classes, practical or lab work, reading books, writing papers, studying for tests and exams, etc). The number of contact hours you have in class depends on the nature of the course unit. For questions on specific course units and the ECTS credits allocated to them, you contact the FCI Administrator (see p. 113) of the faculty concerned.

EXAMINATION PERIODS

Examinations are held in January and June. A course unit must be fully completed before an exam can take place. However, full-year course units take longer than only one semester. Examinations for these courses always take place in June.

At the end of August / beginning of September a second examination period is organized. Students can use this period to retake (failed) courses from both the first and the second semester.

Examinations can be oral and/or written. This is clearly described in the ECTS course specifications in the Ghent University course catalogue of the current academic year:

<https://studiegids.ugent.be/2017/EN/>

Grades received for practical exercises and the results of written and oral tests during the year may also be taken into account for the final result, as part of a system of permanent evaluation. For each course unit the evaluation/examination method is indicated in the course catalogue, as well as the minimum requirements for awarding credit points.

Ghent University uses a grading system of 0–20 with intervals of 1 point. No half points are used. 10 to 20 are the passing marks, 0 to 9 are failing marks.

For more information on the academic system in the Education and Examination Code please check p. 32.

Grades obtained at Ghent University need to be converted to the grading scale of the sending institution. Ghent University fully supports grade conversion as stipulated in the 2015 ECTS users' guide.

The grade distribution, needed for such a conversion, is mentioned on the Transcript of Records. It is up to the sending institution to use this information for a fair conversion of grades obtained at Ghent.

ACADEMIC CALENDAR – HOLIDAY PERIODS – CLOSING DAYS

The academic year 2017–2018 starts on Monday 25 September 2017 and ends on 23 September 2018. The year is divided into two terms (semesters).

The first semester ends on 11 February 2018. The second semester starts on 12 February 2018. The academic year 2018–2019 will start on 24 September 2018.

For specific course details, consult your class schedule/ time table via the faculty website www.ugent.be/en/education/degree/practical/studentadmin/infoFSA/timetables.htm

There are several **holiday** (s/periods):

- Winter break/ Christmas recess: 25/12/2017–06/01/2018
- Inter-semesteral recess: 05/02/2018–10/02/2018
- Easter recess: 02/04/2018–14/04/2018

- Summer vacation: 09/07/2018–18/08/2018

and/or days on which the **university is closed and lessons suspended:**

- Wed 01/11/2017 (All Saints)
- Thu 02/11/2017 – Fri 03/11/2017 (All Souls)
- Sat 11/11/2017 (Armistice Day)
- Wed 15/11/2017 (King's Day)
- Mon 25/12/2017 – Mon 01/01/2018 (Christmas recess)
- Fri 23/03/2018 (Dies Natalis)
- Mon 02/04/2018 (Easter Monday)
- Tue 01/05/2018 (Labour Day)
- Thu 10/05/2018 – Fri 11/05/2018 (Ascension)
- Mon 21/05/2018 (Whit Monday)
- Wed 11/07/2018 (Flemish National Day)
- Mon 16/07/2018 – Sat 21/07/2018 (Ghent Festival)
- Wed 15/08/2018 (Assumption)

The university services are closed during the Ghent Festival ('Gentse Feesten'). Also, many Ghent University staff take their yearly holiday leave during the months of July and August.

More info about the academic calendar: <http://www.ugent.be/en/education/degree/practical/studentadmin/academiccalendar/academiccalendar2017-2018.htm>



STUDENT COUNSELLING SERVICE

STUDENT COUNSELLING OFFICE

The Counselling Office offers:

- **Study career counselling:**

For each step or problem in a student's study career, a team of advisers is available to talk about study matters and study choices. Information and counselling on the curricula, the foreknowledge and the aptitudes required, examination regulations, switch-over possibilities, bridging courses, etc

- **Study problems and study skills:**

A psychologist is available to guide students in finding the appropriate study attitude and functional study skills. Students are helped to remedy problematic matters as lack of concentration, study planning and time management, problems with writing a paper or dissertation, declining motivation, procrastination, ... Each semester workshops on study skills and related topics are organized in small groups (in Dutch). Booking is necessary.

- **Personal / psychological problems:**

A psychologist is available for confidential counselling for students who cope with study problems because of personal distress; (pre)exam nerves, strain, fear of failure, relational problems, self-assertion, home sickness, depression, ... For individual counselling it is strongly recommended to make an appointment. Yearly workshops in small groups are organized about how to deal with fear of failure (in Dutch). Booking is necessary.

- **Information on master and postgraduate programmes and PhD**

– Career guidance:

Final-year or graduated students, in transition from study to work, are offered a helping hand with professional advice in finding their way on the labour market in Belgium as well as in other European member states.

Student Counselling Office

Campus Ufo, Ufo – Sint-Pietersnieuwstraat 33

studieadvies@ugent.be – T +32 9 331 00 31

www.ugent.be/studentcounselling

Monday to Friday: 09:00 – 12:00 and from 13:00 – 17:00

Free entrance, for individual counselling it is recommended to make an appointment through the information desk or by phone. You find all information about the workshops (in Dutch) on the web (content, application instructions etc..). **All the services are free.**

STUDENT COUNSELLING SERVICE

In their faculty (see p. 108) students can call on the Monitoring Service for guidance and support particularly related to their chosen study programme.

Student counsellors and learning path counsellors are available for individual advice and guidance concerning specific study choices or matters particularly related to the chosen study or to talk about possible re-orientation.

www.ugent.be/en/teaching/studysupport/monitoring/overview.htm

OFFICE STUDENT & DISABILITY

Students with special needs should not hesitate to contact the office for assistance for disabled students. This office acts as an intermediary between disabled students, staff and fellow students concerning study and examination facilities, transport, accommodation, software support, etc. Disabled students can rely on the co-operative effort of this service, the Students Social Service and the Student Counselling Office, which work together to offer material, technical and social assistance.

Office Student & Disability

Home Vermeylen (ground floor), Stalhof 6, 9000 Gent
T +32 9 264 72 66 – www.ugent.be/functiebeperving

Always by appointment

Contact person: Ms Ruth Cnockaert

ruth.cnockaert@ugent.be – T +32 9 264 72 69



DOCTORAL SCHOOLS

The faculty grants admission to the PhD and, upon successful defence of the PhD dissertation, awards the PhD degree. PhD students are supported by their supervisors, who provide individual research coaching, as well as by the Doctoral Schools, which offer training in research.

There are five Doctoral Schools, all of which have a specific research focus:

- Arts, Humanities and Law
- Social and Behavioural Sciences
- Natural Sciences
- (Bioscience) Engineering
- Life Sciences and Medicine

All incoming PhD students enrolled at Ghent University automatically become a member of the Doctoral School of their choice. Registering for a Doctoral School offers some rewarding and interesting opportunities:

- The Doctoral Schools offer first class courses both within and beyond PhD students' immediate field of research. They complement research-related activities with relevant skills training.
- The Doctoral Schools furthermore organise cutting-edge guest lectures and information sessions, as well as several career events.

Detailed information (contact details, announcements of information sessions, etc.) can be found on the website of the Doctoral Schools: www.ugent.be/doctoralschools/en

When registering for the 'Infosite Doctoral Schools' on Minerva, PhD students will receive a monthly newsletter, in which all courses, activities and events of the Doctoral Schools are announced.



YOUR FACULTY





Ghent University's eleven faculties are composed of more than 130 departments in total. These departments offer high-quality courses in all scientific disciplines, each inspired by innovative research. over 41,000 students – 11 faculties – 9,000 staff members (excl. University Hospital Staff)

- Arts and Philosophy	4,646 students
- Law	3,694 students
- Sciences	2,742 students
- Medicine and Health Sciences	7,706 students
- Engineering and Architecture	5,208 students
- Economics and Business Administration	6,054 students
- Veterinary Medicine	1,935 students
- Psychology and Educational Sciences	4,323 students
- Bioscience Engineering	2,792 students
- Pharmaceutical Sciences	1,085 students
- Political and Social Sciences	1,913 students

Ghent University, abbreviated as **UGent**, is one of the major universities in the Dutch-speaking region of Europe. It distinguishes itself as a socially committed and pluralistic university in a broad international perspective.

Ghent University's international image is reflected in the basic facts and figures and Ghent University's attitude to and position in the major rankings.

More information: www.ugent.be/en/ghentuniv

LECTURES: WHERE?

For specific course details and location, check out your class timetable/schedule via your faculty's website. Faculty activities may take place at different locations, which are not necessarily on the official address of the faculty.

EXAMINATIONS SCHEDULES

All students are automatically registered for both examination periods by way of their enrolment.

Examination schedules are posted by the faculties on the public notice boards and/or sent out in electronic format.



FACULTY INTERNATIONAL OFFICES

Each faculty has a Committee for Internationalisation (FCI). The **FCI-administrator of your faculty** will be able to help you with most of your questions about academic matters (courses, exams, transcripts, professors, faculty regulations, deadlines, etc.).

FACULTY ADDRESSES



Campus Boekentoren
Blandijnberg 2, office 041
Ms Carine Focquaert
carine.focquaert@ugent.be – T +32 9 264 40 03
www.flw.ugent.be



Campus Aula
Campus Aula – Voldersstraat 3 – first floor
Universiteitstraat 4 (postal)
Ms Sofie Cuypers, Mr Ruben Van Bogaert
iro.law@ugent.be – T +32 9 264 67 28 / +32 9 264 67 76
www.law.ugent.be



Campus Sterre, S2
Krijgslaan 281 – 3rd floor
Ms Regine Coolen, Ms Anja Sandrap
international.sci@ugent.be
T +32 9 264 50 43 / +32 9 264 50 52
www.ugent.be/we



- Campus UZ Gent, 3K3 – De Pintelaan 185
- Rehabilitation Sciences and Physiotherapy
Campus UZ Gent, 2B3 – De Pintelaan 185
- Dept. of Movement and Sports Sciences HILO
Campus Dunant – Watersportlaan 2

Contact:

Campus UZ Gent, 3K3 – De Pintelaan 185
internationalisation.ge@ugent.be
Ms Astrid Delbeke, Ms Benedicte Desmedt
T +32 9 332 19 16 / +32 9 332 54 43

www.ugent.be/ge

- Campus Boekentoren
Jozef Plateaustraat 22, office 18.01.100.030
- Campus Schoonmeersen (Applied Engineering Sciences)
Valentin Vaerwyckweg 1 / Voskenslaan 270, building C
- Campus Kortrijk (Applied Engineering Sciences) Graaf Karel de
Goedelaan 5, 8500 Kortrijk

Contact:

Campus Boekentoren – Jozef Plateaustraat 22
office 18.01.100.030

internationalplateau.ea@ugent.be

Ms Ann Vanoutryve, Ms Annelies Vermeir

T +32 9 264 37 35 / +32 9 264 36 99

www.ugent.be/ea

Campus Tweekerken

Tweekerkenstraat 2

Ms Elke De Vidts, Ms Veronique L'Ecluse, Mr Nick Provoost

int.feb@ugent.be

T +32 9 264 34 32 / +32 9 264 33 03 / +32 9 264 33 04

www.ugent.be/eb



Campus Merelbeke

Salisburylaan 133, 9820 Merelbeke

Mr Pieter Pauwels

internatvetmed@ugent.be – T +32 9 264 77 72

www.ugent.be/di



Campus Dunant

Henri Dunantlaan 2

Ms Marisa Montero Perez

international.pp@ugent.be – T +32 9 264 91 33

www.ugent.be/pp



- Campus Coupure - Coupure Links 653, office A0.006
- Campus Schoonmeersen (Applied Biosciences) – Valentin Vaerwyckweg 1 / Voskenslaan 270, building C
- Campus Kortrijk (Industrial Biological Sciences) – Graaf Karel de Goedelaan 5, 8500 Kortrijk

Contact:

Campus Coupure - Coupure Links 653, office A0.006

International Information Desk

students.itc@ugent.be – T +32 9 264 61 00

www.ugent.be/bw



Campus Heymans

Ottergemsesteenweg 460

Ms Tamara NachtegaeI, Ms Annelies Van Hoeck

fsa.fw@ugent.be – T +32 9 264 80 32 / +32 9 264 80 83

www.ugent.be/fw



Campus Aula

Universiteitstraat 8

Ms Hilde Van Peteghem, Mr Dries Ledoux

rio.psw@ugent.be – T +32 9 264 97 36 / +32 9 264 97 75

www.ugent.be/ps

LEISURE





SPORTS

Ghent University boasts a fully-equipped sports centre, with three large halls for indoor activities, a dojo (a hall especially designed to practise martial arts), two conference rooms, a 25 meter swimming pool, an instruction pool, two saunas, etc.

The university also offers individual supporting services and counselling for students who are actively involved in top-class sports. Special attention is also devoted to sports for disabled students.

The centre is located alongside the '[Watersportbaan](#)' (rowing track), close to the Flanders Sports Arena, both the scene of several international meetings. It is situated in the neighbourhood of the '[Blaarmeersen](#)' (municipal sports and recreational area).

Some of the sports that can be pursued are: aerobics, aikido, aqua gym, badminton, basketball, diving, BBB, , handball, hockey, jazz dance, jogging in group, judo, karate, kayaking, funrobics, mini-football and five-a-side football, body & mind, rugby, sailing, swimming, table tennis, tennis, volleyball, water polo, yoga.

[Looking for another sports discipline?](#)

The GUSB will be happy to refer you to one of the many sports clubs in Ghent and its surroundings.

GHENT UNIVERSITY SPORTS CENTRE (GUSB)

Campus Dunant – Watersportlaan 3
sport@ugent.be – T +32 9 264 63 14
www.ugent.be/en/facilities/sport

- Administration office: Monday to Friday: 08:45 – 17:45
- Sports halls: Monday to Friday: 09:00 – 23:00 (25/09/2017 – 30/04/2018) (in January halls close at 22:00) or from 09:00 – 22:00 (01/05/2018 – 21/09/2018)
- Saturday: 09:00 – 12:00 and from 13:30 – 17:30
- Sunday: 08:30 – 12:30
- Swimming pool, opening hours on website.

HOGENT SPORTS CENTRE

Campus Schoonmeersen – Sint-Denijslaan 251
sport@hogent.be – T +32 9 243 37 50
www.hogent.be/en/student/health-sports

- Monday to Friday: 08:00 – 23:00
- Saturday: 09:00 – 18:30

SPORTS INFORMATION CENTRE OF THE CITY OF GHENT

Sportdienst, Zuiderlaan 13, 9000 Gent
sportdienst@stad.gent
T + 32 9 266 80 00 – F + 32 9 266 80 10
www.stad.gent/sport



STUDENT LIFE

STUDENT ACTIVITIES AND SOCIETIES

One of the best ways to get a feel of the place is to become involved in student activities, perhaps by joining one of the several dozen student societies. There are cultural groups (a theatre group also playing in other languages, photography class, painting class, orchestras, ...), workgroups on social and scientific issues, political and philosophical groups, specific international students' associations, a home council for students living in the Home Kantienberg and a special Erasmus Student Network.

More information about all of these can be obtained from the Student House (Studentenhuis De Thermanal, Campus Tweekerken, Hoveniersberg 24, 9000 Gent, T +32 9 264 70 85), which has leaflets giving full details of student societies – website: <http://student.ugent.be>.

A list of all [Ghent University student societies](http://student.ugent.be/konventen/alle.php) can be found here: <http://student.ugent.be/konventen/alle.php>

ERASMUS STUDENT NETWORK GENT (ESN GENT)

Erasmus Student Network (ESN)

In 1989 the Erasmus Bureau invited 32 former Erasmus Students for an evaluation meeting in Gent, Belgium. This meeting was a starting point for Erasmus Student Network. The problems that became obvious in the evaluation were the main tasks for the founders of ESN to work on. Behind all this stood the idea of “students helping students”, which is still the most important motto of ESN volunteers.

The year 1990 marks the birth year of ESN Gent. Now it is one of the 521 ESN sections across 39 countries in Europe. ESN is considered to be one of the biggest volunteer and student organizations in Europe with over 13.600 volunteers and students whom dedicate their time to service over 180.000 international students a year on a voluntary basis.


The mission of ESN Gent is to help all incoming international and exchange students and to make their stay in Ghent as pleasant as possible. In particular ESN Gent provides international and exchange students with local buddies. If you want to have a local buddy you can register for the buddy program via the ESN Gent website (<http://esn Gent.org/buddies/>). Once you have your buddy appointed he or she can give you valuable advice concerning all your preparations, show you around in Gent once you arrive and help you integrate in the city during your stay.

Joining ESN is a crucial step towards an unforgettable study period in Ghent, including social, cultural and sport activities as

well as international weekend trips to Amsterdam, Paris, Berlin and many more. Joining ESN Gent is an excellent way to become integrated in the student life of Ghent and to get to know both local and international students.

If you would like to be able to participate in amazing ESN events, and to have free entrance to all ESN parties, just buy an ESN membership Card which costs only € 8 during the Welcome Days and the Welcome Week. With ESN Card you will be able to participate in ESN events and you will have a lot of useful discounts in Ghent and all over the globe!

Find more information about the ESN Card on <http://esncard.org>! You will be able to buy your ESN Card during the Welcome Days or at any time in ESN Gent office!

If you want to be up-to-date with ESN oncoming activities or meet up other international and exchange students in Ghent you can join the ESN Gent 2017–2018 group on Facebook. In order to receive all information about discounts and events like  ESN facebook page <https://www.facebook.com/esn.gent>. Once the new semester starts you will also have the option to sign up for ESN weekly e-mail.

See you very soon!

ESN Office

Campus Tweekerken, Thermanal – Hoveniersberg 24

www.esngent.org – esn.gent@gmail.com

Tuesday – Thursday: 19:00 – 21:00

 Find us on facebook as ESN Gent

General ESN Gent page: www.facebook.com/esn.gent

International Students Association Gent (ISAG)

Association of international students of Ghent University.

The main purpose is to promote the unity and intercultural exchange between the students, by organizing social and cultural activities, trips in Belgium and the neighbouring countries, sport activities, ... isag@student.ugent.be – <http://student.ugent.be/isag>

Chinese Students Association Gent (ChiSAG)

The association of Chinese students in Ghent.

<http://student.ugent.be/chisag>

Vietnamese Students Association Gent (VinaSAG)

The association of Vietnamese students in Ghent.

<http://student.ugent.be/vinasag>

Students' Welcome Club (SWC)

Association of international students of Ghent University. The main purpose is to promote the unity and intercultural exchange between the students, by organizing social and cultural activities, trips in Belgium and the neighbouring countries, sport activities, ... OBSG, Kortrijksesteenweg 536, 9000 Gent – swcgent@yahoo.com

AIESEC

International student organization. www.aiesec.be

Tomo No Kai

Student organization that promotes Japanese culture and language. www.tomonokai.be

OTHER GHEENT UNIVERSITY STUDENT SOCIETIES:

Schamper

The student newspaper "Schamper" carries news about goings-on in and around the university. You can find its monthly magazine in different university buildings. Only in Dutch.
schamper@schamper.ugent.be – www.schamper.ugent.be

Verkeerd Geparkeerd

Organisation for gay and lesbian students at Ghent University.
info@verkeerdgeparkeerd.be – www.verkeerdgeparkeerd.be

Schildersatelier

Organisation for student painters at Ghent University.
schilder@student.ugent.be – <http://student.ugent.be/schilder>

Studentenfanfare Ghendt

The Ghent University student brass band.
sf@fkserv.ugent.be – <http://www.sfgghendt.be>

Fotoklas

The organisation for student photographers at Ghent University.
fotoklas.UGent@gmail.com – <http://student.ugent.be/fotoklas>

Ghent University Choir

The Ghent University student choir.
guk@student.ugent.be – <http://student.ugent.be/guk>

Ghent University Symphony Orchestra

The Ghent University student symphonic orchestra. Weekly repetitions and a semestral internship to prepare for the GUSO concerts. Even if you're not an active music player, GUSO will be happy to welcome you at one of the concerts.

info@guso.be – www.guso.be

Ghent University Harmonic Orchestra

The Ghent University student harmonic orchestra.
Weekly repetitions and a semestral internship to prepare for the GUHO concerts. Even if you're not an active music player, GUHO will be happy to welcome you at one of the concerts.

guho@student.ugent.be – <http://www.guho.be>

Urgent.fm Student Radio

The Ghent University Student Radio.
contact@urgent.fm – www.urgent.fm

Studentenpastoraal Gent

GPS is a catholic student association run by students for students. They organize social, cultural or religious activities.

gps.adfundum@gmail.com – <http://student.ugent.be/gps>

Matrak

The Ghent University Student Theatre.

matrak_theater@hotmail.com – www.student.ugent.be/matrak

Ghent University Dance Club

Ballroom- and Latin dance, Salsa and Swing.

info@gudc.be – www.gudc.be

Minos

Student Association looking at the European Union. They organize activities concerning contemporary problems the EU and their member states have to face with. They are politically non-aligned and welcome each student interested in European politics.

info@minosgent.eu – <http://minosgent.eu>

Every study also has its own study-bound association. They will welcome you at their activities. [You can find an overview of all the existing study-bound associations](#) at www.fkgent.be – the website of the FaculteitenKonvent (FK), that overarches these associations.



STAY INFORMED

Don't miss out on the broad range of cultural and social events that Ghent University offers students and staff each year:

<http://www.ugent.be/en/facilities/leisure>

Keeping up to date with all that happens in and around the university is made easier through various information sessions, publications and newsletters. <http://www.ugent.be/en/news>

MUSIC, DANCE AND DRAMA CLASSES

Interested in taking music, dance or drama classes yourself? The [Academy of Music, Word and Drama](#) offers courses on all levels and with a wide choice of options! This academy is located in the historic city centre of Ghent and is looking forward to welcome you!

This is a place where artists are born. The first real steps in the world of music are a true miracle, for adults and children alike. The first notes are amazing, the first steps of a dancer or a first play will open a whole new world! You can't imitate this.

But it goes even further, if you have the courage to pull through. The possibilities in the world of amateur arts are endless and some students even make it into higher arts education. The Academy of Music, Word and Drama is looking forward to be a source of inspiration, punch and perseverance for all of its students!

Become a student of [DKO Pantha Rei](#) and immerse yourself in a world of music, drama and dance...

All practical information is available on the website

www.muzyiek-academie.be

You are equally welcome on the following address:

DKO Pantha Rei – Academy of Music, Word and Dance

Poel 17, 9000 Gent

GHENT / PROVINCE OF EAST FLANDERS

Last but not least a word about the terrific and lively city you are studying in.

Ghent is a great city to be a student; at present days Ghent is even the biggest student town in Flanders attracting more than 74,000 students. It is a pleasant and lively city; cosy corners alternate with pleasant and busy shopping streets.

What's more, it is also a strong cultural attraction pole with important music and film festivals, as well as a variegated theatre and performance scene. The University campus is spread all over the city, which enlivens the atmosphere.

In the 16th century Ghent was one of the most powerful cities in north western Europe. The city centre still breathes history and sociability. Nowadays it is the capital of the Province of East Flanders (part of the Dutch-speaking community) and the lively core of a large area (population approximately 250,000).

Situated at the intersection of 2 European traffic arteries (E17 and E40), Ghent is very easy to reach by car as well as by train; the seaside or Brussels and Antwerp are only half an hour away. Other cities like Paris, London, Amsterdam and Köln are within reach for a one-day city trip.

Curious to learn more about the city of Ghent and the Province of East Flanders? Check out one of the websites below:

- website of the City of Ghent (in four languages): www.visitgent.be
- website of Use-It: www.use-it.be
- website of the Province of East Flanders: www.tov.be

STUDENT IN GHEENT: "INSANELY SMART"

The 'student officer' of the City of Ghent acts as an intermediary between students, the institutions of higher education in Ghent and the city government. He/she functions as the ambassador of students in the city government, monitors current initiatives for and by students and encourages new ones.

The student officer can be reached by email on the following address: studentenambtenaar@stad.gent. Website for students in Ghent <https://stad.gent/internationalstudent> (switch to the English version!)

Gentinfo is the central point of contact for information about the city council and the city. You can reach them via:
T 09 210 10 10 or e-mail: gentinfo@stad.gent

Follow us on Facebook:

<https://www.facebook.com/internationalstudentingent/>

**The next big thing
will be a lot of small things**





ngs.

ADDENDUM

LEAVING GHENT UNIVERSITY

DEPARTURE CHECKLIST

INTERNATIONAL DEGREE STUDENT

- Inform the Central Student Administration of your [address abroad](#) (for the purpose of sending your diploma,...) or formally stop your studies.
- [Deregistration process](#): inform the Migration Office of the City of Ghent or your host town that you are leaving (use the form provided online and hand in your residence permit).
stad.gent/burgerzaken/niet-belgen/verblijf-inschrijving/internationale-studenten/international-students-departure-belgium
- If applicable, inform your [health insurance](#) well in advance that you are leaving the country.
- In the event of private accommodation, contact your landlord to [terminate your housing contract](#). If applicable, arrange for your deposit to be refunded. Do this well in advance and check your contract.
- Make or confirm your [travel plans](#). Check regulations on bringing belongings to your home country. You are advised to insure your luggage before your journey and label it clearly. Check your luggage weight against your airline's allowances.
- Inform [other contacts/institutions](#) that you are leaving (for example: terminate phone/internet connection). Check your contract for the period of notice.

- Do not forget to close your **bank account**.
- Make sure all **library books** are returned.
- Visit your **faculty or programme coordinator** and make sure that you have fulfilled all the obligations relating to your stay, and that you have received all relevant information and documents.
- Register with the university's or faculty's **Alumni Office**.
- Sell the belongings you won't take home with you at ESN Gent Second Hand Market or other platforms.

You might want to get a souvenir from the
Ghent University shop: www.shop.ugent.be

Points of sale:

- Het Pand, Onderbergen 1
T +32 9 264 83 05
- Campus Ufo, Rectoraat, Sint-Pietersnieuwstraat 25
T +32 9 264 30 67
- Acco, Sint-Kwintensberg 87

DEPARTURE CHECKLIST

INTERNATIONAL PHD STUDENT

- Inform the Central Student Administration of your [address abroad](#) (for the purpose of sending your diploma,...) or formally stop your studies.
- [Deregistration process](#): inform the Migration Office of the City of Ghent or your host town that you are leaving (use the form provided online and hand in your residence permit).
<https://stad.gent/burgerzaken/niet-belgen/verblijf-inschrijving/internationale-studenten/international-students-departure-belgium>
- If applicable, inform your [health insurance](#) well in advance that you are leaving the country.
- In the event of private accommodation, contact your landlord to [terminate your housing contract](#). If applicable, arrange for your deposit to be refunded. Do this well in advance and check your contract.
- Make or confirm your [travel plans](#). Check regulations on bringing belongings to your home country. You are advised to insure your luggage before your journey and label it clearly. Check your luggage weight against your airline's allowances.

- Inform [other contacts/institutions](#) that you are leaving (for example: terminate phone/internet connection). Check your contract for the period of notice.
- Do not forget to close your [bank account](#).
- Make sure all [library books](#) are returned.
- Visit your [PhD supervisor and/or department](#) and make sure that you have fulfilled all the obligations relating to your stay, and that you have received all relevant information and documents.
- Register with the university's or faculty's [Alumni Office](#).
- Sell the belongings you won't take home with you at ESN Gent Second Hand Market or other platforms.
- You might want to get a souvenir from the [Ghent University shop](#): www.shop.ugent.be

DEPARTURE CHECKLIST

EXCHANGE STUDENT

- If applicable, check out the information on [prolongation of your stay as an exchange student](http://www.ugent.be/en/education/exchange/administration-exchange/prolongation.htm) at Ghent University.
<http://www.ugent.be/en/education/exchange/administration-exchange/prolongation.htm>
- **Deregistration process:** inform the Migration Office of the City of Ghent or your host town that you are leaving (use the form provided online and hand in your residence permit).
<https://stad.gent/burgerzaken/niet-belgen/verblijf-inschrijving/internationale-studenten/international-students-departure-belgium>
- If applicable, inform your **health insurance** well in advance that you are leaving the country.
- In the event of private accommodation, contact your landlord to **terminate your housing contract**. If applicable, arrange for your deposit to be refunded. Do this well in advance and check your contract.
- Make or confirm your **travel plans**. Check regulations on bringing belongings to your home country. You are advised to insure your luggage before your journey and label it clearly. Check your luggage weight against your airline's allowances.

- Inform [other contacts/institutions](#) that you are leaving (for example: terminate phone/internet connection). Check your contract for the period of notice.
- Do not forget to close your [bank account](#).
- Make sure all [library books](#) are returned.
- Visit your [Faculty Student Administration](#) or [FCI administrator](#) to obtain an official document that proves your presence at Ghent University. The result of your exams, work, thesis,... (your Transcript of Records) can also be obtained at the faculty. Normally, the Faculty Student Administration or FCI administrator will send your results directly to your university.
- Sell the belongings you won't take home with you at ESN Gent Second Hand Market or other platforms.
- You might want to get a souvenir from the [Ghent University shop](#): www.shop.ugent.be

SOME USEFUL WORDS AND PHRASES IN DUTCH





GREETINGS

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

BASIS 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 from ... to ...?	Kan ik een taxi reserveren van naar ?
Could you show me the way to ... ?	Weet u de weg naar ?
What's the time?	Hoe laat is het?

PLACES

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

FOOD AND DRINKS

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

PERSONAL DATA

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





Department of Educational Policy, International Relations Office

Het Pand, Onderbergen 1

July 2017

Photography by Christophe Vander Eecken, Hilde Christiaens

In case of emergencies on university grounds contact
the Ghent University Emergency Centre:

88 (from an internal Ghent University phone) OR
+32 9 264 88 88 (external calls)

Urgent medical assistance: call **112**

Police, urgent need: call **101**

INTERNATIONAL STUDENT SUPPORT

Het Pand, Onderbergen 1,
right side entrance, 1st floor, room 110.020
www.ugent.be/irostudentsupport
Monday – Tuesday - Thursday: 13:30 – 16:30
or by appointment

EXCHANGE STUDENT ADVISORS

Ms Stephanie Vancoillie, Ms Laila Boulyou
studentsin@ugent.be
T +32 9 264 70 06 / +32 9 264 30 24

INTERNATIONAL STUDENT ADVISOR (DEGREE AND PHD STUDENTS)

Ms Charlotte Moulin
charlotte.moulin@ugent.be
T +32 9 264 70 07

2017–2018