

odisee

## Survival Guide

How to get through your exchange successfully?

International students @odisee  
Academic year 2016-2017

Dear student

*Welcome to Odisee!*

You decided to go on an exchange, i.e. a very important choice in your life. This decision offers you the perfect opportunity to acquire international and intercultural talents, which is an added value in order to further develop your personal and professional life.

An exchange is also a once in a lifetime experience, so we advise you to get the most out of this unique period. Seize the opportunity to participate in as much curricular and extra-curricular activities as possible. Try to do a bicycle tour, go hiking in the Ardennes, visit the Art Nouveau in Brussels, take a canal tour in Bruges, and visit the cathedral in Antwerp and Ghent or walk along the river Schelde. Eat a Belgian waffle, 'Gentse waterzooi' or 'hutsepot'. Taste each type of bread you can get and if you have a sweet tooth, try our pastries!

But most importantly, talk to people about whatever is interesting. Your ability to meet people, communicate, make friends, absorb the learning material, interest yourself for the 'Flemish' culture, visit interesting places and gatherings, take initiative, ... : all this will contribute to a great time in Odisee and in our country.

We, from our side, will do our best to support you in all possible ways to make your exchange into a success. This brochure is the first of many services we offer to our students. It contains all sorts of important information and we hope it will help you to find your way around.

Any questions? Don't hesitate to contact us, we are more than happy to help.

Bart Hempen, Coordinator Internationalization

Anneleen De Ridder, Frauke Velghe, Stefanie Derks – International Relations Office Brussels

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# 1. Odisee

## 1.1. What is Odisee?

The University College Odisee has six campuses that widely spread over Flanders (Brussels, Ghent, Aalst and Sint-Niklaas) but work together towards a joint future.

### Aalst



### Brussel



### Gent



### Sint-Niklaas



Different campuses:

- **Campus Brussel** Warmoesberg 26, 1000 Brussels
- **Campus Parnas** Stationsstraat 301, 1700 Dilbeek
- **Campus HIG** Huart Hamoiriaan 136, 1030 Brussels
- **Technologiecampus** Gebroeders De Smetstraat 1, 9000 Ghent
- **Campus Dirk Martens** Kwalestraat 154, 9320 Aalst
- **Campus Waas** Hospitaalstraat 23 9100 Sint-Niklaas

The campus that you will be staying in the most is Campus Brussels. Brussels, the capital of Belgium, is a city with many faces and a strong international character. In Belgium we speak 3 languages: Dutch, French and German. Dutch is spoken in the northern part of Belgium, called

Flanders. French is spoken in Wallonia, the southern part of Belgium. German is only spoken by a limited number of people, who live close to the German border. The Brussels Capital Region is a bilingual enclave, where people speak Dutch and French. Odisee, however, is a Flemish university college which means that we receive subsidies from the Flemish government to organize courses for students in Dutch. Besides that we do offer English-taught programmes for incoming students.



### 1.2. What does Odisee offer?

We have approximately 10 000 students in our professional bachelor programmes in different fields of study:

- Business Studies
- Industrial sciences and Technology - Biotechnics
- Health Care
- Education (Teacher Training)
- Social and Community Work



### 1.3. What does KULeuven have to do with Odisee?

Odisee is part of the association KULeuven, a network linking 12 university colleges across Flanders and Brussels with the KU Leuven, the oldest and one of the biggest universities in Belgium. The different members of the association exchange expertise and pool resources, which enables them to improve the quality of their teaching and research and which puts them in a prominent and influential position in Flemish and European Higher Education.

As from 2013 onwards, all academic degree programmes of Odisee have become KULeuven degree programmes, but they are however still organized in the different locations of Odisee. All professional degree programmes are organized by the University College Odisee.

## 2. EXCHANGE @ Odisee

### 2.1. Before arrival

Students from EEA member states (European Union + Norway, Iceland and Liechtenstein) don't need a visa. We advise them to visit the Belgian Embassy or Consulate in their country to be well informed.

Non-EEA students should apply for an *Authorisation for Provisional Stay*. This type of visa (in Dutch: 'Machtiging tot Voorlopig Verblijf') allows the holder to stay in Belgium for a period longer than three months. This visa is also referred to as Visa Type D.

For non-EEA students, the Authorisation for Provisional Stay is also commonly known as student visa. As a rule you must apply for this visa at the Belgian Consulate or Embassy in your country or in the country where you legally reside, and not the public authorities in Belgium itself. If there is no Belgian consulate or embassy in your country, you may submit your application to the Belgian consulate or embassy in a neighbouring country.

For more information and an overview of Belgian embassies abroad, please visit: [http://diplomatie.belgium.be/en/services/embassies\\_and\\_consulates/belgian\\_embassies\\_and\\_consulates\\_abroad/](http://diplomatie.belgium.be/en/services/embassies_and_consulates/belgian_embassies_and_consulates_abroad/)

You can find more information on <http://www.studyinlanders.be/en/preparing-your-stay/visa-requirements/>

### 2.2. Enroll as an exchange student

Before you arrive at Odisee, the international office contacted you in order to enroll at our institution. We asked you to fill in an application form and to send us a range of documents. With this information we enrolled you as an exchange student at Odisee.

Your student card will be printed from the moment we are informed about your address of stay in Belgium.

After your registration as an exchange student at Odisee, you will receive an account and activation code to access the Odisee network, the computers at the different locations and your student email. You will also receive a KUL account: a login and an activation code to access

KULoket and Toledo (you will find more information about these applications under 2.3. and 2.4.).

More information about these accounts and how to activate them can be found on the student portal: <http://student.odisee.be/en/accounts>

With these accounts you can also get access to the wireless network at Odisee:

<http://student.odisee.be/en/digital?q=en/node/1745>

### **2.3. Student portal**

You can access the student portal on <http://student.odisee.be/en>.

Here you will find more information about student related services e.g. course material centers, library, study counseling, student life, social services, ... .

Consult this portal regularly during your stay at Odisee because it will give you an overview of all interesting activities at our different campuses, as well as important administrative messages e.g. registration of your ISP, activation of your KUL account, registration for exams, publication of study results, ... .

### **2.4. Individual study programme**

The Learning Agreement that you sent us (signed by yourself and your home institution) includes the courses you intend to follow at Odisee. We will verify whether these courses are still offered and countersign the document.

This programme of courses is registered as your Individual Study Programme (ISP) in a database called KULoket. Only when your ISP is registered you are able to consult the course materials you need, your personalized schedule and the exams linked to these courses.

**Deadlines** apply to the registration of your ISP, more specifically the 15<sup>th</sup> of October for the 1<sup>st</sup> semester and the 15<sup>th</sup> of February for the 2<sup>nd</sup> semester.

The International Office will help you with your ISP registration at Odisee. Please inform us in due time of the courses you intend to follow so we can conclude registration before the deadline, and keep these deadlines in mind whilst choosing/changing your programme at Odisee.

More info: [https://icts.kuleuven.be/docs/at/cm/isp/s/o1\\_isp\\_student\\_en](https://icts.kuleuven.be/docs/at/cm/isp/s/o1_isp_student_en)

## 2.5. Toledo

Toledo is the common virtual learning environment of the Association KU Leuven and gives access to a whole range of learning activities e.g. assessments, tasks, group work and e-portfolio tools. Teachers and students use it to exchange info on courses / communities / activities / papers / ...

Official courses and the corresponding schedule will appear here automatically after registering your ISP. In some cases you will need to manually enroll yourself in a course or a community.

Go to [http://toledo.kuleuven.be/docs/student\\_guide.pdf](http://toledo.kuleuven.be/docs/student_guide.pdf) for more info.

## 2.6 Insurance

Please make sure that you have adequate medical insurance. EU students need an **E 111 or E 128 form or European insurance card** to claim the same refunds from medical expenses as in their home country. Non-EU students need to take out **private medical insurance**.

## 2.7 Student mail



Upon registration as an exchange student at Odisee you will receive a personal email account. This email address will be used for all official communication. We advise you to check your email regularly or to forward your emails from your Odisee account to your personal account.

## 2.8 Libraries

Each campus has a library with computers and internet access.

Opening hours may vary: please check <http://bib.odisee.be/> for more info.

## 3. STUDENT SERVICES @ Odisee

Website of all student services : <http://stuvoplus.be/>



### 3.1. Student counseling

#### 3.1.1. Courses and exams

Some lecturers have very interactive teaching methods. Contact them at their consultation hours or make an appointment via e-mail for individual coaching enquiries. Some lecturers also provide additional exercises or sample exam questions on Toledo.

You can get feedback on your exam results after each examination period (1<sup>st</sup> exam period : January/February, 2<sup>nd</sup> exam period = May/June, 3<sup>th</sup> exam period August/September). If needed, you can consult study and learning route counselors afterwards. **Do not forget to register for these feedback sessions!**

Detailed information can be found on the student portal:

<http://stuvoplus.be/brussel/studentenbegeleiding>

#### 3.1.2. Psychological support

Your international experience is an exciting period in your life, as it is an exchange with an unknown institution abroad. Sometimes it is a difficult period. You are afraid of failing your exams, your family life is turbulent, you feel lonely, you have difficulties in expressing yourself, ...

Do not hesitate to contact STUVO+ if you have any questions. Here, student counselors will help you with personal advice and seek the help of an external specialist if needed.

#### 3.1.3. 3.1.3 Studying with a disability: a shared care!

*Learning Disorder? Developmental Disorder? Autism? ADHD? ...*

For students with a medical diagnosis for a learning disorder, a developmental disorder, autism or ADHD, our school provides several opportunities and basic care to guarantee a better adapted study environment. For example, you can improve your study comfort by the use of an Individual Educational Plan (IEP) or supporting reading software (Sprino+),... . For more information, please contact the care counselor at STUVO+.

#### 3.1.4. Improve your study skills

Student counselors of STUVO+ can help you to study more efficiently: draft a good study plan for the short-term and the long-term, concentrate, structure course parts, memorize, take notes, draft outlines, read academic texts, draft questions to study courses, ... . They will consult with you regularly to assess your study skills and find methods of improvement.

Contact STUVO+ any time to talk about study problems or make an appointment with one of the student counselors. STUVO+ also organizes group sessions on how to study.

### 3.1.5. Contact details

You will find the student counselors in T' Serclaes building, first floor, or you can call them on +32 2 210 13 19.

Counselors:

- Maarten Kindt, [maarten.kindt@odisee.be](mailto:maarten.kindt@odisee.be)
- Leen De Wolf, [leen.dewolf@odisee.be](mailto:leen.dewolf@odisee.be)
- Erica Mechelmans, [erica.mechelmans@odisee.be](mailto:erica.mechelmans@odisee.be)
- Anna Van Aerschot, [anna.vanaerschot@odisee.be](mailto:anna.vanaerschot@odisee.be)
- Annemarie Bernaerts, [annemarie.bernaerts@odisee.be](mailto:annemarie.bernaerts@odisee.be)

<http://stuvoplus.be/studentenbegeleiding>



### 3.2. Social services

#### 3.2.1. Social questions

Odissee has a Social Service department that aims at students who need advice and information about study financing, the social welfare system in Belgium, social legislation and housing. The department also handles all sorts of social questions and refers students to the appropriate instances, if needed.

You can contact Social Services for info the following topics:

- Tuition fee: payment in installments, reduced tuition fee (only possible for students who have a Belgian income or whose parents have a Belgian income);
- Single and monthly allowances in case of financial problems;
- Budget guidance;
- Family allowance or co-habitation;
- Student jobs and the specific legislation;
- Housing;
- Health insurance and other types of insurances: [marieke.steurs@odisee.be](mailto:marieke.steurs@odisee.be);
- Student promotions for ICT and internet and public transport

#### 3.2.2. Contact details

You will find the Centre Social Services in T' Serclaes building, first floor or you can call the social workers on their personal numbers:

- Els Jacobs, tel. 02-210 16 69, [els.jacobs@kuleuven.be](mailto:els.jacobs@kuleuven.be)
- Marieke Steurs, tel. 02-609 88 16, [marieke.steurs@odisee.be](mailto:marieke.steurs@odisee.be)
- Hannah Adriaens, tel. 02-210 16 69, [hannah.adriaens@odisee.be](mailto:hannah.adriaens@odisee.be)

<http://stuvoplus.be/sociale-dienst>

### 3.3. Ombuds service

#### 3.3.1. Taking care of rights and duties

The Ombuds Service takes care of your rights and duties as stipulated in the Education and Exam Regulations (<http://stuvoplus.be/ombuds>).

### 3.3.2. What to do in case of exam problems?

The Ombuds Service acts as a mediator between the school and the student in the event of problems regarding the provision of education, the organization of education and the exams. The Ombuds Service is the responsibility of STUVO+. Private information is always treated confidentially. Provided information about a lecturer will only be discussed with the lecturer with your explicit consent, if possible anonymously.

### 3.3.3. What to do in case of exam problems?

If, **before the exam period**, you know that you cannot take all of your exams, contact the Ombuds Service to change your exam schedule.

If, **during the exam period**, you cannot take an exam, contact the Ombuds Service as soon as possible and in any case **before the exam takes place**.

Contact the Ombuds service also in case of other exam problems (e.g. lack of concentration, feelings of giving up, need to comment on an exam, ...).

## **IMPORTANT!**

*Force majeure* can be notified only in person or by phone (no voicemail or text messages). The Ombuds Service will decide whether there is a case of force majeure. A doctor's note does not automatically entitle you to a change of exam schedule/extra exam.

Students who could not take an exam due to acknowledged force majeure can participate on another day, if scheduled. These extra exams - if organized - will take place within the scheduled exams and almost always on the same day as another exam.

If you cannot or will not change your exam date, you will fail the exam. You will then have to retake the exam during the second session or in the next academic year.

### 3.3.4. Contact details

You will find the Ombuds service in T' Serclaes building, first floor or you can call them on +32 2 210 13 19. During the exam periods the ombuds service is available during the weekend. For more information: <http://stuvoplus.be/ombuds>.

## **3.4. Student life**

### 3.4.1. Hungry! Thirsty!

When you study, you become hungry. And especially thirsty! Brussels isn't always cheap but we've come up with a solution: our very own student restaurant in the basement of T'Serclaes (campus plan under 5.2.) - called *De Mineen* - where you can buy a warm lunch, snacks, salads, soup, sandwiches etc. at reasonable prices.

*Unity* is a sandwich bar in Hermes building (campus plan under 5.2.) where you can buy freshly made sandwiches. Next to *Unity* is the student café.

#### 3.4.2. Sports@Odisee

Feel like exercising?! STUVO+ likes to point you in the right direction: Brussels' sport clubs that offer discounts via the student sport card or via vouchers, sport activities, dates of the competitions, etc.

Each semester STUVO+ organizes a number of sport activities like boxing, skiing, spinning, table tennis, ... for free or at an advantageous rate. Students can register with the sport coordinator Stijn Depuydt.

For more info send an e-mail to [stijn.depuydt@odisee.be](mailto:stijn.depuydt@odisee.be)



#### 3.4.3. Culture@Odisee

Stay up to date on the cultural events that are organized by Odisee by visiting: <http://stuvoplus.be/cultuur> or consult our Facebook account *International students@Odisee*

#### 3.4.4. Student associations

##### ***European Students Network (ESN)***

ESN is an international student organization that aims at representing and supporting international students. It was founded in 1990 to support and develop student exchange. It is represented by 251 higher education institutions from over 34 countries. It offers services to 150,000 students and operates mainly on a voluntary basis.

Odisee has its own branch of ESN with about 170 members. Find more about ESN and the activities they organize at [esnkuibrussels.org](http://esnkuibrussels.org)

##### ***AIESEC***

AIESEC is an international association of students in economics and management. It was founded in 1948 by European students in Stockholm. AIESEC is active in 70 countries and has about 60,000 members.

Fully managed by students and without any pursuit of profit, they aim a double goal:



- to encourage international cooperation and cultural understanding, based upon mutual respect for cultures and the equality of human beings
- to exclude political, ideological or philosophical prejudice, on a professional level as well as on the level of human education, contact with companies, institutions and students.

AIESEC tries to reach these goals in different ways, e.g. international outplacements and conferences, business visits, seminars, campus recruitment and the Stock Market Game. AIESEC provides detailed information for every activity.

Visit [www.aiesec.be](http://www.aiesec.be) for more info.

## 4. SOMETHING ABOUT BELGIUM

The Kingdom of Belgium is a country in the northwest of Europe. It is a founding member of the European Union and hosts its headquarters. Belgium covers an area of 30,528 km<sup>2</sup> (11,787 square miles) and has a population of about 10,5 million.

Belgium's two largest regions are the Dutch-speaking region of Flanders in the north, and the French-speaking southern region of Wallonia. A small German-speaking Community exists in eastern Belgium.



Capital	Brussels
Official languages	Dutch, French, German
Government	Parliamentary democracy and Constitutional monarchy
King	Filip I
Independence declared	04.10.1830
Prime minister Belgium	Charles Michel
Minister-president Flanders	Geert Bourgeois
Currency	EURO
Time Zone	UTC + 1
Summer Time	Zone UTC + 2
Internet code	.be
Calling code	+32

## Useful links

Flanders	<a href="http://www.visitflanders.com">www.visitflanders.com</a> or <a href="http://www.studyinflanders.be">www.studyinflanders.be</a>
Wallonia	<a href="http://www.wallonia.be">www.wallonia.be</a>
Antwerp	<a href="http://www.antwerpen.be">www.antwerpen.be</a>
Ghent	<a href="http://www.visitgent.be">www.visitgent.be</a>
Bruges	<a href="http://www.brugge.be">www.brugge.be</a>
Leuven	<a href="http://www.leuven.be">www.leuven.be</a>
Brussels	<a href="http://www.brucity.be">www.brucity.be</a>
Ardennes	<a href="http://www.en.wikipedia.org/wiki/Ardennes">www.en.wikipedia.org/wiki/Ardennes</a>
Student activities	<a href="http://www.bill.be/abroad">www.bill.be/abroad</a>
Facebook	<a href="#">International Students@Odisee</a> <a href="#">ESN Ghent</a> <a href="#">ESN Brussels</a> <a href="#">Visit Flanders</a> <a href="#">Wallonia</a>



## Neighbours

Paris	<a href="http://www.parisdigest.com">www.parisdigest.com</a>
Amsterdam	<a href="http://www.holland.com/amsterdam/">www.holland.com/amsterdam/</a>
London	<a href="http://www.visitlondon.com">www.visitlondon.com</a>

## Transport

Bus:	<a href="http://www.delijn.be">www.delijn.be</a>
Train:	<a href="http://www.b-rail.be">www.b-rail.be</a>
Thalys:	<a href="http://www.thalys.com">www.thalys.com</a>
Eurostar:	<a href="http://www.eurostar.be">www.eurostar.be</a>

## CURRENCY

Euro notes and coins became legal tender in the Eurozone countries on 1 January 2002.  
Official euro currency converter: <http://www.euro.ecb.int/>

## PERSONAL EXPENSES

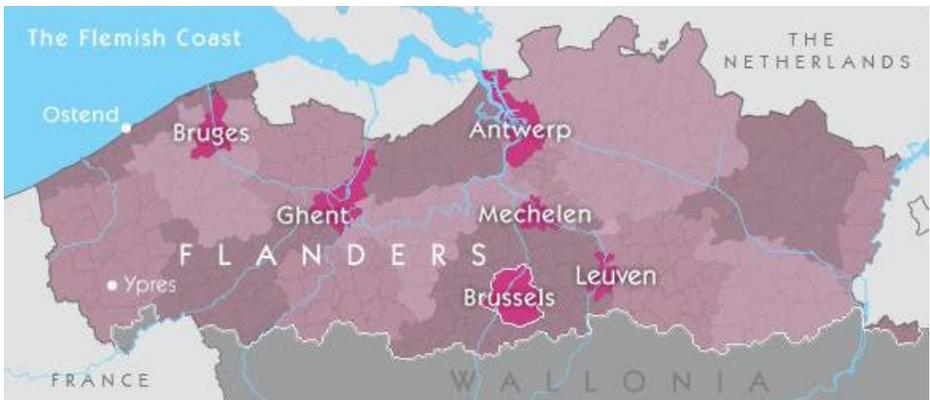
Average personal expenses are about 850 EUR per month, incl. accommodation, meals, study materials and travelling in Flanders. All our campuses have a student restaurant where they offer meals at democratic prices.

## 5. HOW ABOUT FLANDERS?

Flanders is the northern region of Belgium. It shares its own capital with the EU, NATO and numerous other international institutions and companies. For many centuries Flanders has been an important commercial crossroads. This is reflected in the architecture and atmosphere of cities like Antwerp, Bruges, Ghent, Leuven and Mechelen.

Flanders is an internationally oriented center of high technology. It also has gateways to the larger ports of Antwerp, Ghent, Zeebrugge and Ostend. The airports in Brussels, Antwerp and Ostend carry passengers and goods to all continents.

Planning a holiday trip to Flanders? Then definitely visit the website [www.visitflanders.com](http://www.visitflanders.com), which offers plenty of information about our historic art cities, the Flemish coast and gastronomy, among other things.



Here are **TEN TIPS** to enjoy your stay in Flanders to the fullest:

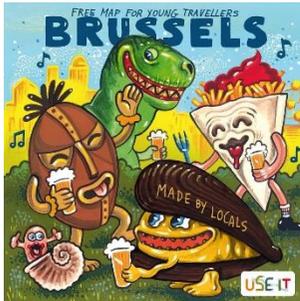
1. **Flanders for foodies:** wherever you go in Flanders you will find attractive restaurants, taverns and cafés serving well prepared food. Prepare to be delighted!
2. **Indulge yourself with chocolate:** visit a chocolate museum: Choco-Story, Wijnzakstraat 2, 8000 Bruges, [www.choco-story.be](http://www.choco-story.be) OR Planète Chocolat, Lombardstraat 24, 1000 Brussels, [www.planetechocolat.be](http://www.planetechocolat.be). You will find beautiful chocolate shops tempting you with their creations on every corner: don't forget to take some home with you!
3. **Taste more than a hundred beers** (or at least some of them): Belgium is the world's number one beer country. Note: most of the special beers have a high alcohol content. They are made for savouring, not for quaffing in large quantities! Tip: most of the breweries in the country are open to visitors. Find more info on [www.beerparadise.be](http://www.beerparadise.be), [www.beerinflanders.be](http://www.beerinflanders.be) or ask at a tourist information office.

4. **Take a stroll through Unesco World Heritage sites:** in Flanders you have the opportunity to experience the living past. For example: nowhere else in Europe have the monuments of a city's rich medieval history been preserved as they have in Bruges. UNESCO has designated the entire city a world heritage site ([www.brugge.be](http://www.brugge.be))
5. **Wander between the old and the new:** while the cities of Flanders are treasure troves of history with lovely, historic centres, there are also buzzing, enterprising cities that have embraced the 21st century with open arms.
6. **Follow the art nouveau trail:** Brussels has about a hundred buildings dating from the art nouveau period, many by the renowned architect Victor Horta. Antwerp and Ghent also have their share of art nouveau treasures waiting to be discovered by the discerning visitor. Tips: take a walking tour at [www.brusselsartnouveau.be](http://www.brusselsartnouveau.be) or pick up an art nouveau walking map at the information office. There is a good brasserie with an amazing view over Brussels at the top of the Musical Instrument Museum (Hofberg 2, a stunning art nouveau building!).
7. **Eye candy:** fashion as an art form: the impact of the 'Antwerp Six' is ever present in the fashion boutiques of Antwerp. These innovative designers have transformed this city into a leading fashion centre. Brussels, Ghent, Sint-Niklaas and Aalst too have everything to offer the stylish shopper. Tip: visit the ModeNatie fashion museum (Nationalestraat 28, Antwerp). In addition to exclusive boutiques, the Kammenstraat is home to vendors of streetwear for the stylish, young and trendy. Go trend-shopping in the Antoine Dansaertstraat in Brussels. You can find an overview of Brussels fashion shops at [www.modobruuxellae.be](http://www.modobruuxellae.be).
8. **Find that special antique or souvenir:** on the Grote Zavel ('Grand Sablon') in Brussels, you will find antique shops as well as a lively market on Saturday and Sunday mornings. Or visit the largest antique and curiosities market in the Benelux, every Sunday from 6 am - 1 pm in Tongeren. Stroll from one lively market to the other on Sundays in Ghent: antiques and curiosities, flowers, crafts, ....
9. **Admire Flemish art:** from the Flemish primitives to modern art: our artists are known all over the world. You can admire many of the masterpieces of Flemish art in our prestigious museums. Tips: Belgian expressionists, Hieronymus Bosch: Museum voor Schone Kunsten (Museum of Fine Arts), Citadelpark, 9000 Ghent. Flemish primitives (Van Eyck, Memling, Van der Weyden, etc.): Groeninge Museum, Dijver 12, 8000 Bruges. Ensor, Fouquet, Rubens: Koninklijk Museum voor Schone Kunsten (Roya I Museum of Fine Arts), Leopold de Waelplaats, 2000 Antwerp. Magritte Museum: Esseghestraat 135, Brussels ([www.magrittemuseum.be](http://www.magrittemuseum.be)). Museum Leuven: Leopold Vanderkelenstraat 28, Leuven: Art from the Middle Ages to the 19th Century
10. **Catch the sea air on the Flemish coast:** if you need bigger spaces and a change of pace, take the train and head for the North Sea. There are 67 kilometres of fine sandy beaches for an invigorating walk, or why not spend an hour or two in one of our lively coastal towns? Each has its own character and its own range of activities and dining opportunities. Tips:

Ostend is a cosmopolitan city-by-the sea with a harbour and many cultural offerings such as the Ensor House (Vlaanderenstraat 27) and the Mu.Zee (Romestraat 11, modern art). Explore the coastline by bike! There are coast bicycle touring maps available at every tourist information office.

## 6. KNOWING YOUR WAY AROUND IN BRUSSELS

### Find your way in Brussels



Upon your arrival you will receive a map of Brussels at the International Office which enables you to walk through Brussels with confidence.

In this brochure you will find a metro plan of Brussels.

STUVO+ provides more information on public transport in Brussels on its website: <http://stuvoplus.be/brussel/mobility>

We also advise you to visit the website of the public transport company in Brussels MIVB/STIB so public transport in Brussels will no longer have secrets for you in no time: <http://www.mivb.be/index.htm?!=en>

When you would like to journey through the city by bike, you are able to rent a bike in Brussels for 1 year, 1 week or 1 day through Villo: <http://en.villo.be/>  
Both MIVB/STIB and Villo have smartphone applications to find your way around.

### Brussels Hot Spots

#### *Tourist Centre*

There is much more to Brussels than the Grote Markt/Grand Place, Manneke Pis and the Atomium. The city has hidden corners, cosy cafés and trendy shops. Take a look at [www.visitbrussels.be](http://www.visitbrussels.be) or visit the tourist centre on the Grote Markt/Grand Place.

#### *Fashion & trendy bars*

Take a walk along Dansaertstraat/Rue Dansaert and the surrounding area to discover the heart of Brussels' fashion and design world. The old central market (Sit Gorikshallen/Halles Saint

Géry) of Brussels is in the middle of the Sint-Goriksplein/Place SaintGéry and all around, are a number of very trendy bistros.

### *Flea Market*

Held daily from 7 AM to 2 PM, the Flea market is an open air market selling mostly second hand household goods, knicks knacks and clothing. It is located on the Vossenplein/Place du Jeu-de-Balle, a large square in the Marollen/marolles district. Be early, because the best item go away first! And do not pay too much, always bargain.

### *Magritte*

Magritte is the 20<sup>th</sup> century's most celebrated, surrealist painter. He rose to become renowned in the art world for his surrealist paintings. The Magritte Museum opened in 2009. Whether you are an art lover or not, this museum will definitely astonish you. Find out more on <http://www.musee-magritte-museum.be/Portail/Site/Typo3.asp?lang=FR&id=languagedetect>. More information on other museums can be found on <http://www.brusselmuseums.be/en/index.php>

### *Concerts*

AB (Ancienne Belgique) is a well-known pop- and rock temple in Belgium. Take a look at AB's music offer on <http://abconcerts.be/en>  
Another popular concert hall in Brussels is the Botanique. Find out more on <http://www.botanique.be/en>

### *Eating out*

Enjoy some real fries at Fritland (Henri Mausstraat / Rue Henri Maus). Taste some excellent fish dishes in one of the fish restaurants at Sint-Katelijne/Sainte-Catherine. Take a look at the restaurants on the Vlaamsesteenweg/Rue de Flandre or have a sandwich and a salad at one of the cafés near the Sint-Goriksplein/Place Saint Géry.

### *And some more to visit*

<http://www.brussels.be/artdet.cfm?id=4000&>  
<http://www.cinenews.be/en/>  
<http://www.shopinbrussels.be/EN>

[http://visitbrussels.be/bitc/BE\\_en/content/15446/mobile-application.do](http://visitbrussels.be/bitc/BE_en/content/15446/mobile-application.do)



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## Campus plan

Odisee has different campuses throughout different cities. Your main campus will be **Campus Brussels**. Campus Brussels has 4 buildings:

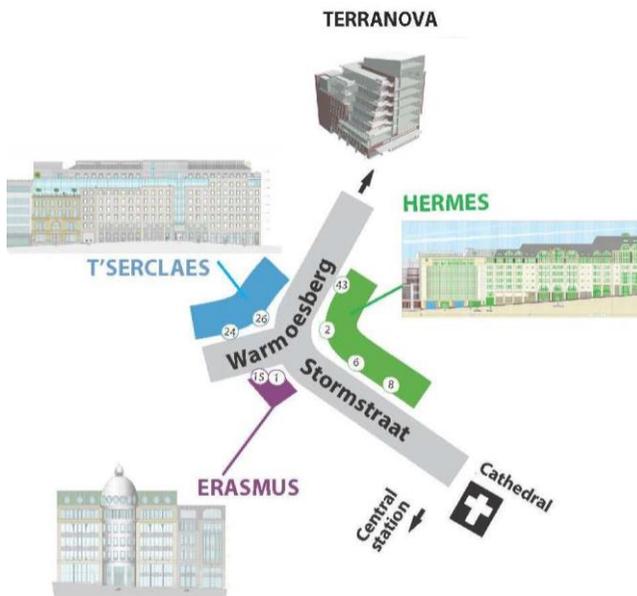
1. *T'Serclaes*: Library, bookshop and student restaurant are located here
2. *Hermes*: the majority of the classrooms are located here
3. *Erasmus*: international office is located here
4. *Terranova*: campus especially for medical professions

### Route description:

to campus Brussels (Erasmus/Hermes/T'Serclaes): <http://www.odisee.be/Odisee/Odisee-Campus-Brussel>

to campus Terranova: <http://www.odisee.be/Odisee/Sections/Odisee-Campus-Information/Odisee-Campus-Brussel-Terranova.html>

to campus Parnas: <http://www.odisee.be/Odisee/Odisee-Campus-Information-Campus-Parnas---Dilbeek>



## 7. EMERGENCY NUMBERS

We strongly advise you to store the following emergency numbers in your phone. Do not forget to add an ICE number (In Case of Emergency).

	Medical assistance and emergencies Fire services	<b>112</b>
	Police	101
	Anti-poison Centre	070 245 245
	Card Stop	070 344 344
	DocStop	00800 2123 2123
	Community help Service Brussels	02 648 40 14 <a href="http://www.chs-belgium.org/home/">http://www.chs-belgium.org/home/</a>
	Doctor on duty	02 242 43 44
	Pharmacist on duty	0900 40 090
	Severe Burns Unit	02 268 62 00

## 8. GLOSSARY

### HOW TO INTRODUCE YOURSELF

What's your name?

My name is ...

Mr.../ Mrs.../ Miss...

Nice to meet you!

Do you speak (English / Dutch)?

Just a little.

You're very kind!

Where are you from?

I'm from (the U.S/ Belgium)

I'm (American)

Where do you live?

I live in (the U.S/ Belgium)

Do you like it here?

Flanders is a wonderful country

What do you do for a living?

I work as a (translator/leraar/businessman)

I like Dutch/French

I've been learning Dutch for 1 month

Oh! That's good!

How old are you?

I'm (twenty, thirty...) years old.

I have to go.

I will be right back!

Wat is je naam?

Mijn naam is ...

Mijnheer / mevrouw / juffrouw

Blij je te ontmoeten

Spreek jij Engels / Nederlands?

Een beetje.

Je bent zeer vriendelijk

Vanwaar ben je?

Ik ben van de VS / België

Ik ben een Amerikaan

Waar woon je?

Ik woon in de VS / België

Vind je het leuk hier ?

Vlaanderen is een zeer mooi land.

Wat doe je als beroep?

Ik werk als een vertaler/leraar/  
zakenman.

Ik vind Nederlands/Frans leuk.

Ik leer nu al een maand Nederlands

Oh! Dat is goed!

Hoe oud ben je?

Ik ben (twintig, dertig, ...) jaar.

Ik moet gaan.

Ik ben straks terug.

### ASKING FOR HELP AND DIRECTIONS

How much is this?

Excuse me ...! (to ask for something)

Excuse me! (to pass by)

Come with me!

I'm lost

Can I help you?

Can you help me?

Where is the (bathroom / pharmacy)?

Go straight! Then turn left / right!

I'm looking for John.

One moment please!

Hoeveel kost dit?

Excuseer mij...!

Excuseer mij!

Kom met mij mee!

Ik ben verloren.

Kan ik je helpen?

Kan je mij helpen?

Waar is (het toilet / de apotheker)?

Ga rechtdoor! Dan draai naar links /  
rechts!

Ik ben op zoek naar John.

Een momentje alsjeblieft.

Hold on please! (phone)

## SOLVING A MISUNDERSTANDING

I'm sorry! (if you don't hear something)

Sorry (for a mistake)

No problem!

Can you say it again?

Can you speak slowly?

Write it down please!

I don't understand!

I don't know!

I have no idea.

What's that called in Dutch?

What does "... " mean in English?

How do you say "please" in Dutch?

What is this?

My Dutch is bad.

I need to practice my Dutch

Don't worry!

## EXPRESSIONS AND WORDS

Good / Bad / So-So.

Big / Small

Today / Now

Tomorrow / Yesterday

Yes / No

Here you go! (when giving something)

Do you like it?

I really like it!

I'm hungry / thirsty.

In the morning / evening. At night.

This / that. Here / there

Me / you. Him / her.

Really!

Look!

Hurry up!

What? Where?

What time is it?

It's 10 o'clock. 07:30pm.

Give me this!

I love you!

I feel sick.

Blijf aan de lijn.

Sorry, ik versta u niet.

Sorry

Geen probleem

Kan je het herhalen?

Kan je ietsje trager spreken?

Schrijf het neer, alsjeblieft

Ik versta het niet

Ik weet het niet

Ik heb geen idee

Hoe noem je dit in het Nederlands?

Hoe heet dit in het Nederlands?

Hoe noem je dit woord in het Engels?

Hoe zeg je "please" in het Nederlands?

Wat is dit?

Mijn Nederlands is niet zo goed.

Ik moet Nederlands oefenen

Geen paniek!

Goed / slecht / zo en zo

Groot / klein

Vandaag / nu

Morgen / gisteren

Ja / nee

Alsjeblieft

Vind je het leuk?

Ik vind het tof.

Ik heb honger / dorst

's ochtends / 's avonds / 's nachts

Dit / dat. Hier / daar

Ik / jou. Hij / zij

Echt waar!

Kijk!

Haast je!

Wat? Waar?

Hoe laat is het?

Het is tien uur. 7:30 pm

Geef me dit!

Ik hou van je!

Ik voel me ziek!

I need a doctor.  
One, Two, Three  
Four, Five, Six  
Seven, Eight, Nine, Ten

Ik heb een dokter nodig.  
Een, twee, drie  
Vier, vijf, zes  
Zeven, acht, negen, tien.

### **WISH SOMEONE SOMETHING**

Bless you (when sneezing)  
Good night and sweet dreams!  
Good luck!  
Happy birthday!  
Happy new year!  
Merry Christmas!  
Congratulations!  
Enjoy! (for meals...)  
I'd like to visit Holland one day

Gezondheid!  
Goeie nacht en droom zacht  
Succes  
Gelukkige verjaardag  
Gelukkig Nieuwjaar  
Zalig Kerstmis  
Proficiat!  
Eet smakelijk!  
Ik zou eens graag Nederland bezoeken.









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