



The UK's European university

GETTING STARTED BRUSSELS

2022

Brussels School of
International Studies

University of
Kent



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WELCOME



The Brussels School of International Studies (BSIS) was established in 1998, as an integral part of the University of Kent. It is a unique place, in which students from all over the world get together to study international affairs at an advanced level in one of the most vibrant diplomatic cities on the globe; host to the European Union, NATO and dozens of other international organisations.

BSIS is grounded in an interdisciplinary spirit. Our MA and LLM courses combine subjects from International Relations, Political Science, Migration and Law, but also Economics and History. We offer you an opportunity to specialise in two subject areas, giving your degree a strong profile.

Our teaching philosophy is highly interactive, based on active participation and autonomous thinking. We prefer you to think with us and to enter into debate, rather than being passive consumers of knowledge. BSIS resides in modern premises, where we have great facilities to engage in teaching and learning at the highest level.

As a student you will find yourself in a very international community that's small enough to make you feel at home and give you the feeling of personal attention. This guide provides some basic information which helps you to make a smooth start and to settle in as a resident of Brussels. I look forward to giving you a warm welcome at BSIS.

Professor Jeremy Carrette
Dean for Europe





BEFORE YOU ARRIVE

Once you receive confirmation of your place at Kent, you can start preparing for student life. From registering as a student to checking out the local area, the following pages are a guide to what you can do before you arrive.

We can offer advice on key practical issues such as visas, accommodation and transport to make your transition to Brussels as smooth as possible. You can also find more information about living in Brussels at kent.ac.uk/brussels

FOUR STEPS TO REGISTER AS A STUDENT

Once you've met your offer requirements, you need to complete enrolment. Before you arrive, you will need to decide how you will fund your studies and arrange your fee payments. These four steps will guide you.

Important!

Make sure you have an unconditional offer (no outstanding conditions) before you begin these steps.

Step one: Payment of fees

Full details on how to pay your fees can be found in the Brussels Student Finance handbook at: kent.ac.uk/brussels/handbook/brusselsfinance.pdf. For further details contact the Finance Team at eurofin@kent.ac.uk

Step two: Wait for your 'How to Enrol' email

Look out for this email in your applicant portal in-tray. If you have been made a conditional offer of a place, you will need to meet any conditions placed upon your offer before enrolling.

Please email the Admissions Officer at bsisadmissions@kent.ac.uk if you are unsure about any of your offer conditions.



Step three: Complete enrolment online

The enrolment process is simply confirmation of your details and provision of information we require in order for the University to register you as a student. As part of the enrolment process, you will be prompted to upload a passport-style photograph.

Your photograph MUST:

- be in colour
- be head and shoulders only
- be on a white background
- not include any filters
- show your whole head (do not crop).

Please ensure your photograph is clear as it will be on your KentOne (student ID) card for the duration of your studies at Kent.

Our enrolment guidance will take you through each stage of the process: kent.ac.uk/guides/usingkentvision/how-to-enrol

Step four: We will register you remotely

We will proceed with your remote registration once you have successfully enrolled online. You will receive a confirmation email once complete. The email will also advise how to activate your Kent IT account. This gives you an email address and allows you to access the University's intranet and library resources.

We'll send you a confirmation email once your enrolment is complete.

PREPARE FOR LIFE IN BRUSSELS

From visa and travel arrangements to planning a budget, here's what to do before you arrive.

Contact us at bsisadmissions@kent.ac.uk if you would like any help and advice.

Visas and immigration

If you require a visa to study in Belgium, you must apply as early as possible. For advice on this process, please contact your local Belgian consulate: diplomatie.belgium.be/en/travel-belgium or refer to the information sent with your offer.

“Applying for a visa was a lot easier than I expected. I contacted the Belgian embassy in my country and they provided me with all the paperwork to put in an application. It took a while to come through but I got my visa in good time and I was able to travel to Brussels to look for accommodation before my classes started. My advice? Apply early!”

Chris Heim (USA)
MA International Relations

Where to stay on arrival

We recommend booking.com as a useful source of information for finding hotels or hostels. [Airbnb](http://airbnb.com) also provides a huge range of places to stay for a variety of budgets. Please contact us if you would like a copy of our accommodation booklet.

Health insurance

Accidents can happen and it's crucial that you have health insurance to avoid unnecessary and costly expenses. Make sure that you are covered for the period of time that you are studying in Brussels. See kent.ac.uk/brussels/courses/terms-dates for dates.

For non-EU citizens, you have two options. Your current health provider may be able to cover you for all, or part, of your stay (check the terms and conditions to find out exactly what you are entitled to). Alternatively, you can register with one of the health insurers

(mutualités) in Belgium on arrival. Bear in mind that some mutualités may have a short waiting period to enrol. One of the largest mutualités is Partena – partena.be. We will provide information on registering with a health insurer in Welcome Week.

Please note that all foreign residents are required by Belgian law to have health insurance.

We would recommend arranging some temporary travel insurance to cover you while waiting for local cover. EU citizens are covered for health insurance for the duration of their studies with use of the European Health Insurance Card (EHIC) card. You must obtain this before you move to Belgium. Please see ec.europa.eu/social/main.jsp?catId=559.



CONTINUED OVERLEAF

PREPARE FOR LIFE IN BRUSSELS (CONT)



Students with disabilities

Student Support and Wellbeing (based on the Canterbury campus) co-ordinates support and guidance for students with disabilities. If you have a disability for which you require support, please make sure that Student Support is aware of this before your arrival in Brussels. See kent.ac.uk/student-support for information and contact details.

Plan your budget

The costs of living in Brussels can vary enormously depending on which area (commune) you choose to live in, the type of accommodation you choose, and your lifestyle.

Our estimates are based upon a student living modestly in a decent neighbourhood:

- Accommodation: €600 - €900 per month including utilities. A room (sharing a bathroom and kitchen with others) costs around €500 - €700 in either Ixelles or Etterbeek communes, both of which are close to the University. Some students pay €800-€900 per month for a one bedroom apartment in Ixelles or Etterbeek communes.
- Food: €200/300 per month if you cook for yourself.
- Studying materials: around €10 per month for photocopying and printing during the teaching terms; no more than €300 for textbooks for the entire year.
- Mobile phone: costs depend on the kind of subscription you take out. You should expect to pay €10 - €20 for your mobile phone per month; more if you make international calls.
- Public transport: most students choose to live within walking distance of BSIS. Otherwise, a monthly public transport subscription for Société des Transports Intercommunaux de Bruxelles (STIB) costs €49 if you are older than 25 (details correct as of July 2022). If you are under 25, you can get a yearly subscription and use any public transport for 12 euros. For more details, please visit stib-mivb.be

- Health insurance: most students are covered by the insurance they take in their home country. If you sign up for Belgian health insurance, students from a non-EEA country can expect to pay around €20/month. Students with a European Health Insurance Card (EHIC) receive free health insurance in the first year and pay €6.50/month from the second year onwards.
- Social life and other expenses: costs vary depending on how much you like to go out and where you go. We suggest around €150 per month.

Please ensure that you have sufficient funds to cover both tuition fees and monthly living costs. Some students choose to work and study at the same time but the hours you can legally work may be restricted by your visa. Students from outside the EU are only permitted to work 20 hours per week.

Languages

Brussels is officially a bilingual city (French and Flemish), but English is widely spoken in shops, restaurants, hotels and many other companies. English is also a working language for many organisations and institutions in Brussels. However, living in Brussels gives you the opportunity to immerse yourself in another culture and language.

If you want to gain language skills during your time here, there are several course options available.

More information is given during Welcome Week. Students may choose to learn one of the local languages in Belgium or something else entirely – many choose Chinese or Arabic.

For French:

Alliance Francaise
alliancefr.be/en

CVO – the VUB's language school
cvo-bec.be

Berlitz – berlitz.be

For Flemish:

Huis van het Nederlands
huisnederlandsbrussel.be

CVO – the VUB's language school
cvo-bec.be

quefaire.be is an excellent resource if looking for a private teacher.



PREPARE FOR LIFE IN BRUSSELS (CONT)

Travel to Brussels

By air

Brussels airport website (also known as Zaventem), includes information on how to get to the city centre by public transport: brusselsairport.be

A train from the airport to central Brussels will cost €9.30 (as of July 2022), and takes approximately 20 minutes. There is also an airport bus (Line 12 or 21) which is slightly cheaper and takes you to Place Du Luxembourg or Schuman.

Charleroi airport is located about one hour south of Brussels and is mainly used by low-cost carriers such as Ryanair or Wizz Air. It is accessible by train and bus from Brussels: brussels-charleroi-airport.com/en You can also use the direct shuttle bus from Charleroi airport to Brussels, which costs €14.50. Book online at flibco.com/en

Taxis to Brussels from Charleroi should be avoided as they are very costly. A combined train and bus journey is approximately €14/20 depending on your final destination.

By train

If you travel to Brussels by international rail (Eurostar, Deutsche Bahn, Thalys or TGV), you will arrive at Brussels-Midi/Brussels-Zuid or Brussels-Nord. Both stations have excellent transport connections to the rest of the city by bus, metro or tram and also other cities in Belgium by local train. The SNCB (Société Nationale des Chemins de fer Belges) has timetables and fares on its website: belgianrail.be/en

Transport in Brussels

Local transport in Brussels is operated by STIB (the Société des Transports Intercommunaux de Bruxelles). For network advice and ticket information go to stib.be and click on EN to get information in English.


Getting to BSIS

See our website at: kent.ac.uk/maps/brussels

“I was worried that everyone in Brussels would only speak French or Dutch but soon found out that most people I needed to deal with could speak English too. That was a relief! Sometimes I have to call utility companies and find the automated call systems a bit complicated but most of them do have English options.”

Salimah Shamshuddin (USA)
MA International Migration



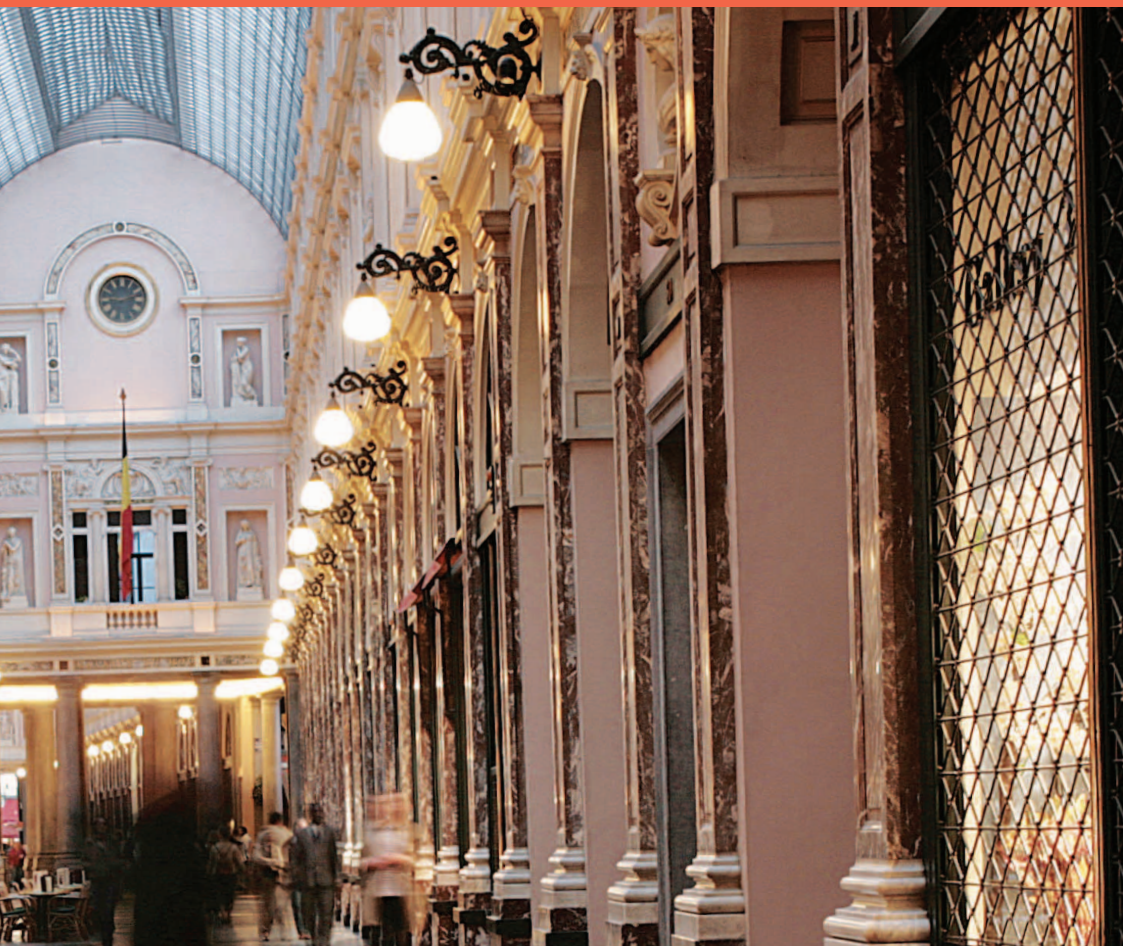


For those students who would like to prepare for their studies before they arrive in Brussels, prior reading can be useful.

If you have no prior specialisation in Political Science, International Relations or International Law, or if it has been several years since you have been in an academic setting, you may want to do some preliminary reading.

Your course convener will write to you with the list of preparatory readings. If you'd like us to send you a copy via email, please contact us at bsisadmissions@kent





AFTER YOU ARRIVE

Arriving in Brussels is always an exciting time for new students. The following pages guide you through the process of settling in and help to ensure that your studies go smoothly from the day you arrive.



DIT MONUMENT IS IN 1955
OPGERICHT TER VERHEERLIJING
VAN BELGIE'S ONAFHANKELIJKHEID

ON ARRIVAL IN BRUSSELS

During Welcome Week, you should come to the BSIS office to formally complete your student registration process. Information will be sent to all incoming students ahead of arrival.

During Welcome Week you will have the opportunity to meet other students, the academic team, the administrators and other key staff who you might need to contact during your studies.

You will need to bring your passport on the first day of Welcome Week. Once your ID has been checked, you'll receive your welcome pack and building access card. Student IDs are distributed at the end of Welcome Week. For opening hours of the BSIS office see p19. See kent.ac.uk/maps/brussels for travel directions.

Tuition fee payment

The first instalment of the tuition fee needs to be paid before the start of term. Students can pay in one or three instalments (Standard version – 90 ECTS), or one or five instalments (Extended version – 120 ECTS).

The payment should reach the University by the following dates:

- 17.00 on Tuesday 6 September 2022 if you are starting your studies in September
- 17.00 on Friday 6 January 2023 if you are starting your studies in January.

Full details of tuition fee amounts are published online in the Brussels Finance Handbook. The handbook contains details of payment methods, the early fee payment discount, and deferred payment options. See kent.ac.uk/brussels/handbook/brusselsfinance.pdf

Do ensure you take these deadlines seriously so that your tuition fees are paid on time. Failure to do so can result in substantial penalties being charged and your deregistration from the University.

Select your modules

If you are an MA or LLM student arriving at BSIS you need to consider your optional modules. You will have the opportunity to either focus only in the field of your MA or LLM or to combine it with a second area of specialisation.

You can choose your modules from the beginning of September. The deadline is the Friday of Welcome Week, but we will give you lots of support and information to help you choose the best modules for your studies.

For optional module choices, you will meet your course director in Welcome Week. Please consult our website for more details on study options: kent.ac.uk/brussels/courses/flexible-study

To see the modules available for your degree please see our website at kent.ac.uk/brussels/courses. Further information will be given during Welcome Week.

“Welcome Week was great. I got all my questions answered – plus the answers to questions I hadn’t even thought of. It was really cool to meet the other students and friendships did form very quickly – probably due to the Brussels Graduate Student Union (BGSU) social events. In the end, after a major influx of information, I was quite tired but definitely excited to be starting my course.”

Mia Nilsen (Norway)
MA Political Strategy and
Communication

WELCOME WEEK

Welcome Week is the ideal way to begin your studies at BSIS. Not only is it a great chance to meet your fellow students, but it also gives you important information on studying at BSIS, how to make the most of life in Brussels and tips on settling in.

Attending the programme of events during Welcome Week is an important part of settling in as a student. Events include the following:

Arrival and registration

Receive your building access card and your welcome pack. A social event is organised after this by the student union.

Welcome

You are officially welcomed to BSIS by the Dean for Europe and the wider BSIS team.

Administration and practical information

A presentation on the administrative aspects of studying at BSIS. It covers areas such as courses and pathways, the credit framework, lecture schedules, your timetable, how to access your marks and careers advice.

Administration staff and members of the Brussels Graduate Student Union (the elected student body) talk about some of the practical issues of settling into Brussels and the University of Kent, as well as dealing with any queries you have. This session includes information on building access and opening hours, libraries, copying and printing.

Academic presentations and meetings

Our course conveners discuss what you can expect from our courses and how to tailor your course to your interests. Conveners also discuss what they expect from you as a student.

Careers and work permits

This is an introduction to the services offered by our BSIS Careers Adviser. These include workshops and individual meetings to maximise your potential to identify and obtain employment in Brussels and elsewhere. There is also a question and answer session on work permits.

Student Union

The Brussels Graduate Student Union (BGSU) arranges a series of social activities designed to help you meet your fellow students and get a feel for Brussels and what makes it tick.

Welcome drinks

At the end of the week, we organise an informal opportunity for you to socialise with staff and students and to celebrate the end of Welcome Week!

More information

Programmes for Welcome Week are generally available at the end of August if you are starting your studies in September, or in December if you are starting your studies in January.

Welcome Week dates

September 2022

Monday 19 – Friday 23 September

January 2023

Monday 9 – Friday 13 January



LIVING IN BRUSSELS

Brussels is an affordable city with good amenities. With a knowledge of the basics, it doesn't take long to settle in and enjoy your new environment.

There are lots of activities in Brussels – from academic conferences (of which there are many) to cultural activities such as music festivals, art and design exhibitions, and sporting events.

Belgium is a nation of people who like to dine out and the restaurants on offer reflect that – you can eat food from almost any country in the world here. Belgian, French, Congolese, Thai, Ethiopian, Mexican, the list goes on!

The international vibe in the city can be experienced wherever you go.

Brussels experiences a climate similar to that of the rest of northern Europe. Winters are generally not too cold and the summer is warm with plenty of sunshine. The city has a very cosmopolitan atmosphere and you'll find plenty of outdoor activities, whatever the weather.

Accommodation

Many students find accommodation within one or two weeks of arrival (and sometimes within one or two days). If you have a room for the first few nights in Brussels, this should give you time to assess the market and find something that you are happy with.

The flexibility of the Brussels housing market makes finding accommodation relatively easy. There are numerous vacancies from people who are leaving their apartments and looking for others to take over their leases. You can begin searching online before you even arrive.

The following websites are a few good places to start:

- appartager.be/?l=1 (excellent for looking for a room in a house share)
- easykot.be/ (another good site for house or apartment sharing)
- thebulletin.be/small-ad-categories/rent-furnished (ideal for looking for a fully furnished studio or flat for short or long-term lets)
- immoweb.be/en/ (better for looking for whole flats for longer lets, but a wide range is available).

“One of my concerns was how to find accommodation. I booked a hostel for the first few days and then teamed up with some other new students to look for something together. In Brussels, notices are put up in windows and so we did a lot of walking around. Within a few days we'd found something. It's much easier once you're here.”

Aanas Ali (Thailand)
LLM International Law with
International Relations

Using Facebook

Facebook is an excellent resource for accommodation searches. There is an excellent Facebook group called 'Bxl a louer' where you can find a large number of excellent value apartments or apartment shares.

You can also use Facebook to find other international students already based in Brussels, and many of our students have sourced accommodation this way. However, you should be aware of potential scams and never send money in advance to anyone.

- Brussels Housing, Rooms, Apartments, Sublets: facebook.com/groups/150087345814547
- International Students of Brussels: facebook.com/groups/654438071947246/
- Rooms for rent in Brussels: facebook.com/groups/roomsforrentinbrussels/
- Expats living and working in Brussels: facebook.com/groups/expats.living.and.working.in.brussels/
- Interactive Expats Brussels: facebook.com/groups/inexb/
- Expats in Brussels: facebook.com/groups/636490513125057/

Once in Brussels, many students have found that simply walking around areas they like is a useful way to find 'to rent' advertisements posted in windows (A Louer/Te Huur).

Register at a commune

By law, you must register with the authorities at your local commune within eight days of arrival in Belgium, or once you have a fixed address. Registration is not difficult but can take time (commonly up to three months).

We advise contacting your commune as soon as possible to set up an appointment. You should expect to take the following documents with you:

- passport
- confirmation of visa
- registration letter from the University
- confirmation of financial support
- extra passport photos
- proof of health insurance.

Individual communes may differ in their requirements, so check before your appointment for the exact documents to bring. Once you have visited the commune, the police will visit your flat to verify your address. Remember to make sure that your name is on the buzzer.

For a list of all 19 communes and their opening hours, see: brulocalis.brussels/fr/communes

Banking

Banking in Belgium is relatively easy and there are a range of banks where you can open an account. Banks nearby:

- ING Ixelles University branch
Avenue de la Courone 449
ing.be/en/retail
- KBC bank
Avenue de Tervueren 16, 1040 Etterbeek
kbcbrussels.be/particuliers/fr
- Revolut: revolut.com

Normally, banks will not open an account for you unless you have your Belgian identity card. Some do make exceptions, but you will need to verify this in advance. You'll need to take your offer letter from Kent, passport and have your social security number (or equivalent) to hand.

Mobile phones

Having a mobile phone is one of the most important steps of setting up your life in Brussels. There are five major mobile phone providers in Brussels:

- BASE: base.be
- Orange: orange.be
- Proximus: proximus.be
- Mobile Vikings: mobilevikings.be
- Telenet: telenet.be

Different providers offer different plans throughout the year and it's worthwhile checking the terms and conditions before signing up to a particular package.

Doctors

Finding a doctor is easy in Belgium and many are able to hold consultations in English, French and Dutch (and often other languages too). You can find doctors by commune at commissioner.brussels/en/component/flexicontent/83-practical-daily-life/111-healthcare

There is also a medical centre on the VUB campus where you can generally see a doctor with or without an appointment. Information is available on the VUB website at student.vub.be/en/university-general-medical-practice

You are expected to pay for your consultation, either in person on the day or by a bank transfer later. The cost of a consultation varies greatly depending on whether or not you have a Belgian healthcare insurer as well as the nature of the consultation and the facilities used in your assessment. See p5 for details of health insurance providers.

LIVING IN BRUSSELS (CONT)



Shopping in Brussels

Don't over-pack! Belgium has excellent shopping facilities and you can usually find everything you need on arrival in Brussels. The main supermarket chains in Belgium are Carrefour; Delhaize; Cora; Colruyt; Lidl; and Aldi. Weekly markets are held in a number of communes and each Sunday there is a general market held next to the Gare du Midi where you can buy fresh fruit and vegetables, clothes and numerous household items. The following is a list of shops that you may find useful on arrival.

Furniture

- IKEA
ikea.be

Household and appliances

- Casa
casashops.com
- HEMA
hema.be
- BRICO
brico.be
- Media Markt
mediamarkt.com

Shopping mall

- City2
city2.be

Bookshop

- Waterstones, Boulevard Adolphe Max 71, 1000 Bruxelles
waterstones.com

This branch stocks many of your required course books: show a student ID card for a discount

- Pele Mele, Chaussée de Waterloo, 566, Ixelles
An excellent second hand shop selling a vast quantity of English language books.
- Passaporta Rue Antoine Danseart, 46, 1000 Bruxelles
This is a multilingual bookshop which also frequently hosts literary events.
- Filigranes, Avenue des Arts 1040, 39-42, 1000 Brussels.
This bookshop has an international section offering books in English, Dutch, Italian, Spanish and Portuguese. There is also an educational book section where you can find language books, as well as a café.

STUDYING AT BSIS

From how to use the libraries to selecting modules, there are a number of key processes you need to master as a BSIS student.

During Welcome Week (see p14) you are made aware of how BSIS functions and what you should expect before starting your studies. The administration session explains the key facts, so it's important to attend this session.

BSIS opening hours

BSIS is an urban campus, located in a comfortable and modern building close to the campus of our partner university, Vrije Universiteit Brussel (VUB). Our lecture halls, seminar rooms and administration office are located on the second floor of Boulevard Louis Schmidt 2a (Louis Schmidtdaan 2a in Dutch/Flemish).

Lectures and seminars are generally held between 9.00 and 17.00, Mondays to Fridays. Individual times depend on your timetable.

The administration office is open from 9.00 to 17.00, Monday to Friday. If you wish to meet with a member of the administration team, you should email for an appointment. Contact details are available at kent.ac.uk/brussels/people

Students have access to facilities in the building 24 hours a day, seven days a week. All students will be provided with a building access card on the first day of Welcome Week.

Timetables

For each taught module, you can generally expect to have one lecture and one seminar per week during the semester. However, lectures and seminars for some modules are held fortnightly or in blocks depending on the availability of the module convener. Lecture timetables are revised each semester and are posted at kent.ac.uk/brussels/courses/term-dates

Selecting your modules

All students attend the module Fundamentals, Dissertation and Research (FDR), which is designed to equip you with the skills to access

library resources, conduct your own research and write your dissertation.

Each course at BSIS has an academic pathway and the modules available to you will be listed in the course specifications on our website. You should start thinking about your choices prior to arrival. However, if you are unsure about which optional modules to take, you will have a meeting with your course director in Welcome Week to finalise your decision.

Module selection begins in September and the deadline is the Friday of Welcome Week. You may also choose to 'audit' modules in addition to those studied as part of your programme. This means you are able to attend the lectures but are not generally able to attend seminars.



STUDYING AT BSIS (CONT)

If you would like to audit a module, you should discuss it with your programme convener before seeking the approval of the module convener.

Accessing your student record

Your online student record is an invaluable resource that you should become familiar with as soon as you can. You can access your details, modules and other elements of your records online, as well as monitor deadlines and keep track of any tasks that you are required to complete.

Here you will also find the taught master's handbook which is an invaluable resource for most of your administrative needs. The link is kent.ac.uk/brussels/handbook/pgt.pdf

Moodle

Moodle is a virtual learning environment where your module outlines and readings are held. When you first arrive at BSIS and register, you automatically have access to your compulsory modules on Moodle.

You receive access to your other modules once you have made your selections. It is important to check that you have access to the correct modules on Moodle since it is used to submit your essays at the end of each semester. Go to moodle.kent.ac.uk/moodle/login/



International Student Conference

The International Student Conference is held in April of each year and is an important showcase of the talents of the postgraduate students at BSIS and students from other universities.

It is an entirely student-led conference and is organised by the BGSU International Conference Chair and a committee of assistants. The aim is to give students an opportunity to present their research on one or more topics. There has been a broad portfolio of guest speakers at past events who are experts in their field.

International Student Dinner

This event is usually held directly after the International Student Conference at a restaurant or hotel in Brussels. Attended by students, academic and administrative staff, and all those involved in the conference, this is a wonderful opportunity to celebrate the successes of the academic year with fine dining, drinks and dancing.

Libraries and resources

BSIS students have access to a wealth of resources in Brussels, other places in Belgium, Canterbury and online. The primary sources for your research readings are via Kent's Templeman library (based in Canterbury) – further information about library facilities can be found at kent.ac.uk/guides/library-services-for-kent-students-at-brussels

The libraries of the VUB and the ULB, the Royal Library in Belgium and the Library of the Foreign Ministry of Belgium are all accessible to students and hold some excellent resources. You can also access the European Commission Library, NATO Library, libraries of the National Bank of Belgium and the Ministry of Defence plus other university libraries in Belgium. To take books out of the VUB and ULB libraries, you will need to pay a small membership fee.

During Welcome Week, we will give an overview of how to access resources including e-books and inter-library loans.

Computing facilities

BSIS has a number of computers for student use. You can use laptops at BSIS using the eduroam Wi-Fi service provider. You can print out documents at BSIS, or there are also many local copy shops which can provide printing facilities (for large amounts this is a better option).

Careers

The Careers and Employability Service offers support, advice and guidance for 50 weeks of the year to all current students, and to graduates for three years after they leave the University. Its main webpage (kent.ac.uk/ces) has lots of useful resources such as guides on making decisions about your future, an online CV review platform, an online practice interview system, and psychometric tests.

In addition, as a BSIS student, you also have access to key2advance, which offers weekly career workshops tailored to the courses offered in Brussels. They also help guide students on how to secure internships at the European Parliament, the European Commission, think-tanks and international NGOs as well as arranging networking and alumni events.

Many students embark on internships during their time at BSIS. These are usually unpaid, but can be quite time consuming. Bear in mind that a careful balance is required so your studies do not suffer. Some internships depend on you being a registered student at the University, so keep your registration dates in mind when you apply.

Graduation

Successful graduates are invited to attend a graduation ceremony in November at Canterbury Cathedral in Kent. BSIS staff members usually attend to help you celebrate!

“At first I was worried about finding my seminar readings but I was quickly reassured. The School organises a library session that introduces us to a great variety of facilities and online resources. That was really useful and made it easier to find what I needed.”

Sandrine Lauret (France)
MA Political Strategy and
Communication



LEISURE AND SUPPORT FACILITIES

Students have access to a range of forums set up by fellow BSIS students, as well as sport and leisure facilities offered by our partner university, Vrije Universiteit Brussel (VUB)

To socialise with fellow students, you can use all of the bars, cafés and social spaces of our partner university, VUB. BSIS students are also able to use other campus facilities (see below).



Sports activities

BSIS students also have access to sporting facilities at the VUB, however these do incur a charge. Facilities include football (soccer) pitches, a swimming pool and track facilities. Students often tend to use the facilities at the VUB as it is very close to BSIS.

Basic Fit is a private health and fitness company offering a range of membership options. It is on the VUB campus and has a good selection of aerobic and training equipment. See basic-fit.be/

Brussels has many gyms and fitness organisations with prices as low as €15/20 per month.

Student forums

Each year, students set up their own forums reflecting their academic interests. Recent forums have included the Churchill Society, the Migration Forum (which organises visits to the International Organisation for Migration, Save the Children and the Red Cross), the Film Society and the International Development Forum (organising visits to development-related institutions and sharing information about professional training and employment opportunities). If you have a particular focus in your field, you're welcome to set up your own forum – the Brussels Graduate Student Union (BGSU) can advise on whether funding is available.

Brussels Graduate Student Union

The Brussels Graduate Student Union (BGSU) is a self-governing body of graduate students at BSIS which promotes the interests and welfare of its members. Elections

to the BGSU are held with each new intake and include the following positions:

- **President:** chairs meetings and oversees BGSU activities
- **Vice-President:** deputises for the President
- **Treasurer:** manages the BGSU budget and finances
- **Secretary:** minutes BGSU meetings and organises correspondence
- **Social Secretary:** organises social and fundraising events
- **Sports Representative:** organises sports activities for all students
- **Victualler:** organises the annual International Dinner
- **International Conference Chair:** organises speakers and attendance at the International Student Conference
- **Welfare Officer:** provides support for student welfare
- **Academic Officer and Course Representatives:** liaise between students and course conveners on any student concerns.

KEY DATES AND CONTACTS

BSIS contact details

Brussels School of International Studies, University of Kent,
Boulevard Louis Schmidt 2a, 1040 Brussels, Belgium.

T: +32 2 641 1721

F: +32 2 641 1720

Maps and travel directions

kent.ac.uk/maps/brussels

Administration Office opening hours

Monday to Friday, 9.00-17.00

General queries

bsis@kent.ac.uk

Student Records Administrator

bsispgadmin@kent.ac.uk

Finance Officer

eurofin@kent.ac.uk

Admissions enquiries

bsisadmissions@kent.ac.uk

Our academic year

Welcome Week for students

starting in September

19 September – 22 September 2022

Term 1

26 September – 16 December 2022

Welcome Week for students

starting in January

9 January – 13 January 2023

Term 2

16 January – 7 April 2023

Term 3

8 May – 15 September 2023

University websites

Enrol as a student

kent.ac.uk/welcome

Payment plans

kent.ac.uk/brussels/handbook/brusselsfinance.pdf

Student Support and Wellbeing Service

kent.ac.uk/studentsupport

Lecture timetables

kent.ac.uk/brussels/courses/term-dates

Local websites

Public transport in Brussels

stib.be

Communes in Brussels

be.brussels/about-the-region/the-communes-of-the-region

Visa information

diplomatie.belgium.be/en/travel-belgium

Doctors by commune

expatica.com/be/healthcare/healthcare-services/doctors-in-belgium-446757/

Doctors at medical centre (VUB campus)

student.vub.be/en/university-general-medical-practice#make-an-appointment

ING bank (on VUB campus)

ing.be/en/retail/branches

Mobile phone providers

base.be

orange.be

proximus.be

telenet.be

CHECKLIST

Before you arrive

- Complete enrolment – p4
- Remote registration – p4
- Obtain visa (if needed) – p5
- Book a place to stay on arrival – p5
- Arrange health insurance – p5
- Inform us of any disabilities to allow us to provide support – p6
- Plan your budget – p6
- Make your travel arrangements to Brussels – p8
- Pay your first instalment of fees – p13
- Select your modules – p13

After you arrive

- Complete your student registration and collect your ID card – p13
- Attend the Welcome Week programme – p14
- Find accommodation – p16
- Register with your commune – p17
- Open bank account (if applicable) – p17
- Find a mobile phone provider – p17

This brochure was produced in September 2022. The University of Kent makes every effort to ensure that the information contained in publicity materials is fair and accurate and to provide educational services as described. However, the courses, services and other matters may be subject to change. For the most up-to-date information, and for our terms and conditions, see www.kent.ac.uk

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