GETTING STARTED / BRUSSELS

Information for starting your studies at the Brussels School of International Studies
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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 over 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 programmes combine subjects from International Relations, Political Science, Law, Economics and History. We offer you an opportunity to specialise in two subject areas granting 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 has just moved to new premises, where we will have even better facilities to engage in teaching and learning at the highest level.

As a student, you will find yourself in a very international community, but one that is small enough to feel at home and to 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.

Dr Tom Casier
Academic Director of BSIS
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.

An important priority is the process of registering as a student (see p4). Some students need to apply for a visa (see p5) – a process that should be started as soon as possible. Another good tip is to check out the local areas with a view to its accommodation (see p6). This will make the process easier once you arrive. Some students also like to prepare for their studies by reading a few introductory texts in international studies (see p8 for suggestions from BSIS academics).

If you would like a student perspective, you can also consult the Brussels Student Survival Guide which is edited by our student body and is available on the Getting Started web pages (www.kent.ac.uk/gettingstarted/brussels).
FIVE STEPS TO REGISTER AS A STUDENT

Once you’ve met your offer requirements, you should enrol online, claim your IT account and access your student data. Before you arrive, you also need to send us your registration form and choose a payment plan.

Step one: your offer
Your offer letter from Kent outlines the conditions of your offer. Once these conditions have been met, you receive an unconditional offer in a confirmation letter. This letter includes your student ID number; this is allocated in August (if you are starting in September), or in November (if you are starting in January).

You can track your application online via the admissions system at https://evision.kent.ac.uk/urd/sits.urd/run/siw_lgn

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

Step two: enrol online
It only takes 10 minutes to enrol as a student. Simply follow the links at www.kent.ac.uk/gettingstarted and provide the following:
• your student ID number (see step one, above)
• a passport-style photograph in .jpg format
• your date of birth.

Step three: claim your email and data accounts
Once enrolled, you can claim your Kent IT account. This gives you an email address and allows you access to the School’s intranet and to library resources.

To access your account, go to www.kent.ac.uk/itaccount and follow the prompts to provide:
• your student ID number
• date of birth
• a new password.

You should then access an account on the Student Data System (SDS). This allows you to view and update your student record; later SDS will be used to display your study details and results. To set up your account, go to www.kent.ac.uk/gettingstarted and follow the prompts to provide:
• your student ID number
• date of birth.

Step four: payment plan
Before arrival, make sure that you have read the Finance Handbook at www.kent.ac.uk/gettingstarted/brussels/fees.html and decide on the most convenient plan for the payment of your fees. You need to submit a payment plan at the BSIS administration office on arrival.

Step five: send your registration form
Before arrival in Brussels, you should email us your registration form. Fill in the form at www.kent.ac.uk/gettingstarted/brussels/registration-form.html and send it to our Student Records Administrator in the BSIS office: ukboffice@kent.ac.uk

The registration process is completed on arrival at BSIS, see p14 for details.
PREPARE FOR LIFE IN BRUSSELS

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

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: http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium/

Where to stay on arrival
We recommend www.booking.com as a useful source of information for finding hotels. You can also find lots of information about youth hostels on the internet. We recommend Sleep Well Youth Hostel as a good, affordable option in a central location. Further details at http://www.sleepwell.be

Accommodation
Although the University does not offer campus accommodation in Brussels, there are a wealth of affordable private rental options available and students usually find a place to live shortly after arrival. Studio apartments, with all charges (utility) included, cost approximately €550-700 a month and a one-bedroom apartment is approximately €650-850 a month. Most students choose to share an apartment and this will cost approximately €350-450, including utilities.

Brussels School of International Studies, the University of Kent’s Brussels centre, is located close to the student district between our partner universities, Vrije Universiteit Brussel (VUB) and the Université Libre de Bruxelles (ULB). Much of the housing is a short walk from the University and is designed for students in layout and price. Notices of available apartments, many of which are being vacated by outgoing Brussels School of International Studies students, are displayed on our housing blog at www.kent.ac.uk/brussels/news/housing.html

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 www.kent.ac.uk/brussels/studying/term/termdates.html for dates.)

There are 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 – www.partena.be

Please note that all foreign residents in Belgium are legally required to have health insurance.

CONTINUED OVERLEAF
PREPARE FOR LIFE IN BRUSSELS (CONT)

Students with disabilities
The Student Support and Wellbeing Service (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 www.kent.ac.uk/student/support-and-wellbeing for information and contact details.

Plan your budget
The costs of living in Brussels can vary enormously depending on which 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:

• food: €150 per month if you cook for yourself

"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

• 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 March 2015). For more details, please check www.stib.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 €6.50/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.)
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: www.brusselsairport.be

A taxi from the airport to central Brussels will cost around €4.50 (as of March 2015) if purchased from the ticket booth in advance (€6.00 if purchased on board the bus).

Charleroi airport is about one hour south of Brussels, and is sometimes called Brussels South. Ryanair operates from this airport. It is accessible by train and bus from Brussels: www.charleroi-airport.com/en

Taxis to Brussels from Charleroi should be avoided as they are very costly. A combined train and bus journey is €14.20 (as of March 2015).

By train

If you travel to Brussels by rail (by Eurostar or Thalys, for example) you will arrive in one of the three main stations: Bruxelles Centrale, Bruxelles Nord or Bruxelles Midi. The SNCB (Société Nationale des Chemins de fer Belges) has timetables and fares on its website: www.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 www.stib.be and click on EN to get information in English.

Getting to BSIS

For maps and travel directions to BSIS see our website at: www.kent.ac.uk/maps/brussels

Languages

It is usually possible to survive using just English in most transactions in Brussels – 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. If you already speak French or Dutch, it’s a good idea to brush up your skills before arriving.

“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
PREPARE FOR YOUR STUDIES

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 previous 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.

The examples below represent books recommended by the School’s academics. However, since BSIS takes a highly interdisciplinary approach to international studies, this list is by no means exhaustive.

**MA programmes**


**LLM programmes**

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.

The first few weeks after arrival are usually very busy. Some of the most important aspects of life as a student are covered in the following pages, such as how to choose your study modules and how to get involved in the School’s many activities. Practical information is also provided, such as how to find accommodation, setting up your bank account, finding a doctor and where to shop for household goods.
ON ARRIVAL IN BRUSSELS

On arrival and 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.

Start by taking the steps described on p4 (if you have not already done so). The office will then be able to deal with any outstanding conditions of your registration. Student ID cards are distributed during Welcome Week, providing you have met all the conditions of your offer and supplied a photograph.

For opening hours of the BSIS office see p19. For travel directions see www.kent.ac.uk/maps/brussels

Fee payment plan

Please read the finance handbook at www.kent.ac.uk/gettingstarted/brussels/fees.html and choose one of the three payment plans. The payment plan should be submitted to the Finance Officer, Ms Yingqing Ben, in Brussels no later than the following dates:

• 17.00, Friday 25 September 2015, if you are starting your studies in September
• 17.00 on Friday 15 January 2016, if you are starting your studies in January.

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 de-registration 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 specialise only in the field of your MA or LLM or to combine it with a second area of specialisation. This choice and the selection of modules only has to be made on arrival at BSIS. BSIS offers you the chance to try out various modules by attending a range of lectures during the first week of your studies. (See p19 for details). Please consult our website for more details on study options: www.kent.ac.uk/brussels/studying/programmes/options.html

To see the modules available for your programme, please see our website at www.kent.ac.uk/brussels/studying. 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:

Welcome
You are welcomed to BSIS by the Academic Director, Dr Tom Caizer.

Registration
If you haven’t already done so, you submit your registration forms and your fee payment plans (see p13). You also deal with any outstanding conditions for your student registration.

Campus tours
The Brussels Graduate Student Union (BGSU) takes you on a tour of BSIS facilities as well as those of our partner institution, the VUB.

Administration and practical information
You attend a presentation on the administrative aspects of studying at BSIS. It covers areas such as programmes and pathways, the credit framework, lecture schedules, the Student Data System 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 programme conveners discuss what you can expect from each MA and LLM programme and how to tailor your programme to your interests as well as from our PhD programmes. Conveners also discuss what they expect from you as students.

Module presentations
All staff teaching in either the September or January term give a brief introduction to their modules, including the lecture times and assessment patterns.

Careers and work permits
This is an introduction to the services offered by our BSIS Career 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.

More information
Programmes for Welcome Week are generally available in July if you are starting your studies in September, or in November if you are starting your studies in January. See www.kent.ac.uk/gettingstarted/brussels
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 like 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! If you like beer and chocolate, you’ll find Belgium a great place to live.

In terms of weather, it can be dull and grey (like much of Northern Europe) but when the sun does come out you’ll see Brussels really come alive. Make sure you bring an umbrella and a sunhat and be prepared to experience all seasons in one day.

Accommodation

Although the University does not offer campus accommodation in Brussels, 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. As there are many students and people working as stages (interns), there are numerous vacancies from people who are leaving their apartments and looking for others to take over their leases. Thanks to the internet, you can do a good deal of searching before you even arrive. The following websites are a few good places to start:

- www.immoweb.be
- www.expats.com
- EasyRoommate.com
- www.immo.vlan.be
- www.expatica.com/be
Banking
Banking in Belgium is relatively easy and there are a range of banks where you can open an account. The ING bank, which has a branch on the VUB campus, across the road from BSIS. Normally, banks will not open an account for you unless you have a Belgian identity card. However, the ING on the VUB has an agreement with the University to allow students to open an account when they arrive.

For more details on ING, see www.ing.be/en/retail/

Mobile phones
Having a mobile phone is one of the most important steps of setting up your life in Brussels. There are three major mobile phone providers in Brussels:
• BASE: www.base.be
• Mobistar: www.mobistar.be
• Proximus: www.proximus.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. In the past, many students have found that Mobistar and BASE offer the most affordable plans but, of course, you may find that Proximus offers a plan more suitable to your circumstances.

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 http://www.blbe.be/en/choosing-doctor

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 www.vub.ac.be/english/infofor/prospectivestudents/healthcentre.html

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.

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: GB; 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.
LIVING IN BRUSSELS (CONT)

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
  www.ikea.be

Household and appliances
• BLOKKER
  www.blokker.be
• Casa
  www.casashops.com
• HEMA
  www.hema.be
• BRICO
  www.brico.be
• Media Markt
  www.mediamarkt.com

Shopping mall
• City2
  www.city2.be
  (close to the BSIS campus)

Bookshop
• Waterstones
  Boulevard Adolphe Max
  71, 1000 Bruxelles
  www.waterstones.com
  This branch stocks many of your required course books: show a student ID card for a discount
• Amazon
  amazon.co.uk
  Order your course books online for postal delivery

“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
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 p15) 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 Schmitlaan 2a in Dutch/Flemish).

Lectures and seminars are generally held between 9.00 and 21.00, 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 on the website at www.kent.ac.uk/brussels/staff/index.html

Students have access to facilities in the building 24 hours a day seven days a week. All students should obtain a building access card to allow access to the building. You need €30 in cash as a deposit for your access card. This is returned to you when you leave, providing the card still functions. Until you receive your access card, you need to ring the University of Kent buzzer to gain access to the building.

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 www.kent.ac.uk/brussels/studying/term/lecture-schedule.html

Selecting your modules
All students attend the module Fundamentals, Dissertation and Research which is designed to
STUDYING AT BSIS (CONT)

equip you with the skills to access library resources, conduct your own research and write your dissertation.

Each programme at BSIS has an academic pathway and the modules available to you will be listed in the programme specifications on our website. You will be able to discuss your module choices with your programme convener during Welcome Week.

By the end of the first week of the semester, you make your final module selections. (See p14 for details.) 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. If you would like to audit a module, you should discuss it with your programme convener before seeking the approval of the module convener.

During the first week of the semester, we give you the opportunity to attend as many lectures as you like within your programme pathway, before making a decision. In the rare event that a particular module is oversubscribed, preference is given to those students for whom the module is compulsory.

Later in your studies you can also use SDS to review your modules and view your marks. You can access SDS at https://sds.kent.ac.uk or from the ‘quick links’ menu on the University of Kent’s homepage.

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. To access Moodle go to https://moodle.kent.ac.uk/moodle/login/index.php

Student website
BSIS has a website for current students with information on every aspect of your studies including coursework, assessment patterns, how to conduct research as well as information about facilities. The site also features a news section, which provides important updates and information. It is worth bookmarking and checking regularly at: www.kent.ac.uk/brussels/current/

International Student Conference
The International Student Conference is held in April 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 (see p23) and a committee of assistants. The aim is to give students an opportunity to present their research on one or more topics. Guest speakers are invited to take part and the conference is generally well attended and well received.

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, Belgium, Canterbury and online. The primary sources for your research readings are the libraries of the VUB and the Université Libre de Bruxelles (ULB), the Royal Library in Belgium and the Library of the Foreign Ministry of Belgium. 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.

Registered students also have access to online resources at Kent’s Templeman Library (based in Canterbury) and there is also a small collection of books at BSIS. Further information about library facilities can be found at www.kent.ac.uk/library/students/brussels.html

Computing facilities
BSIS has a number of computers for student use. You can use laptops at BSIS using the eduroam Wi-Fi service provider. If you want to print out documents at BSIS you can charge the cost to your account in the administration office. There are also many local copy shops which can provide printing facilities.

BSIS students also have access to the facilities at our partner university, VUB and you are given a tour as part of the events in Welcome Week.

Careers
Our Careers Adviser helps you prepare for the job and internship market as soon as possible after your arrival in Brussels. You are offered weekly career workshops and individual coaching sessions catered to your specific needs. Specific workshops on how to get internships at the European Parliament and Commission are available. You can also schedule individual appointments throughout the course of your studies to make sure you feel confident about your career plan and job applications.

Our coaches secure internships that relate to all our programmes. Organisations we have placed students with include:
• International Crisis Group
• UNDP’s Joint Migration and Development Initiative Programme
• Weber Shandwick
• Hill+Knowlton
• Mostra
• Carnegie Endowment for International Peace
• various human rights and environmental NGOs in Brussels and Switzerland.

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 that 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 universities.

To socialise with fellow students, you can use all of the bars, cafés and social spaces of our partner university Vrije Universiteit Brussel (VUB) as well as the Université Libre de Bruxelles (ULB). BSIS students are also able to use other campus facilities (see below).

Sports activities
BSIS students also have access to sporting facilities at both the VUB and the ULB for a minimal charge. These include football (soccer) pitches, a swimming pool, track facilities and so on. Students often tend to use the facilities at the VUB as it is closer to BSIS. Basic Fit is a private health and fitness company offering a range of membership discounts. It is on the VUB campus and has a good selection of aerobic and training equipment: see www.basic-fit.be/ for details.

Brussels has many gyms and fitness organisations with prices as low as €15 per month. In previous years the BSIS student community has been active in organising football and other sporting events. Brussels has a range of gyms and fitness organisations with prices as low as €15 per month. In previous years the BSIS student community has been active in organising football and other sporting events.

See www.facebook.com/groups/BSIS.sports to keep up to date.

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 BGU 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 Programme Representatives: liaise between students and programme conveners on any student concerns.
KEY DATES AND CONTACTS

BSIS contact details
Brussels School of International Studies, University of Kent,
Espace Rolin, Boulevard Louis Schmidt 2a, 1040 Brussels, Belgium.
T: +32 2 641 1721
F: +32 2 641 1720

Maps and travel directions www.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 ukboffice@kent.ac.uk
Finance officer ukbfin@kent.ac.uk
Admissions enquiries ukbapplications@kent.ac.uk

Our academic year
Orientation Week for students starting in September 21 September – 25 September 2015
Term 1 28 September – 18 December 2015
Orientation Week for students starting in January 11 January – 15 January 2016
Term 2 18 January – 8 April 2016
Term 3 9 May – 17 June 2016

University websites
Enrol as a student www.kent.ac.uk/gettingstarted
Payment plans www.kent.ac.uk/gettingstarted/brussels/fees.html
Student registration form www.kent.ac.uk/gettingstarted/brussels/registration-form.html
Student Support and Wellbeing Service www.kent.ac.uk/studentsupport
Lecture timetables www.kent.ac.uk/brussels/studying/term/lecture-schedule.html
Student Data System sds.kent.ac.uk
Moodle (module information) moodle.kent.ac.uk/moodle/login/index.php
BSIS website for current students www.kent.ac.uk/brussels/current

Local websites
Public transport in Brussels www.stib.be
Communes in Brussels www.avcb-vsgb.be/fr/Communes
Doctors by commune www.mgbru.be/index_en
Doctors at medical centre (VUB campus) www.vub.ac.be/english/infofor/prospectivestudents/healthcentre.html
ING bank (on VUB campus) www.ing.be/en/retail
Mobile phone providers www.base.be
www.mobistar.be
www.proximus.be
CHECKLIST

Before you arrive

☐ Satisfy conditions of offer (if applicable) – p4
☐ Enrol as a student online (after confirmation letter received) – p4
☐ Claim your IT account – p4
☐ Decide how to pay your tuition fees – p4
☐ Obtain visa (if needed) – p5
☐ Please inform us of any disabilities to allow us to provide support – p5
☐ Book a place to stay on arrival – p5
☐ Check out health insurance options – p5
☐ Plan your budget – p6
☐ Make your travel arrangements to Brussels – p6

After you arrive

☐ Complete your student registration and collect your ID card – p14
☐ Attend Welcome Week – p14
☐ Submit your payment plan – p13
  – by 25 September for students starting in September 2015
  – by 15 January for students starting in January 2016
☐ Find accommodation – p16
☐ Arrange health insurance – p5
☐ Register with your commune – p16
☐ Open bank account (if applicable) – p17
☐ Find a mobile phone provider – p17
☐ Choose your modules – p14
  – by 2 October for students starting in September 2015
  – by 22 January for students starting in January 2016