



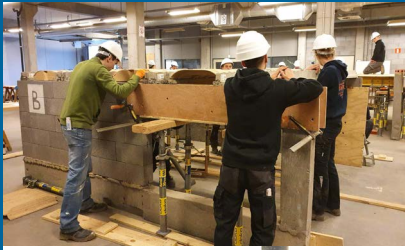
Welcome to Odisee

GUIDE FOR NEW STUDENTS

2024-2025 ACADEMIC YEAR

| AALST | BRUSSELS | DILBEEK | GHENT | SCHAARBEEK | SINT-NIKLAAS |

Odisee
UNIVERSITY OF APPLIED SCIENCES



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Welcome to the **co**-university college



Congratulations, you have registered at Odisee. Welcome – and thank you for choosing us!

Odisee is the co-university college, where the ‘co’ means together and co-creation. We want to approach your studies together and build towards your exciting new career. Over the years ahead, we will be offering a wide array of inspiring classes where the lecturers will also act as coaches, introducing you to their area of expertise. You’ll learn a lot, get stuck in, discover your own talents and take on challenging placements.

There is much more waiting for you! At Odisee, you’re always *in good company*. You’re going to meet so many new people, either online or in real life, and you’re going to share some unforgettable experiences with them. Studying will shape the course of the rest of your life, both professionally and personally. We are proud that our university college has a role to play in that.

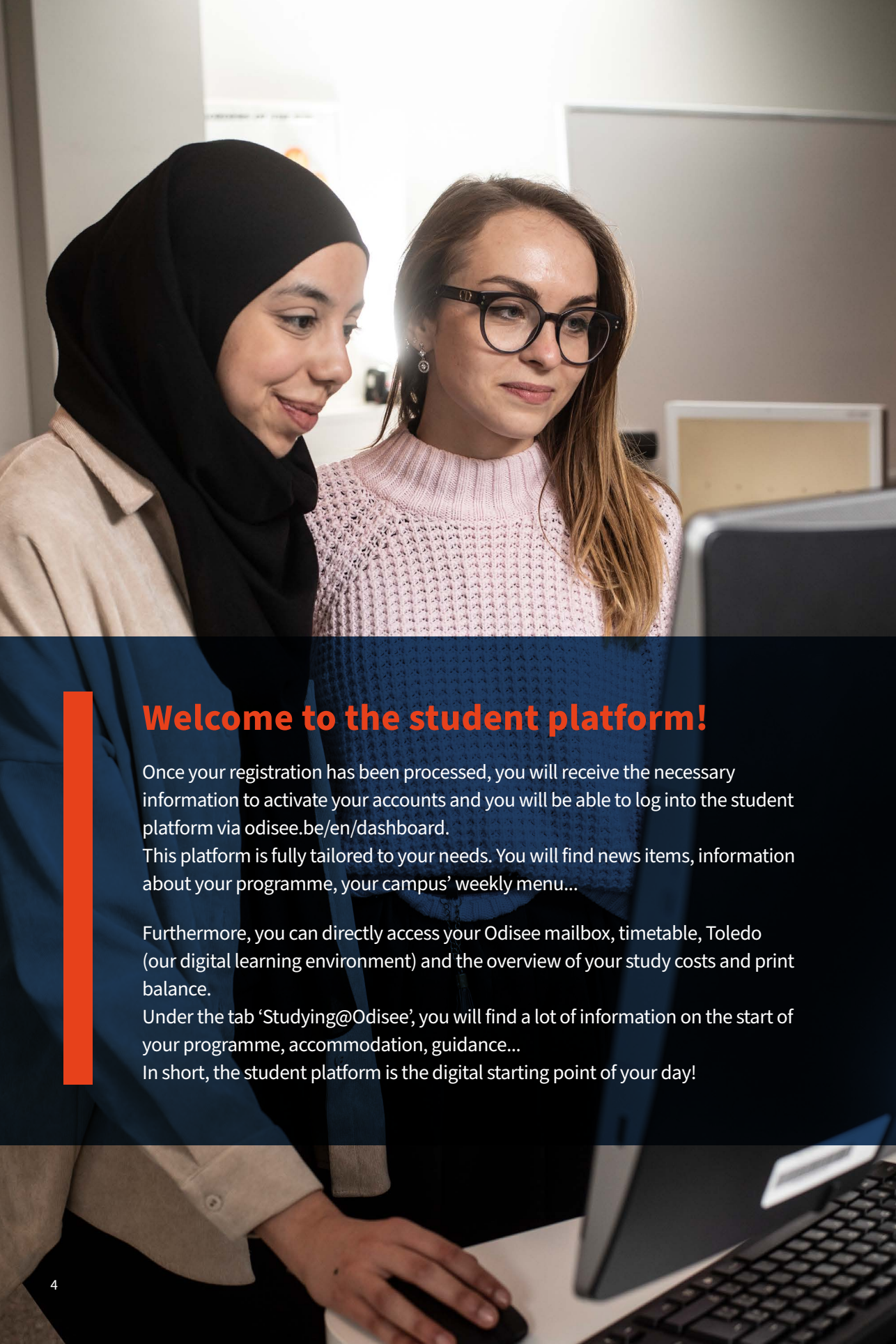
But: *first things first*. As a new student, you’re bound to have loads of practical questions. This brochure aims to answer them.

We wish you the best of luck at Odisee. And we want you to have a great time, too!



Harry Parys

Director Student and Talent



Welcome to the student platform!

Once your registration has been processed, you will receive the necessary information to activate your accounts and you will be able to log into the student platform via odisee.be/en/dashboard.

This platform is fully tailored to your needs. You will find news items, information about your programme, your campus' weekly menu...

Furthermore, you can directly access your Odisee mailbox, timetable, Toledo (our digital learning environment) and the overview of your study costs and print balance.

Under the tab 'Studying@Odisee', you will find a lot of information on the start of your programme, accommodation, guidance...

In short, the student platform is the digital starting point of your day!

You're registered! Now what?

You completed the online registration.

What are the next steps?

We will process your documents

The Student Administrative Services Centre will start processing your registration in August. We will contact you if we have not yet received all necessary documents.

So check your mailbox!

If your registration application is complete, then we will process it and you will receive in your mailbox a certificate of registration, an invoice mentioning the fixed registration fee and information on activating your accounts.

Your student card

Your student card will be sent by postal mail. If you did not have a Belgian address when you registered, you will have to collect your card on campus. The student card is valid during your entire study career. Take good care of it, you only receive it once. You will need it to access certain classrooms, for printing or copying on campus, to borrow materials from the library, as proof of identity when sitting exams...

if you have requested your registration per email	your registration will be processed	and you will receive your student card
Before the 15th of August	As of the 16th of August	at the earliest at the end of August
After the 15th of August	ASAP after receipt of your application	at the earliest 2 weeks after processing your registration



For privacy reasons, Odisee will not share any information (e.g. about your schedule or exam results) with parents or third parties. On the website you can see how they can follow your study progress. More information can be found on: odisee.be/en/monitoring-studies-parents-or-third-parties.

Get ready

for a successful start!

Before you can start your studies, it is necessary to go through the following steps.



1. Get to know your digital tools

Every day, you will work with different digital tools. You can easily access your personal dashboard on the student platform, the digital learning environment (Toledo), your personal timetable, your Odisee mailbox, Microsoft 365 and so much more. There are also tools you will use less frequently, such as the applications for the registration of your Individual study programme (ISP), for ordering study materials, etc.

To get acquainted with all these tools, we have created the online course 'Getting started as a student with the educational technology of Odisee'. This way, you will be completely up to speed digitally.

2. Activate your accounts

Odisee students have two accounts: an Odisee account and a KU Leuven Association account. The accounts give you access to the student platform, your Odisee mailbox and the digital learning environment Toledo. The accounts must be activated before you can use them. We will send the instructions for activation by email. You can read exactly when that will happen on page 5. More info on www.odisee.be/en/activate-accounts

3. Apply for special status

Do you think you are eligible for a special status? Then apply for your status as soon as possible, preferably before the start of the academic year. Do you start in February? Then apply before the start of the second semester. This way, you can quickly use your facilities and your start at Odisee will go smoothly. Read more about it on page 10.



4. Check when your study programme starts

Welcome days

At the start of the academic year, every study programme hosts one or more welcome days for new students. You are expected to attend and participate. During the welcome days you will get to discover your campus and learn more about your programme, your study materials, the learning platform...

Start of lectures

Officially, the first semester starts on 23/09/2022 and the second semester starts on 10/02/2023, but that is not the same for all study programmes. So make sure to check the academic calendar of your particular study programme.



5. Applying for exemptions

Do you have relevant work experience or have attended higher education before? If so, you may be entitled to one or more exemptions.

You can apply for exemptions for courses in the first semester from the 25th of August to the 15th October. For the second semester, it is from the 8th to the 25th February.

6. Choose your subjects

Once you have activated your accounts, you can put together your Individual Study Programme (ISP). By this, we mean you need to tick all the programme course units you want to follow this academic year. If you are eligible for exemptions, you need to register that too. You have from the 10th of September to the 15th of October (inclusive) to submit your ISP. If you register after the 10th of October, you must submit your ISP within a week of registration.

7. Check the study material you need

Handbooks and more

From early September (mid-January at the earliest for second semester), you can check online which textbooks you need and order them online. Don't delay your order if you want to have all your materials in your possession by the first day of classes. In addition to textbooks, you will also find ePublications and eCourses on your student platform.



Laptop

A laptop is an essential tool for your studies. Every student at Odisee needs a laptop. If you already have one, check if it meets the technical specifications. If you are looking for a laptop, Odisee works with Academic Shop to offer an attractive selection of laptops, including extended warranty and 3-year support. If buying a laptop is not an option, we will be happy to help you out. For instance, you can pay off your laptop in monthly installments. Contact the STUVO Social Services department on your campus (<https://www.odisee.be/en/extra-financial-assistance>).

Software

Odisee provides specific tools and software for your programme and contributes to the costs. This way, you only pay a flat-rate through the student platform.

8. Check your schedule

Once you have registered your ISP, you can see your personal schedule. Your schedule might change from week to week. So keep close track of your schedule to avoid any surprises.



Find all the steps for a smooth start at www.odisee.be/en/asmoothstart.

How much does the study programme cost?

You will need to pay your tuition fee as well as buy study materials and pay your rent if you move into a student room.

The exact amount will depend on your personal situation.

Fixed and variable part

The tuition fee consists of a fixed and a variable part. The fixed part is the amount that each student pays upon registration. The variable part is the amount that you pay per credit. A full-year programme consists of 60 credits. If you take up fewer courses, for example because you are exempted, you will pay a lower tuition fee.

Four rates

We make a distinction between the rates for non-scholarship, near-scholarship, scholarship and non-EEA students with a student residence permit. You are a scholarship student if you are eligible for a Flemish study grant. If you are just short of meeting the conditions, you can still benefit from a reduced tuition fee as a near-scholarship student. In all other cases, you are a non-scholarship student. Moreover, non-EEA nationals with a student residence permit fall under the increased fee. You can find more information on odisee.be/en/tuition-fees.

Pay attention to your learning account balance

If you register as a student for the first time, you start off with an initial learning

Non-scholarship student	
Fixed part	EUR 288,00
Per credit	EUR 13,50
Near-scholarship student	
Fixed part	EUR 288,00
Per credit	EUR 5,00
Scholarship student	
Fixed part	EUR 131,50
Per credit	EUR 0
Increased fees non-EEA students with a student residence permit	
Fixed part	EUR 987,50
Per credit	EUR 49,40

account balance of 140 credits. Credits you register for, will be deducted. If you pass a course, these credits will be returned to your account. If your learning account balance drops below zero, the university college may increase your tuition fee or may even refuse your registration. This is how the government wants to encourage you to take your university career seriously. You can find more information on odisee.be/en/learning-account.

A second account balance letter

Your first account balance letter indicates the fixed part of your tuition fee. As soon as your ISP has been approved and your total number of credits has been determined, you will receive the second account balance letter including the variable tuition fee. As a scholarship student, you will be exempted from paying the variable part of the account balance.



It is possible to pay your tuition fees in instalments. To do this, you should contact the social service on your campus. For more information, check odisee.be/en/payment-instalments

What is a study grant?

A study grant is an amount of money that you receive from the Flemish Government to pay for your study costs. As previously mentioned, the kind of grant you are eligible for also has an impact on your tuition fee. You can receive the grant if your family's income is below a certain threshold and if you meet a number of additional requirements. You can read all about it on studietoelagen.be (in Dutch) and odisee.be/en/study-grant.

Bear in mind that most international students do not qualify for a Flemish study grant.

How do I apply for a study grant?

To apply for your study grant, first you set up a profile by going to the digital counter at studietoelagen.be. Then the Study Allowances department will set up your file and you can check and follow your file and add documents at the digital counter. You can also ask questions on the website using the contact form.

You can set up your file for the academic year 2024-2025 from the 1st of August 2024 to the 1st of June 2025. If you have previously studied at a higher education institution and were granted a study allowance last year, the Study Allowance Department might automatically set up a file for you, depending on whether you indicated this preference on your file. Consult this in your online file via studietoelagen.be > Ga naar het digitaal loket (only available in Dutch).


Since calculating and paying our your study allowance can take a while, you can ask for an advanced on the allowance to the Social Services Office of STUVO.

What about the child benefits scheme and the Groeipakket (Growth Package)?

In order to receive child benefits/Groeipakket as a student, you have to meet some age and study conditions. These vary according to where you live. You can read all about this at centenvoorstudenten.be/english/ > Child benefits.

Earning some cash on the side as a student?

What if you want to have a student job during the holidays or during the academic year? That's great! Do make sure you find out in advance the impact this might have for your social security, your child benefits/Groeipakket and taxes, by asking the STUVO Social Service. If you are doing too many hours or earning too much, you can lose other benefits. The thresholds are different whether you are a resident in Flanders or Brussels. Read more about your rights and obligations as a student with a student job on studentatwork.be and www.studyinlanders.be/practical-information/work-and-study.



If you just graduated from secondary school and you were not entitled to a schooling allowance via the child benefits scheme or an educational allowance via the Goeipakket, you might still be eligible for a study allowance in higher education, as the conditions are different. Do not hesitate to apply for a study allowance from the Flemish government if you think you might be entitled to it or contact the Study Services Office for more information.

Individualized studying path



Each and every student is unique. At Odisee, we do everything we can in order to meet your individual needs.

Special Status

Combining your studies with your duties as a professional artist, athlete, student representative or politician is not obvious. If that is your case, Odisee supports your situation. You can request a special status and have access to certain facilities to make your studies more flexible (i.e. spreading your exams). Contact STUVO for more information.

Studying with additional support: the O-status

Do you have additional educational needs and did you get extra support in the past? Do you have a specific diagnosis? Together with you, we will examine where you are experiencing difficulties and what adjustments can be made. You can apply for an O-status. Students with an O-status are entitled to a number of facilities. These support measures will be granted in consultation with you and your programme. You apply for an O-statute via the care coordinator of your campus before the 15th of October for the first semester and before the 21st of March for the second semester. The sooner, the better! The sooner your application is made, the sooner you can enjoy your facilities.

Working + studying

If you are combining your studies with a job, then under certain conditions you may also be entitled to a special status: a working student. You can apply to the Student Administrative Services Centre for this at sa@odisee.be. What's more, if you are an employee or self-employed, you may be given additional support thanks to the Flemish government. For further information and conditions, you can email sociaalstatuut@odisee.be.

What if you need to talk to someone?

Are you finding studying more difficult than expected and are you looking for tips to improve your study method? Are you suffering from the fear of failure or procrastination? Or are you struggling with other personal problems? Know that the STUVO student counselling department are always there for you. Visit odisee.be/en/counseling for a listening ear on your campus.



From job seeker to student

Job seekers who receive benefits from the government must be available for the labour market. Registering with a diploma contract and taking up an educational programme of more than 27 credits may jeopardise this availability. If you would still like to register at Odisee, we strongly advise you to reach out to VDAB or Actiris, one of the two Belgian official employment agencies, for official approval.

If you are eligible, you can study while keeping your unemployment benefits. Find out about the conditions in advance by asking VDAB/Actiris. If you have any questions, you can email sociaalstatuut@odisee.be.

The Co-University of Applied Sciences

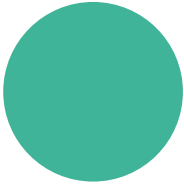
The co-what?

At The Co-University of Applied Sciences we focus on COoperation. With our new and highly ambitious project, called Vision 2027, we aspire to become the The Co-University of Applied Sciences our future needs. This strategy will be built on two main pillars: collaboration and customer intimacy. In other words, we would like to collaborate, cooperate and co-create.

With you as a student, yet also including other partners, like companies, institutions and enterprises. Your future is our story.

At Odisee we believe in the spirit of inclusivity. We welcome everyone at our university college and pride ourselves on being sustainable and flexible. Our color grid symbolizes our dynamic attitude towards education and displays the importance we attach to diversity.

When are the **holidays?**



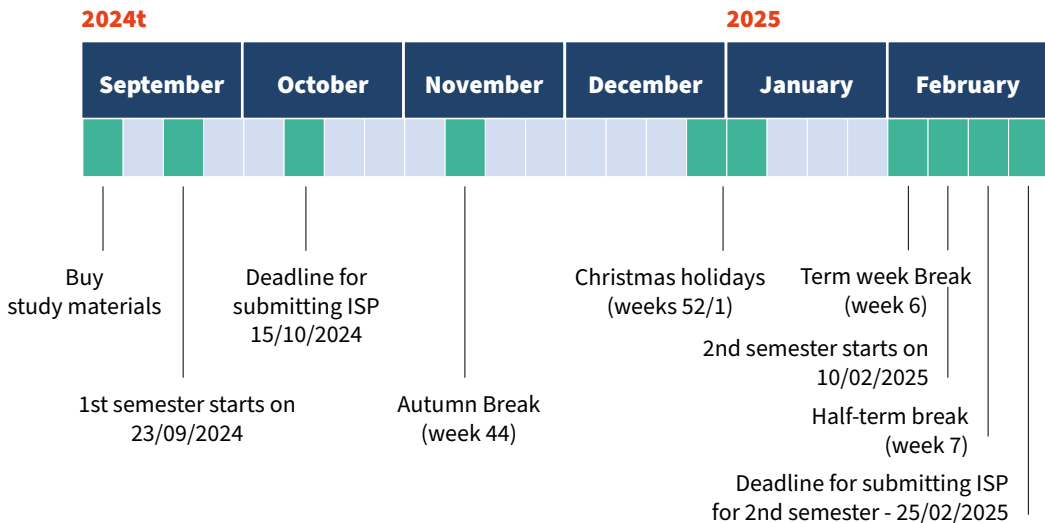
Are you already secretly wondering when the holidays start? We don't blame you. The timeline below should give you an idea of the academic calendar for the upcoming year. Remember, the schedules will vary between study programmes. So make sure to check the academic calendar of your particular study programme on odisee.be/en/calendars.

Lecture weeks

Unlike secondary education where all weeks have fixed schedules, higher education has flexible weeks of lectures. This means that lecture weeks focusing on theoretical education can be followed by work placements and/or project weeks, visits to companies or even trips abroad. Most practical subjects have mandatory attendance because you are continuously assessed.

Cramming and exam periods

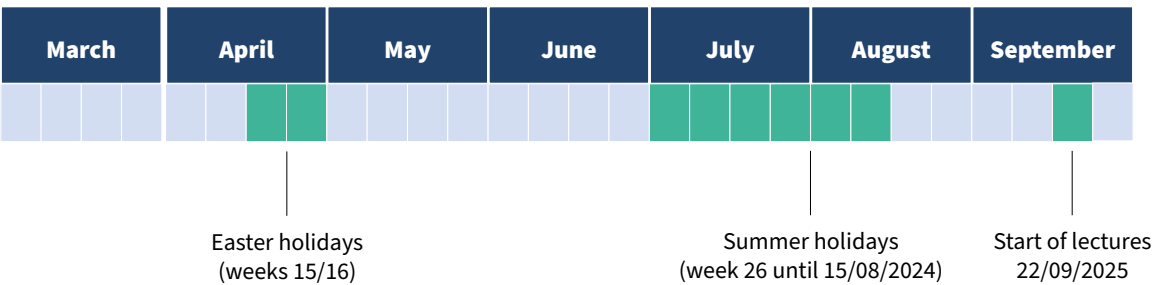
Exams - you probably don't want to think about them yet ... but better safe than sorry. If your faculty has a term system, your programme will be divided into two semesters of 13 weeks, followed by exams in January and May/June. If you don't pass your exams, you can re-sit them during the third exam period in August.





Holidays

As a student, you have an autumn break, Christmas holidays, a lecture-free term week, a half-term break in early spring, Easter holidays and summer holidays. That's a lot of holidays! But remember, all those weeks when you don't have to attend any lectures are ideal opportunities for finishing assignments and preparing for your exams. Some faculties might have different lecture-free periods. So make sure to check the academic calendar of your particular study programme.



Studying at Odisee is much more fun than I expected. We've got really cool lecturers who really understand us and I never expected that all the students would be so friendly.

Jeroen Cooreman

Primary Education student



Accommodation or commuting?

You now know whether you will be attending lectures at campuses in Aalst, Brussels, Dilbeek, Ghent, Schaarbeek or Sint-Niklaas. But do you know how you will get there?

Accommodation

For some students, moving into student accommodation is a crucial part of life as a student. Others prefer to continue to live at home (for a little longer). It's entirely up to you. How much a student room costs will depend on the city, the location, the level of comfort and the size. You can expect an average price of €415 to €530 per month. If you want to find an affordable place close to your campus, don't leave it too long. STUVO will be happy to help and provide advice. For more information, check odisee.be/en/student-housing.

By train

All Odisee campuses are easily accessible by public transport. Are you younger than 26? If so, the NMBS (Belgian National Railways) offers you the option to travel at a discounted rate. If you travel to the campus almost every day, then the Student Season Ticket is the cheapest solution. If you are living in accommodation near campus or only travel by train a few times per week, then a Campus Card or Student Multi is the best option. You can find more information at nmbs.be.

By bus or tram

Do you expect to regularly be taking buses or trams in Flanders? If so, then a Buzzy Pazz (-24 years) or Omnipas (+24 years) is the best solution. You can decide whether to buy a season ticket for 1 month, 3 months or 12 months.

As a student, you get a sizeable discount: you can find more information about this on odisee.be/en/mobility-students. If you only take the bus or tram occasionally, then it is best to go for a Lijnkaart or 10-journey ticket. Check delijn.be for more info.

MIVB in Brussels

MIVB/STIB is the public transport operator in the Brussels-Capital Region. Are you younger than 25 and do you regularly take the metro, bus or tram here? Then an MIVB/STIB School Season Ticket is the smartest choice. Visit mivb.be for more details.

Housing for international students

Odisee does not have on-campus housing, nor do we manage any student accommodation. However, the STUVO social services department can help you with your search for accommodation. If you want to make sure you have a room for the next academic year, it is important to start your search in time. It is advisable to make sure you have found a student room by August at the latest. You can either make all the arrangements from abroad or come to Belgium in person in order to see the room before signing the contract. Be sure to take a look at the brik.be/en and brik.mykot.be for the current offer of student rooms in Brussels.

Rent a bike

The ultimate mode of transport of choice for students is, of course, the bicycle. On your steel steed you can get to anywhere in your student city or campus, at any time of day (or night). You can use your own bike or rent one for a good-value student rate. You can find more information on odisee.be/en/mobility-students.

Student life = **so much more than cramming**



Of course, as a student you'll spend quite a lot of evenings and weekends studying. But don't worry, there will still be plenty of time to relax, join in sports and games and enjoy culture.

Student Kick-Off

Some Odisee campuses are located in lively student cities like Brussels and Ghent. Others are in quieter locations like Aalst, Dilbeek, Schaarbeek and Sint-Niklaas. But there's plenty to enjoy here too! Each and every campus has a community that will welcome you with open arms. It's a wonderfully diverse community where you can relax and be yourself. And one where every now and then the time comes for some serious partying.

To get the academic year off to a student-minded start, each campus starts the year with concerts, drinks and finger food and a fun information event or a big kick-off event. It's a great way of finding out more about your new town's night life and leisure offerings. Details and line-up are on the student platform.



Sports

Sports and exercise are not just good for your figure: working up a sweat is the perfect way of working off your stress and making new friends. Each campus has a varied range of sports and games, from driving go-karts to running the Brussels 20 km. In addition, STUVO hosts several special, sports-themed activities throughout the year.



Discover the full sport and culture offer on <https://www.odisee.be/en/sports-culture-and-recreation>



Culture

Did you know that if you're a student, you can get discounts on quite a few socio-cultural activities in your student town? The STUVO Service also regularly organises fun cultural activities on campus and will gladly help out if you want to set up an event of your own too.

Food and drinks

A healthy, well-balanced diet is essential for getting through a day of lectures and having some energy left at the end - especially if your nights are short! That's why each and every campus has a varied range of hot meals and sandwiches for both meat lovers and vegetarians. There are also various vending machines dotted about the campus so you're never far from a snack or a drink. All the prices are 'student-friendly', but have your debit card handy, because everything is cashless.

Students for students

The ASR is Odisee's General Student Council. The student representatives in the ASR work on subjects such as the academic calendar, catering and student facilities. In fact, they generally help improve Odisee even more for all students. If you're interested in being a student representative or if you'd like to find out more about the ASR, have a look at odisee.be/en/studentcouncil.

I felt at home at Odisee, even when I had just arrived. I've met people here on campus that will be friends for the rest of my life.

Pieter

Construction student



A photograph of two young women looking at a smartphone together. The woman on the left has curly brown hair and is smiling. The woman on the right has straight brown hair and is looking down at the phone. They are both wearing blue sweaters. The background is a blurred indoor setting.

Our Odibuddies are there for you

Starting at higher education can be quite exciting. Arranging accommodation, putting together your individual study programme (ISP), finding your way in the city and on campus, learning how to use Toledo, ... It can all be too much at times!

Odibuddy's are students who try to guide and support (new) students as best as they can during their time at Odisee. They are happy to help and can't wait to get to know you and show you around on campus. So, know that there is always someone there for you throughout the entire academic year.

Find your Odibuddy on www.odisee.be/en/odibuddy

Do you prefer to search for info yourself on feeling good in your skin? Then be sure to check out <https://www.odisee.be/en/moodspace>.



Contact us for any questions

During the academic year, the Student Administrative Services Centre remain to your disposition for any questions about administrative formalities such as registration, admissions, tuition fees, exam results, diplomas or education and examination regulations.

You can contact them through their remote digital desk, their front desk on campus or per email. For more information, check odisee.be/en/studentadministrativeservicescentre





Odisee is the **co**-university college.
Where the '**co**' means together.
We approach your studies together.
We like **co**-creation.
Our lecturers are **co**aches.
Here, you are always
in good **co**mpany

Follow us online to get a first taste of your student life.

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-  [@odisee](https://www.instagram.com/odisee)
-  [tiktok.com/@odiseehogeschool](https://www.tiktok.com/@odiseehogeschool)

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UNIVERSITY OF APPLIED SCIENCES