

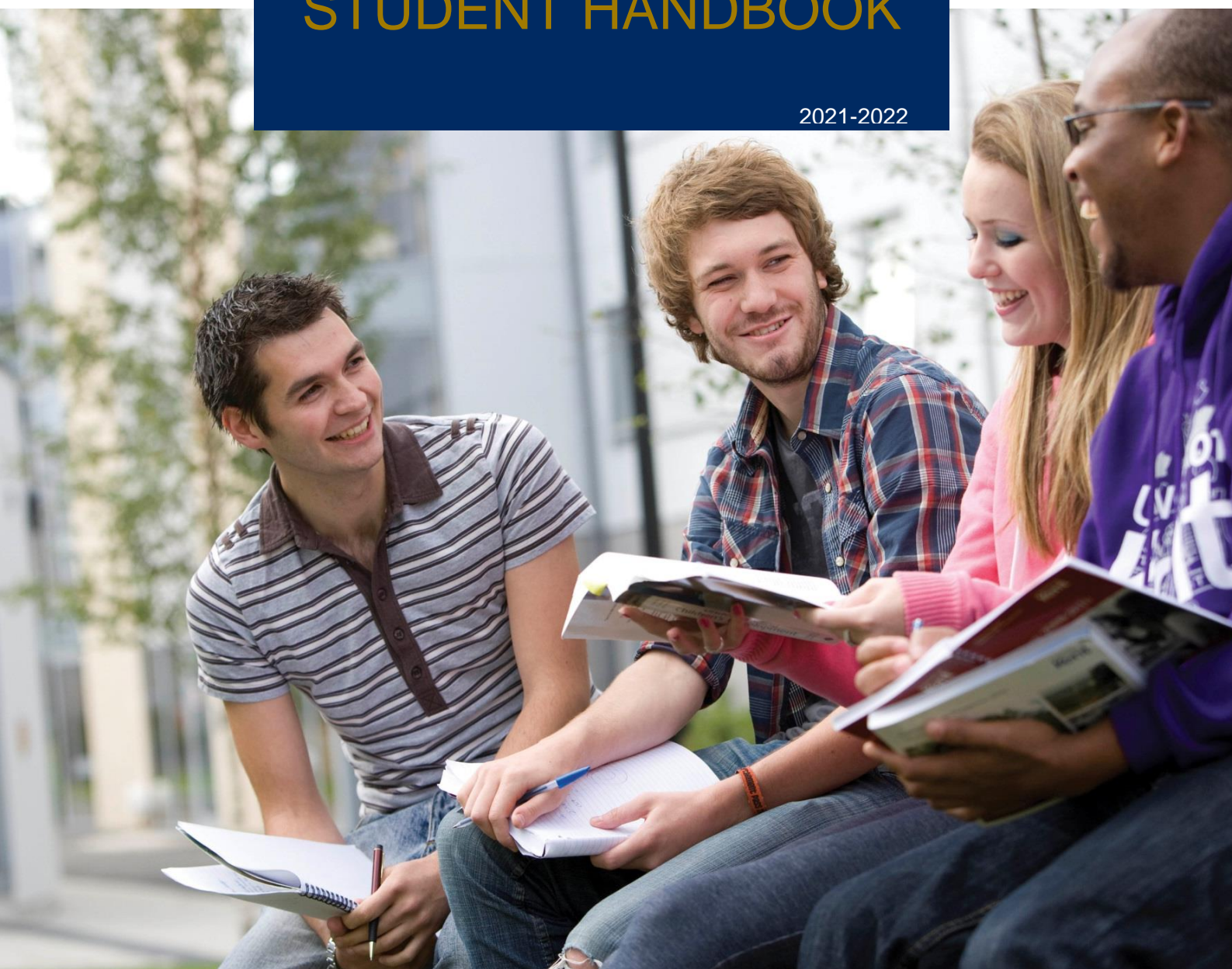
The UK's European university

University of
Kent

Brussels School
of International
Studies

BRUSSELS
POSTGRADUATE
TAUGHT COURSES
STUDENT HANDBOOK

2021-2022





DEAN FOR EUROPE'S WELCOME

Dear MA and LLM students,

Welcome to BSIS!

By coming to Brussels, and the Brussels School of International Studies, you have made an excellent choice toward your international career. Although this year we are delighted to return to face-to-face teaching as much as is possible, using online when necessary for staff and students and to enhance the learning experience. We will continue to make our studying safe with our Covid-19 health and safety measures - we are confident that we have put in measures to ensure the high quality of learning and teaching. Your safety is our highest importance and you will need to read carefully the BSIS Code of Conduct for Covid-19.

We are all here to support you in your studies and make your learning a positive and transformative experience.

Whether you are coming to us directly from your previous studies, or you have worked for some years and are returning for post-graduate study, you will be able to build on what you have learned and experienced before coming here.

BSIS is a wonderful place for many reasons. We have staff and students from around the world and we celebrate that diversity as key to our learning. That diversity supports, accompanies and enhances what we do at BSIS. We are committed to building a fully inclusive and respectful community. Respect of each other is the core of education and it requires awareness of ourselves and others.

While at BSIS, focusing on one or two areas of study, you will gain substantive knowledge, but you will also question and think more broadly, which both moves you forward in your academic skills, but also in skills you can apply in employment after you graduate.

Teaching and learning in the British system – we are a British university, despite our location in Belgium – is an independent process, but it is one supported through academic guidance, on-line work and sharing with each other in seminars and elsewhere.

Take full advantage of everything that BSIS and Brussels have to offer this year! In addition to your classes and seminars, come to our Guest Lecture Series events and other events, go to conferences and workshops across Brussels.

Welcome to BSIS. Be enriched by ideas and keep safe together.

Professor Jeremy Carrette

Dean for Europe, University of Kent

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WHO IS WHO?

Dean for Europe, Director of the University of Kent's Brussels School of International Studies (BSIS)

Professor Jeremy Carrette	Responsible for the overall leadership and management of BSIS
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Academic Staff

Professor Yutaka Arai	Professor of International Human Rights Law
Dr Albena Azmanova	Reader in Political and Social Theory
Dr Tom Casier	Reader in International Relations
Dr Yvan Guichaoua	Senior Lecturer in International Conflict Analysis
Dr Amanda Klekowski von Koppenfels	Reader in Migration and Politics (<i>research leave 2021-22</i>)
Dr Bojan Savić	Lecturer in International Relations
Professor Harm Schepel	Professor of Economic Law

Visiting Lecturers

Dr Elena Atanassova-Cornelis	Power, Interests and Identity in the Asia-Pacific
Dr Olga Burlyuk	Foreign Policy Analysis, EU Politics and Governance
Dr Rebecca Cassidy	Global Health Policy in a Globalised World
Dr Chris Downes	International Trade Law
Dr Marin Ferry	Development Economics
Dr Daniel Fiott	European Foreign and Security Policy in the 21st Century
Dr Matthew Goldman	Advocacy and Campaigning
Dr Emmanuel-Pierre Guittet	Critical Approaches to Security
Dr Joost Hiltermann	Politics in the Middle East
Sian Lewis-Anthony	Critical International Immigration Law

Reda Mahajar	Theories of Migration, Integration and Citizenship
Dr Tarila Marclint Ebiede	African Politics
Dr Björn Nilsson	Development Economics
Dr Laura Puccio	European Union International Relations Law
Sonya Reines-Djivanides	Negotiation and Mediation
Dr Josipa Šarić	Legal Aspects of Contemporary International Problems
Dr Jonah Schulhofer-Wohl	Theories of Conflict and Violence Conflict and Security
Dr Pietro Sullo	Public International Law
Dr Anthony Valcke	European Union Migration Law
Dr Lucy Williams	Human Security in Forced Migration Migration: Conflict, the State and Human Rights
Dr Claire Zanuso	Development Economics

Professional Services Staff

Alastair Ross	Head of Operations (Europe) Responsible for the operations at BSIS and management of the professional services team
Agata Archetti-Maestri	Recruitment and Admissions Officer Applications and enquiries, marketing, advertising
Lauren Krstić	Office Administrator (Facilities) General enquiries, timetable, building
eurofin@kent.ac.uk	Finance Manager Tuition fees, scholarships, invoicing
bsis@kent.ac.uk	Office Administrator (Research and Events) General enquiries, research support, events
Sarah Konaté	Postgraduate Co-ordinator Modules, courses, assessment

Academic Administrative Roles

Director of Graduate Studies

Dr Bojan Savić	Responsible for all Masters courses
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Course Convenors: Law

Professor Harm Schepel	Director of Law, responsible for all Law courses in collaboration with the Director of Graduate Studies Course convenor for LLM International Law
Professor Yutaka Arai	LLM Human Rights Law

Course Convenors: Politics and International Relations

Dr Tom Casier	MA EU External Relations
Dr Yvan Guichaoua	MA International Conflict and Security MA International Development
Dr Lucy Williams	MA International Migration
Dr Albena Azmanova	MA International Political Economy MA Political Strategy and Communication
Dr Bojan Savić	MA International Relations

Research

Director of Graduate Studies (PhD Courses)

Dr Yvan Guichaoua	Responsible for all Postgraduate Research courses
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Director of Research and Ethics

Dr Albena Azmanova	Responsible for research events and activities, including the Guest Lecture Series, and research ethics
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Director of Global Europe Centre

Dr Tom Casier	Responsible for the management of the School of Politics and International Relations' Global Research Centre
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BSIS Journal Editor

Dr Albena Azmanova	Editor of the BSIS Journal
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How to use this Handbook

This Handbook includes Brussels-specific information, so this should be your first point of reference. As we are an integral part of the University of Kent, our procedures follow the University of Kent regulations. As such, this handbook should be read in conjunction with the University of Kent's Postgraduate Taught Masters Student Handbook <https://www.kent.ac.uk/graduateschool/handbooks.html> and the University of Kent's Student Charter and Regulations for Students <https://www.kent.ac.uk/regulations/general.html>.

Communication

All communication with you will be via your Kent email address. It is your responsibility to check this regularly to make sure you receive information related to your course.

All BSIS staff and students are members of the BSIS email List (bsis-21) which is designed as a means of cross centre communication.

Please also follow us on [Facebook](#), [Twitter](#), [LinkedIn](#) and [Instagram](#).

Email Etiquette

The way in which you communicate and present yourself is important. How you choose to interact conveys your level of seriousness and professionalism.

Please adhere to the following when emailing at Kent:

- 1) Always use your @kent.ac.uk email address
- 2) Choose a subject that is directly relevant to the topic you are addressing
- 3) Begin your email by using professional salutation, and end your email with a closing and your signature
- 4) Be clear and concise
- 5) Use correct spelling and proper grammar
- 6) Think twice before clicking 'reply all'
- 7) To follow up on an email, do not just click 'forward'; always include a covering note

CALENDAR AND TERM DATES



Academic Year 2021 – 2022

The academic year is split into terms. The length and pattern of the terms depend on the type of course the student is following. The period between each of the terms is a vacation period. The University will be closed over the Christmas period.

The year is divided into two 12-week terms and one 6-week term. A postgraduate student studying an MA or LLM at Kent will be taught for a total of 24 weeks per year. These are weeks 1 to 12 in the September (or Autumn) term and 12 to 24 in the January (or Spring) term. The 6-week summer term is the dissertation supervision period.

September Term: 28 September 2020 to 19 December 2021

- 8 October 2021 – Board of Examiners - Final Board for students graduating in November 2021
- 1 November 2021 – All Saints Day (Public Holiday)
- 11 November 2021 – Armistice Day (Public Holiday)
- 25 December 2021 – Christmas Day (Public Holiday)
- Winter Vacation takes place from 18 December 2021 until 16 January 2022
- University Closure 22nd December 2021 until 3rd January 2022

January Term: 17 January 2022 to 8 April 2022

- 24 - 28 January 2022 – Exam Week
- End of February/beginning of March – Board of Examiners – Progression (to dissertation) Board
- 18 April 2022 – Easter Monday (Public Holiday)
- 1 May 2022 – Labour Day (Public Holiday)
- 26 May 2022 – Ascension Day (Public Holiday)
- Spring Vacation takes place from 9 April 2022 until 8 May 2022

Summer Term: 9 May 2022 to 17 June 2022

- 16 - 20 May 2022 – Exam Week
- 6 June 2022 – Pentecost Monday (Public Holiday)
- End of June 2022 – Board of Examiners - Progression Board for September 2021 students and Final Board for January 2021 students
- 21 July 2022 – Belgian National Day (Public Holiday)
- 15 August 2021 – Assumption of Mary (Public Holiday)

MA AND LLM COURSES



The full list of courses and specialisations at BSIS can be found on the [streams](#) document.

Course Structure

All MA and LLM courses are offered in both a Standard version (two taught terms, 90 ECTS credits), and an Extended version (three taught terms, 120 ECTS credits), and in each case you may take the course with or without a secondary specialisation. Each course is divided into two Stages. Stage 1 consists of six (or nine if taking the Extended version) taught modules whilst Stage 2 consists of a Dissertation. Each module is worth 10 ECTS; the Dissertation is worth 30 ECTS.

Specialisations

You may take a course with or without a secondary specialisation. A full explanation can be found on [our website](#). You must take 3 modules in your primary specialisation and 2 in your secondary (in a Standard course) or 4 modules in your primary specialisation and 3 in your second (in an Extended course). **Example:**

	Standard (90ECTS)	Extended (120 ECTS)
MA or LLM Primary Specialisation only Example: MA in International Relations; LLM International Law	3 modules from primary specialisation, including compulsory	4 modules from primary specialisations, including compulsory
	3 further modules from catalogue	5 further modules from catalogue
	FDR module and dissertation	FDR module and dissertation
MA or LLM with Secondary Specialisation Example: MA in International Relations with International Conflict and Security or LLM in International Human Rights Law with International Migration	3 modules from primary specialisation, including compulsory	4 modules from primary specialisation, including compulsory
	2 modules from secondary specialisation, including at least one compulsory	3 modules from secondary specialisation, including at least one compulsory
	1 further module from catalogue	2 further modules from catalogue
	FDR module and dissertation focusing on first specialisation	FDR module and dissertation focusing on first specialisation

Additionally:

- MA students on Standard courses may not take more than **three** law modules and those on Extended courses may not take more than **four** law modules
- LLM students on Standard courses must take a minimum of **four** law modules and those on Extended courses must take a minimum of **five** law modules
- Students may not be registered on more than 3 modules per term (full time) or 1 or 2 modules (part time), in addition to FDR

Balance of modules:

Full time students must take 3 modules per term, plus FDR in your first and last taught terms.

Part time students must take one or two modules per term, plus FDR in your first and last taught terms.

You may audit additional modules subject to spaces available. You should speak with the module convenor if you are interested in auditing an additional module.

Module selection

New students

If you are a new student, you will need to choose your modules for your entire course of study using the [Module Choice Form](#). You will still have the chance to change these modules at the start of each term if you so choose.

The latest dates for completing this module selection form are:

- **12:00 on Friday 24 September 2021 for students entering in September 2021**
- **12:00 on Friday 14 January 2022 for students entering in January 2022**

Please read the instructions carefully and choose the required number of modules before confirming. You must select modules for the full period of your study. Make sure you have consulted your course convenor if you have any questions.

Please remember that it is your responsibility to ensure that you are registered on the correct modules for your course. Consult the [streams](#) document for the list of modules

Any changes to your course during “shopping” week must be submitted to bsispgadmin@kent.ac.uk, with module codes and titles, at the latest by the end of the first week of term.

Returning students

When returning for any subsequent term, you again have the opportunity to change modules, whether you are changing one module or deciding on a secondary specialisation. Information about courses is here: <https://www.kent.ac.uk/brussels/courses>. Please send your module selection (code and title) by email to bsispgadmin@kent.ac.uk. The deadline for module choices is the end of the first week of term.

Changing modules

Should an unexpected circumstance arise, there is a further possibility to change modules. From the start of the second week of term, if you wish to change a module you will need to fill out a [Module Change](#) form after discussing the change with both module convenors. You should take care that your module selection meets the requirements of your degree course.

Timetable

The [term dates and timetable](#) for each of the two teaching terms are available online.

Seminar Allocation

You will be allocated to seminars automatically following module registration, including for FDR. If you wish to change seminar groups, please contact your module convenor and bsis@kent.ac.uk.

In most modules, the first seminars will take place in the second week of term (Week 2 in the Autumn and Week 14 in the Spring), although your module convenor will inform you of any other pattern. As noted above, if you have not yet been allocated a seminar, e.g. for a Monday morning class, your convenor will arrange for an alternative and contact bsis@kent.ac.uk.

Lecture and Seminar Attendance

Please note that you are expected to attend **every** lecture and seminar (aside from exceptional circumstances such as illness or family-related emergencies, in which case you should alert your lecturer) and to be punctual. While there is no formal sanction for missing either lecture or seminar, failure to attend lecture or seminar demonstrates a lack of respect for your lecturer as well as for your colleagues.

Please note that if you are absent for a scheduled presentation or other in-class assessment, your absence will be taken as non-submission and marked at a zero.

On the other hand, regular presence in class will enable you to learn the subject material more thoroughly and gain considerably more from the module. It will also help your lecturer get to know you better, and thus be better able to advise you on essay topics, write recommendation letters, etc.

Choosing Secondary Specialisation

At the start of your last taught term, you will be asked to confirm your course title and specialisation by completing an [Application for Secondary Specialisation](#). Again, please note that it is your responsibility to have determined that you fulfil the requirements for your chosen secondary specialisation. You should consult with your course convenor about your choice.

Part-time Study

All of our standard one-year courses are available as a part-time option. If you wish to study part-time, you will take three modules in the first academic year and an additional three modules in the second academic year as well as complete a dissertation. You should therefore expect to take one module minimum or two modules per term maximum. Part-time study is only available to EU/EEA passport holders or those with a right to remain in Belgium for the duration of their degree. You will take FDR Part I in your first taught term, and FDR Part II in your last taught term.

Split-Site

The split-site variant of a course enables students to complete their course across two university sites: Canterbury and Brussels. Students on the Standard course wishing to spend their second term in Canterbury or on the Extended course wishing to spend either one or two terms in Canterbury should email bsispgadmin@kent.ac.uk for further information.

Two Capitals Exchange

The University of Kent's Two Capitals exchange gives you a unique opportunity to study international affairs in a global context. You will spend one year at the Brussels School of International Studies before moving to another global capital to broaden your understanding of international studies.

If you are interested in the Two Capitals exchange and require more information, please email bsisadmissions@kent.ac.uk.

CHANGES IN THE MODE OF STUDY



Change of Course

If you wish to change your course of study upon arrival at BSIS or after your first or second term of study, you should in the first instance discuss this with the Postgraduate Co-ordinator bsispgadmin@kent.ac.uk to ensure that you have taken or are taking the correct modules to be able to effect such a change.

As a matter of courtesy, it is also generally expected that you meet with the convenor of your original course to let him/her know you wish to change.

You should also discuss this with the convenor of the course to which you wish to change. Finally, you should make your request in writing by submitting a [Change of Course](#) form.

You will normally be informed of the outcome of the request within five working days.

Change of Attendance

Full time to Part time or Part time to Full time

If you wish to change your mode of attendance from full-time to part-time, or vice versa, you should in the first instance discuss this with the Postgraduate Co-ordinator bsispgadmin@kent.ac.uk who can discuss the full implications of such a change with you.

You should then make your request in writing by submitting a [Change in mode of study](#) form. You will normally be informed of the outcome of the request within five working days. Part-time study is only available to EU/EEA passport holders or those with a right to remain in Belgium for the duration of their degree.

Standard to Extended or Extended to Standard

If you wish to change the length of your course of study from the Extended course to the Standard course, or vice versa, you should consult the Postgraduate Co-ordinator bsispgadmin@kent.ac.uk and then submit a [Change between Standard and Extended courses](#) form. Your request will need to be approved by the School Director of Graduate Studies, your Course Convenor and the Finance Manager.

The deadline for attendance change is the last day of your first taught term.

Intermission

If you wish to intermit (take time out) from your studies, you should discuss the ramifications of such a decision with your course convenor as well as the Postgraduate Co-ordinator who will refer the request to the Director of Graduate Studies. If your request is approved by the Director of Graduate Studies at BSIS it will then need to be passed for consideration by the relevant Divisional Director of Graduate Studies for final approval. There is an [Intermission Procedures for Postgraduate Taught Students: Leave to Intermit Application Form](#) to be

completed and emailed to bsispgadmin@kent.ac.uk. You should hear within two weeks whether your request has been successful.

COURSEWORK AND DISSERTATION SUBMISSION



Here is important information about coursework and dissertation submission. Please note that **all deadlines are at 12:00 noon Brussels time**

Coursework Submission Dates

September Term modules essays:	11th January 2022
January Term modules essays:	10th May 2022

Coursework Submission

Please note that these are the general submission dates. However, some modules may have more than one piece of coursework and therefore several deadlines, while others may have earlier deadlines. Please consult each module outline for further details.

For all modules, one electronic copy is required to be submitted electronically on Moodle (<http://moodle.kent.ac.uk>) by the deadline and not directly by email to lecturers. Please note that all coursework will be analysed using plagiarism software.

To complete the submission, please go to the module concerned, click on *Assignments* and follow the instructions detailed for each piece of work.

Full instructions can be found by following the link:
www.kent.ac.uk/brussels/handbook/upload.pdf

Dissertation Dates

Students submitting dissertations in April 2022

Draft Dissertation Proposals - All students	Wednesday 6 October 2021
Dissertation Proposals - All students	Friday 26 November 2021
Dissertation submitted - All students	Friday 8 April 2022

Students submitting dissertations in August 2022

Draft Dissertation Proposals - All students	Wednesday 26 January 2022
Dissertation Proposals - All students	Friday 18 March 2022
Formal dissertation supervision ends - All students	Friday 17 June 2022
Dissertation submitted - Politics students	Friday 5 August 2022
Dissertation submitted - Law students	Friday 19 August 2022

Students submitting dissertations in April 2022: dates to be confirmed

Dissertation Submission

Candidates should submit one electronic copy of their dissertation via [Moodle](#). To complete this process please go to the FDR (*Fundamentals, Dissertation and Research*) module and click on the *Assignment* and follow the instructions online. Further details: www.kent.ac.uk/brussels/handbook/upload.pdf

Please note that all dissertations will be analysed using plagiarism software. These standards apply: <https://www.kent.ac.uk/brussels/handbook/ai.pdf>

Late Submissions of Coursework or Dissertation

Extensions to submission deadlines are applied for and granted centrally. Extensions may NOT be granted by module or course convenors, or by seminar leaders. You may apply for an extension in the case of ill health or other misfortune, by following the procedure outlined in the Mitigation section of this Handbook.

If a piece of coursework or a dissertation is submitted after the deadline you will receive a mark of zero.

In the event of a non-submission and in the absence of mitigation evidence, the Board of Examiners will normally request that the coursework be resubmitted but with the mark for the module capped at a Pass (50).

Marks, Marking and Feedback

Generally, marks and feedback will be made available on Moodle three weeks after the coursework submission deadline. Click on your assignment and you will be able to see the feedback comments by clicking on the speech bubble at the bottom right of the page. Please note that some feedback particularly that noted on the essay document itself may not be visible on all mobile devices such as smart phones or tablets but only on laptops or desktop computers.

www.kent.ac.uk/brussels/handbook/checkmarks.pdf

Generally within 2 to 4 weeks after the release of marks on Moodle, these marks will have been transferred to Kent Vision. Marks, however, are only confirmed at the Stage 1 Board of Examiners. Please see the information on the [marking](#) procedure and find advice on what to do when reading [academic feedback](#) on your essay.

Examinations

Some modules offered at BSIS are assessed via a formal examination. If you have chosen one of those modules you will be invited by email to your exam session. There are two exam sessions per year. Which session you attend will depend on when you submit your dissertation.

Revision sessions may be arranged by module convenors in the week preceding each set of examinations.

January 2022

Students submitting their dissertation in April 2022 and exchange students only.

- POLI9320 International Relations Theory Tuesday 25 January 10:00-12:00
- Any resits Wednesday 26 January 10:00-12:00

May 2022

Students submitting their dissertation in August 2022 and exchange students only.

- ECON8780 Development Economics Tuesday 17 May 10:00-12:00
- POLI9350 Global Governance and
International Organisations Wednesday 18 May 10:00-12:00
- POLI9320 International Relations Theory Thursday 19 May 10:00-12:00

EXTENSIONS, MITIGATION, COMPLAINTS AND APPEALS



Deadlines are a fact of academic and working life and an ability to meet them is an essential skill. You are expected to submit your work on time. Coursework deadlines are **REQUIREMENTS** which have to be met, not aspirational targets.

However, we recognise that there can be exceptional circumstances, such as illness or other misfortune, which may have an impact on your ability to submit work on time or impair your performance. To address such situations, the University has established mitigation procedures.

Full details relating to mitigation and extensions can be found on the University web pages: [Annex 9: Mitigation of Extenuating Circumstances](#)

There are two different types of mitigation for which you can apply, outlined below. The BSIS Mitigation Committee is responsible for considering all applications.

Extension to coursework and dissertation assessment deadlines

If you feel that you are not going to meet a coursework submission deadline due to exceptional circumstances, such as illness or other misfortune, you can submit an [Application for an extension to coursework deadline](#). This will be considered by the Director of Graduate Studies or his nominee on behalf of the Mitigation Committee. This applies to all students, regardless of whether or not you have an Individual Learning Plan (ILP).

Applications for extensions to coursework assessment deadlines must be made prior to the deadline (no later than 24 hours in advance).

If your request to extend a coursework deadline or a scheduled assessment is accepted, the appropriate actions include:

- Maximum 2-week extension depending on the severity of the impact of the circumstances.
- Maximum three-month extension for postgraduate dissertations

If you have an Inclusive Learning Plan (ILP), extensions specified in the plan will be automatically granted. If additional exceptional circumstances arise, you should follow the procedure as outlined here, and will be considered by the Director of Graduate Studies on behalf of the Mitigation Committee.

The following reasons are not grounds for mitigation. This is not an exhaustive list:

- IT problems such as malfunctioning computer, lost files or accidental deletion
- incorrect version of work uploaded
- having multiple deadlines close to, or at the same time

- having an internship*
- having a job*
- having a role in a student-led initiative

* While BSIS encourages its students to benefit from internship opportunities available, and supports working students who are concurrently studying, the expectation is for this to be done alongside studying and time to be managed accordingly so that coursework deadline requirements are met.

Mitigations

Mitigation is a corrective measure that allows Boards of Examiners to make adjustments to module marks and award credit where a student performance in assessment has been impacted negatively by extenuating circumstances beyond the student's control.

Possible interventions

- Overriding late submission penalties; granting time-limited extension; offering equivalent assessment where appropriate (eg, rescheduling missed in-course test) AND/OR
- Disregarding affected assessments or coursework requirement for the affected module or modules where these individually or in combination contribute less than 20% of the mark for the module(s) in question
- Disregarding individual assessments for the affected module or modules, including where these contribute to 20% or more to the overall mark for the module(s) in question, provided that (i) the learning outcomes for the module(s) are achieved; and (ii) such adjusted marks properly represent the student's achievement on the module(s) as a whole AND/OR
- Condonement and deferral

More detailed information can be found in on the University web pages: [Annex 9: Mitigation of Extenuating Circumstances](#)

If you feel that you have extenuating circumstances that have impaired your performance on a submitted piece of work or an exam, you can submit an application for a [Mitigation to the Board of Examiners](#).

The application will be considered by the Mitigation Committee and should be accompanied with supporting evidence, such as a relevant medical certificate. Please note that evidence is not required if your application is related to COVID-19. The Mitigation Committee will meet 3 times a year ahead of the Boards of Examiners and make a recommendation to the Board. The recommendation will be based on the level of impact that the circumstances have had on affecting your ability to submit coursework, attend an exam or on your performance.

Difference between extension and mitigation

Although extension requests may only be submitted on grounds of extenuation, a distinction is made between such requests and applications for mitigation. Applications for mitigation are aimed at securing a corrective measure for impaired performance in, or failure to undertake, assessment, on grounds of extenuation. These are retrospective submissions, looking to mitigate the negative circumstances that have already taken place and/or are ongoing. These are considered by the Mitigation Committee. Extension requests are

prospective, intended to secure more time to complete assessments, and may be considered by the Chair of the Mitigation Committee or nominee or an ad hoc basis.

Advice on Saving Work Safely

It is appreciated that people work in different ways, but there are three golden rules when it comes to looking after your work: back up your work; back up your work; back up your work. ALL storage will fail at times.

The following are good options – you should use at least two, preferably one electronic:

- Keep a copy on your hard drive
- Keep a copy on a USB stick (do not store in the same physical location as your computer)
- Keep one copy in your university Home Folder (Z: drive on BSIS public PCs, accessed with your Kent login. This is very safe.)
- Use a Cloud such as iCloud, Google Docs, etc.
- Not recommended by computer experts, but possible: email a document to yourself

Remember: lost work is NOT a valid reason for a concession.

Appeals

Appeals against recommendations of the Board of Examiners must be submitted within **5 working days** of you receiving your results.

You may not appeal against the academic judgement of the examiners. Appeals will be considered only in the event of procedural error, or where there are concessionary circumstances which you were not able to bring to the attention of the Board of Examiners at the appropriate time, or where you feel the Board of Examiners has not considered concessionary circumstances properly.

Further details can be found on [Student appeals](#) on the university web pages.

Complaints

If a matter arises which you feel has not been satisfactorily handled or resolved, you should contact the Dean for Europe. If you determine that a number of students have been affected by the same issue, the Brussels Graduate Student Union could also be informed to identify the scope of the issue and other student opinion. Please do not let problems fester - seek help to resolve any issues swiftly.

If the concern cannot be resolved by the Dean for Europe he will advise you to consult the complaints and appeals procedure found in the [Academic Regulations](#) and [Student Charter](#).

ACADEMIC INFORMATION



Module Outlines

Each module has a Module Outline. This gives details of the content of the module, the teaching methods, readings, and methods of assessment. All module outlines are held on [Moodle](#), the university's online learning environment. Previous year's module outlines are available [here](#).

Word Limits

Essays

The word limits for your coursework are determined by the module convenor and will be found on your module outline. Word limits are not a general guideline, but a requirement; essays that vary by more or less than 10% of the overall expected word count may receive a lower mark. Expected word counts include footnotes and endnotes but exclude bibliography and appendices.

Here are the word limit policies for [POLI modules](#) and [LW modules](#).

Dissertations

You will find detailed information on the FDR Moodle page (Fundamentals, Dissertation and Research)

- **Politics:** The word count for Politics dissertations is 14,000 words including reference notations (footnotes and endnotes). The exact word count should appear on the cover page. The preliminaries (abstract, acknowledgement, dedication, table of contents), the bibliography and any appendices do not count in the word count. Up to 10% of your dissertation may be work you have previously submitted, either for an essay or the dissertation proposal. This should be footnoted. Please note that the argument of the dissertation should not replicate one from an essay. Unless stated otherwise, there is an allowance of 10% deviation over the stated maximum word count.
- **Law:** Law dissertations should be up to a maximum of 15,000 words. The word count will include everything in the body of the text, such as quotations, citations, footnotes and headings. It does not include bibliography, references, appendices or other supplementary material, which does not form an essential part of the text. Unless stated otherwise, there is an allowance of 10% deviation over the stated maximum word count.

Students should note that any extensions granted for dissertations may result in delayed graduation.

Guidance on Writing Essays

The Brussels Style Guide for Essays provides guidance on how to research and write essays.

- [Writing, Presenting and Submitting Politics essays](#)
- [Kent Law School Postgraduate Style Guide](#)

Essays should be typed, double-spaced, have page numbers as well as your name, student number, module code and name, and follow standard essay-writing convention. Essays should be fully and consistently referenced.

These are the recommended referencing guides for Politics and Law:

Politics: [The Harvard Referencing Style](#) or RefWorks users select *Kent Harvard - 2010 revised edition*

Law: [OSCOLA](#) or RefWorks users select *Kent Law (OSCOLA 2010 4th edition)*

General advice on referencing and styles is also available through [Cite Them Right](#).

Essays must state the actual word count. Your module convenor will either set a list of essay topics for you to choose from or will give you the opportunity to set your own essay topic after consultation with the module convenor. Consult sample essays available on Moodle. The tips in the [Study guides and online resources](#) may also be helpful.

Ethics Review

If you plan to carry out any participant observation or interviews, even one, whether for an essay or a dissertation, you must complete an ethics review. This must be submitted at least three weeks before interviews are to be carried out or before you leave on the research trip.

In the case of a spontaneous opportunity arising, you must still complete an ethics review process, even though it is less than three weeks prior to the interview. In this case, you must demonstrate that it is not your poor planning which results in the short time frame. If you have carried out any interviews, your approved Ethics Review form must be appended to the dissertation or essay. Please see more details on the [Ethics Review Process](#).

Assessment Criteria

Essays are seen by three markers: two internal, one external. Dissertations are marked by two internal examiners and read by an external examiner.

Both Kent Law School and the School of Politics and International Relations use the categorical marking scale as set out in the Credit Framework Annex 6: Marking and the standard categories of marks, which are: Pass 52-55-58%; Merit 62-65-68%; Distinction 72-75-78% and above.

Details on the Assessment Criteria used by each school can be found below:

- [Assessment Criteria - Politics](#)
- [Assessment Criteria - Law](#)

Please note that all marks remain subject to change until confirmed by the Board of Examiners.

Plagiarism

Plagiarism is the act of presenting the ideas and discoveries of another as one's own. The following are plagiarism: **1)** copying sentences, phrases, or even striking expressions without acknowledgement in a manner which may deceive the reader as to the source; **2)** paraphrasing in a manner which may deceive the reader; **3)** unacknowledged re-use/ duplication of your own material (e.g., same paragraphs used in two different essays).

The University regards plagiarism and duplication of material as an extremely serious offence and imposes severe penalties if they occur in coursework, dissertations, projects and examinations.

The University must keep records of plagiarism and may be required to include this information in employment or academic references. For further information please see the university [Guide for Students](#).

The University does not accept plagiarism or duplication of material and imposes severe penalties if it occurs in coursework, dissertations, projects, examinations and theses. The penalties include marks of zero for individual coursework, ineligibility to re-sit examinations or de-registration from university for serious or repeat offences. Additionally, any offence may be noted in your student record. Please see the guidelines on [Academic Integrity, Plagiarism and Honesty](#).

For all essays and dissertations, re-use of your own material (previously submitted essays) is permitted only up to a maximum of 10% of the later piece of work, and only when clearly acknowledged as such (footnoted). Otherwise, such duplication of material is handled in the same way as plagiarism.

Academic Discipline

The BSIS Disciplinary Committee considers alleged breaches of General Regulation V.3 and consists of three academic members of staff with the Dean for Europe as Chair. In the case of an allegation against a law student or involving a law module, one of the committee members must come from Kent Law School (KLS). All discipline cases are dealt with in accordance with [Annex 10 of the Credit Framework for Taught Courses of Study](#) with Brussels staff managing the administration.

The relevant academic school must be informed of the outcome of each case, including penalty, so that these can be included in any school return. Students have a right of appeal as outlined in Annex 10.

In the event of an allegation against a law student the Chair of the Kent Law School Disciplinary Committee must be consulted before an award can be made.

Guidance on Dissertation Proposals and Supervision

The Draft Dissertation Proposal is the first step on your way to your dissertation. It is generally due in the first week of your final taught term and is a one-page (maximum) document which outlines your proposed topic(s). The draft dissertation proposal begins the dissertation process, asking you to think about your topic, and it enables the assignment of your dissertation supervisor; insofar, being honest about your proposed topic and your level of clarity about that topic is important. It is not expected to be fully developed.

The Dissertation Proposal, on the other hand, is a longer piece of coursework (ca. 10 pages), is marked, and is the first substantive step in the dissertation writing process. It is due toward the end of your final taught term. You will work with your supervisor on developing this proposal, as well as in FDR seminars. Details on the format and

expectations of each document, as well as on dissertation supervision, can be found [here](#), as well as in the FDR module outline.

Guidance on Dissertations

Guidance on how to research and write a dissertation is provided as part of FDR: Part I (lectures, seminars and workshops) and Part II (lecture; seminars; can re-sit workshops if you wish). It is in the seminars of FDR in Part II as well as through supervisions with your dissertation supervisor that you really prepare the dissertation proposal. After submitting the dissertation proposal, you will receive feedback on the proposal, and then meet with your supervisor.

See the following documents for complementary information:

[Organisation of the Dissertation of a Postgraduate Politics Dissertation](#)

[Kent Law School Postgraduate Style Guide for Dissertations and Theses](#)

[The Organisation and Writing of a Postgraduate Law Dissertation](#)

Accessing Online Services

To access your email, your timetable, the online learning environment, KentVision and other systems using the [Student Guide](#) home page.

Student Data System

Amongst other things, KentVision, accessed via the [Student Guide](#), displays your marks and the modules that you are taking for credit (e.g., not auditing).

Moodle and Readings

Moodle (<http://moodle.kent.ac.uk>) is the University of Kent's Virtual Learning Environment (VLE). Every taught module has an associated Moodle module available for staff to deliver online teaching resources and interactive activities to students, who are automatically enrolled on their modules. If you find that you do not have access to a module, please check your data on [KentVision](#) first and inform bsispgadmin@kent.ac.uk of any problems. If you wish to audit a module so that you can access Moodle resources, you can add yourself manually; please see instructions to [self-enrol](#).

Your module convenor will make sure that required readings for his or her module are available electronically via the University of Kent Library Resources or as a download in Moodle. You may also be asked to download readings from external sites. Full details will be given in individual module outlines.

Any students experiencing technical difficulties with Moodle should contact the [IT helpdesk](#).

Lecturers may use Moodle and Teams to send you messages, and provide you with course materials such as handouts, lecture notes and PowerPoint presentations. Your module convenors may also use Moodle in more interactive ways, which will require your input. Activities such as discussion forums, chat rooms, quizzes and assignment drop-boxes are also used.

Microsoft Teams has been introduced to support blended learning and online support.

DIGITAL LIBRARY RESOURCES



The University of Kent has a strong e-resource collection. The European Centres' digital library, in particular, has been developed to provide you access to a substantial range of digital resources to support your studies and research. These resources are available 24/7 and can be accessed from any electronic device anywhere and anytime to fit in with how you prefer to study. You have access to an ever-growing collection of over 7,000 e-books and over 1,500 peer reviewed e-journals. All of your key readings are available via these resources. You also have access to a number of specialist databases including legal databases containing case law and legislation, newspaper archives, multimedia collections and online dissertations and theses.

E-Resources

The start point for all e-resources is the BSIS-specific page of the University Library:

<https://www.kent.ac.uk/guides/library-services-for-kent-students-at-brussels>

From here you will be able to access e-books, e-journals, subject guides and other e-resources.

Key information:

1. To find library holdings use [LibrarySearch Digital](#).
2. Use [subject library resource guide](#) for subject specific advice
3. If you can't find the book you need on [LibrarySearch Digital](#), you also have access to an additional 180,000 e-books through Ebook Central. To access follow the link to extra e-books from the [Kent at Brussels library page](#)

If you are using Google Scholar, you should adjust the settings so that you can easily access resources that are available to Kent staff and students. To do so, go to <http://scholar.google.com>, click on *Settings*, then *Library Links*, then type in *Kent* into the search box, and then select the University of Kent option.

Other Libraries

If you cannot find the item(s) you need on [LibrarySearch Digital](#), [Ebook Central](#) or through the other e-resources, you can also draw on local libraries in Brussels. A list of recommended libraries in Brussels is on the [Brussels library webpage](#).

To search across local libraries, you can use the catalogue of Belgian research libraries, which includes the catalogues of all Belgian state institutions: <http://www.unicat.be/>.

Need help?

Contact us at BSISlibraryhelp@kent.ac.uk

Book an online Team appointment with your liaison librarian following the link on the [subject library resource guide](#).

END OF STUDIES



Congregation

You will receive your degree in November in Canterbury Cathedral, subject to COVID-19 planning. A few weeks after the final Board of Examiners, held in early October, successful students will start getting information about the congregation ceremony. Normally BSIS hosts a reception in Canterbury on the day of congregation, prior to the ceremony, for you, your guests, and BSIS professional services and academic staff.

For more information about Congregations, visit: <https://www.kent.ac.uk/congregations/>

Transcripts

You can generate your own University of Kent transcript by using KentVision.

For a formal transcript, please note that there will be a delay of about three weeks between the signing of the formal authority by the Dean and the transcripts becoming available online. Please do not request your transcript until it has been made available. One official transcript is provided at graduation along with the degree certificate. As an alumna/us, you can receive a replacement degree certificate or additional transcripts through our [Central Student Administration Office](#) in Canterbury.



STUDENT LIFE AND INITIATIVES



We value student feedback and use it to help make changes and developments to our modules and courses at BSIS, which we do on an ongoing basis. There are different ways of being able to give your views.

Module Evaluation

Towards the end of each term, you will be asked to provide feedback on your modules. You can find here further details on how to undertake [module evaluations](#). The results of the evaluations are considered by all relevant members of staff at BSIS and are used as part of the University's quality assurance procedures. Please do respond to these, whether you have positive, negative or neutral feedback.

Student Voice Committee and the Brussels Graduate Student Union

The Student Voice Committee meets twice per term and is attended by all academic and professional services staff as well as student representatives from the Brussels Graduate Student Union (BGSU). The meeting covers all aspects of the BSIS, not just the conduct of academic courses, and ensures that we are always responsive to student feedback. The BGSU will solicit comments and feedback from all students and will place on the agenda concerns that have been raised by students. The minutes of the meetings are reported direct to the student body as well as to relevant academic Schools and the Board of Studies.

BSIS has adopted use of these meetings as the most effective way to ensure the quality management of its cross-departmental portfolio of courses and make certain that the needs of its diverse student body are met equally.

Postgraduate Taught Experience Survey

The Postgraduate Taught Experience Survey (PTES) is a national survey designed to gain insight into the learning and teaching experiences of postgraduate students at UK universities. It is run between February and April of each year and asks questions on a wide variety of areas. The results are considered by relevant members of staff at BSIS and area used as part of the University's quality assurance procedures. Your response

helps us know what we should keep doing, and what we should think about developing further.

Other

Finally, and perhaps even most importantly, if you have any concerns during the course of any term, you should always feel able to raise those concerns with your module convenor, course convenor, the [Dean for Europe](#) or [Head of Operations \(Europe\)](#).

BGSU

The Brussels Graduate Students Union is a group of elected students from within BSIS who represent the study body. Elections take place at the start of each term to elect a President, Vice-President and a group of Executive Officers to cover academic matters, social activities, sports and finance. There are links with Kent Union, the University of Kent's Student Union, which provides some guidance and training. The BGSU provides support, organises activities and events and represents the views of students at BSIS committees, such as the Student Voice Committee and the Board of Studies. The BGSU email address is: bgsu@kent.ac.uk

Student-led Fora

Students have established a number of fora over the years; these have included the Human Rights Forum, the Migration Forum, and more. BGSU representatives will give you further information.

Internships

In Belgium companies hiring students as interns often require a “*Convention de Stage*” to be signed with the student and the university. BSIS students are able to undertake **one** internship as an integral part of their academic course of study at the University of Kent although the credit from this will not count towards their degree. The internship is designed to offer students with the opportunity to gain valuable work experience in the institutions, international organisations, representations and companies in Brussels. Please learn about any internship provider you choose to work for; what are their goals? Do they have a particular orientation?

You will find on the [internships](#) document all the necessary details you require and the [Student Voluntary Service Agreement](#) to be completed and signed by you, the institution, and BSIS.

Disclaimer

The University of Kent does not give any warranty or other assurance as to the material content, operation, description of any job, quality or functionality or fitness for any particular purpose of these vacancy advertising services and limit all statutory or other liability to the fullest extent permissible by law and disclaims all responsibility of whatsoever nature for any damages or losses, including, without limitation, financial loss, loss of business, or any other consequential loss arising in contract, tort or otherwise from the use or otherwise of these services.

International Conference

Each year, the BSIS Graduate Student Union (BGSU) organises a conference as a means of enhancing the School's reputation as well as showcasing its research. Work starts early in the September term to form an organising committee and decide upon a topic. The conference is funded by BSIS. This year the event will be subject to COVID-19 planning.

International Gala Dinner

Since its establishment in 1998, the Brussels School of International Studies has celebrated the end of each academic year with a dinner attended by students, staff and guests. Known as the International Dinner, this event is held in the last week of the January term coinciding with the International Conference.

Designed and delivered each year by the BGSU, the International Dinner is normally a formal, seated event with speeches and, in some cases, dancing. This year the event will be subject to COVID-19 planning.

BSIS Journal

The [Brussels Journal of International Studies](#) is the academic journal of the University of Kent's Brussels School of International Studies and is published twice annually on the basis of the best essays and dissertations submitted in the previous year.

The aim of the journal is to present readers with new perspectives on topics in international studies. This is achieved by publishing innovative and thought provoking articles, based on student coursework, and commenting on current topics in diverse fields. The Editor is a member of BSIS academic staff, currently Dr Albenaz Azmanova.

Sports Activities

BSIS is close to the Vrije Universiteit Brussel (Free University of Brussels, or VUB), which has a full sports infrastructure; this is available to all. For more information consult <https://www.vub.be/sport>

In addition, the BasicFit gym, with numerous locations throughout Brussels (membership allows you to go to any location), also has a location at the VUB.

Other initiatives

You are encouraged to explore and develop other initiatives; if a student group does not yet exist, then start one! Speak with the [Head of Operations \(Europe\)](#) or the [Dean for Europe](#) about your ideas.

STUDENT SUPPORT



BSIS Academic and Administrative support

You will most likely have questions, or may have concerns, whether academic or other, during your studies. In that case, there are a number of resources.

In case of academic concerns, your first point of contact will be your module convenor or course convenor (who is also your Academic Adviser), with the [Director of Graduate Studies](#) a next resource, or the [Dean for Europe](#).

With respect to any administrative concerns, your first point of contact will be the Administrative Officers at bsis@kent.ac.uk, with the [Postgraduate Co-ordinator](#) a next resource, or the [Head of Operations \(Europe\)](#).

Other students on your course, the [Brussels Graduate Student Union](#) and [Kent Union](#) all also serve as possible further resources.

You can always start with the person with whom you feel most comfortable, and that person can help you find a more appropriate point of contact, if necessary. Always feel free to reach out for support.

University of Kent Student Support and Wellbeing department

The University's Student Support and Wellbeing department is based in Canterbury and offers services to all students, including those in Brussels. Their website provides detailed information on the wide range of services available. Here are some examples:

Counselling

Counselling offers a safe space to address issues concerning you and help get your thoughts, feelings behaviour and perspective on life back in balance again. As a student based in Brussels you have access to the University's fully qualified counselling staff and can have appointments online via Zoom, by IRC (internet relay chat) or via email exchanges. For more details on how to access this service, please look at the following webpage: <https://www.kent.ac.uk/guides/counselling>

Support for students with a Specific Learning Difficulty

If you have a Specific Learning Difficulty such as dyslexia, there are trained advisors that can provide you with support. The first thing you need to do is to register with the Student Support and Wellbeing department so that an assessment can be carried out to identify the support you need. An advisor will work with you to create an Inclusive Learning Plan. For more details on this process, please look at the following webpage:
<https://www.kent.ac.uk/guides/student-support-specific-learning-difficulty-visual-guide>

Discussions of adjustments for students with temporary or permanent disabilities or chronic conditions

If you have a temporary or permanent disability or a chronic condition, there are trained advisors that can provide you with support. The first thing you need to do is register with the Student Support and Wellbeing department so that an assessment can be carried out to identify the support you need. An advisor will work with you to create an Inclusive Learning Plan. For more details on this process, please look at the following webpage:
<https://www.kent.ac.uk/guides/student-support-ilp-visual-guide>



Brussels based Services

- [Community Help Service](#) also provides an anonymous and confidential 24 hour Crisis and Information service (02 648 4014) in Brussels. They also run a Mental Health Centre which covers all matters from drug and alcohol addiction through to depression and anxiety.
Telephone: 02 648 4010
- The [VUB general medical practice](#) in Etterbeek has practitioners who speak English and can offer advice on any medical condition and refer to a specialist practitioner if required.
Telephone: 02 897 1950
- As a student enrolled in a UK institution, you can access free, 24/7 online support for issues around mental health and wellbeing through the [Togetherall](#). Togetherall is a UK nationally recognised online safe environment, overseen by qualified therapists.

Learning Support

The Student Learning Advisory Service (SLAS) is a free, friendly advice service providing guidance and information on all aspects of effective learning and study skills to postgraduate students.

A service which is best suited for Brussels students: you can take advantage of SLAS' one to one service, which provides advice on writing essays.

To book an appointment with a Learning Advisor, you can do so via [SLAS Connect](#), noting that it would be a phone or skype appointment, and generally sending any work in advance.

For other learning resources please check [here](#).

Equality, Diversity and Inclusivity

The University of Kent is committed to the promotion of diversity and inclusivity within the university community. Details of all of the related policies and information are on the [Kent website](#) representative. The representative at BSIS is [Sarah Konaté](#).

The University supports the [Race Equality Charter for Higher Education](#), improving representation, progression and success of minority staff and students. Please make yourself aware of the Race Equality Charter.

In its commitment to Equality, Diversity and Inclusivity and in response to the Black Lives Matter campaign, BSIS follows six aims:

1. We will ensure that scheduled respect and equality training will include a compulsory antiracism course and ensure existing on-line training is followed up by all staff.
2. We will set up a discussion on race equality and inclusion and will seek to ensure our external speakers are inclusive and representative as far as is possible for all our events.
3. The University of Kent's employment policy is based on open applications and equal opportunities, but we realise that this does not always ensure full representation. We will seek to explore ways to encourage diversity and examine the processes of selection, particularly for external lecturers.
4. We will continue to explore ways to review and decolonize the curriculum and explore how this can be taken further by seeking external advice and evaluation.
5. We will review our policy of equality and student support to ensure we increase awareness for all staff and students and make it clear that we will follow up all reports of micro-aggressions and discomfort in the classroom by exploring the issues with those concerned and taking appropriate action as is required.
6. We will support EDI work to build a holistic approach for antiracism, with student representation, and monitor and report on equality and diversity across all staff and student groups and activities.

Expect Respect Module

The [Expect Respect](#) module is a compulsory module for all registered students at the University of Kent. It is available on Moodle and outlines the expected behaviours of students at Kent. The module covers issues of racism, bias, sexual harassment and consent as well as challenging you to think about your own behaviour, the way you interact with others and the impact this could have on someone else's experience.

The module also demonstrates how to report any incidents to the University so that you, or any student affected, can access the right support

Harassment, Bullying, Abuse of Power, Personal Relationships Policy

BSIS, as part of the University of Kent, is committed to a working and learning culture which is based on dignity, courtesy, respect and consideration, and which is free from harassment, bullying and abuse of power.

Harassment is defined as any action which “has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, humiliating or offensive environment for that individual.”

Harassment is related to a “protected characteristic” of a person, which include age, sex, race, disability, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, and pregnancy and maternity.

Bullying is defined as “offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.” Please see [Definitions and examples of behaviour](#) for further information.

None of these is tolerated.

The University also adheres to a **Personal Relationships Policy**, which states that relationships between staff and students “should be avoided”, particularly in cases where a staff member has any authority over the student. Staff are expected to “avoid the creation of situations” which could lead to “the development of intense personal feelings.” Should a consensual relationship begin, the member of staff is expected to report this relationship to his or her line manager and is expected to work with his or her Line Manager to arrange for “no further professional responsibility for the student”.

If you have any questions, concerns or wish to make a complaint – whether you want to ask a question or if you believe you have experienced harassment, bullying or abuse of power, including, but not limited to, those of a sexual nature, you are encouraged to contact either [Dr Bojan Savic](#) at BSIS. If you would like to contact someone outside of BSIS, the [University](#) has a centralised system of reporting incidents.

Any concerns or complaints on any matter can be reported to [Professor Jeremy Carrette](#) in his role as Dean for Europe. Confidentiality and supporting students are the priority.

LIVING IN BELGIUM

There is a wealth of information online about settling in Belgium. The [Expats In Brussels Guide](#) that is given to all new BSIS students during Welcome Week is also a very good point of reference. Here are a couple of key points.

Health Insurance

In Belgium, everyone has a right to health insurance. A portion of health care expenses are covered by a *mutuelle* health insurance fund. A *mutuelle* is a private insurer that reimburses you, in full or in part, for your health care costs.

If you are from another EU country and registered there, you can receive health care and be reimbursed with a European Health Insurance Card (EHIC) without registration with a Belgian *mutuelle*.

Further information on [Social Security and Health](#) in Belgium can be found via the Expats In Brussels website.

A visit to a doctor can vary between €27 and €35. If the doctor is *conventionné* the majority of this will be reimbursed by your *mutuelle*. While we do not endorse any particular doctor, a list of English-speaking doctors can be found [here](#).

Proof of Registration

While studying at BSIS you may need to prove that you are registered as a student. For example:

- Opening a bank account
- Applying for residency at the *commune*
- If you are in receipt of benefits and require proof of your student status
- Your sponsor wants proof of your studies
- To provide tax information to the Belgian Ministry of Finance

You will be provided with a status letter at registration; please scan it and email or print it when you need it. To request an additional status letter, please email bsis@kent.ac.uk requesting the letter and stating whether it should be in French, English or [Dutch](#). Please allow 2-3 working days for your status letter to be produced.

BSIS FACILITIES

Opening Hours and Contact details

The Main Office Reception at BSIS and is open Monday to Friday 09.00 – 17.00. However, as part of the health and safety measures that have been put in place to help protect students and staff against COVID-19, we encourage queries to be dealt with online via email or an online meeting where possible.

General queries should be directed to: bsis@kent.ac.uk

Administrative queries relating to your course of study should be directed to: bsispgadmin@kent.ac.uk

Finance queries should be directed to: eurofin@kent.ac.uk

Building Access

The building is accessible with an access card which you will be given when you arrive. The premises are currently open to students to attend lectures and seminars, or to attend a pre-booked meeting or study space.

If you lose your access card, you can receive a replacement by contacting bsis@kent.ac.uk.

Study Space

Due to the current restrictions relating to COVID-19, study space at BSIS is restricted and needs to be booked in advance. Please use [this link](#) to book your space.

We do recognise that there are many different tastes and preferences for study space. As such, we encourage you to try out the following libraries as well:

- The Royal Library of Belgium
- ULB Library
- VUB Library
- MuntPunt

There are also numerous study-friendly cafés in Brussels, with Wifi, coffee and more. However, please note that all locations will have specific restrictions related to COVID-19.

Telephones

The BSIS premises have both Belgian and University of Kent (MITEL) telephones. You can use the former to make local calls and contact emergency services if required (112). The Kent (MITEL) telephones are connected to the University network, they can be found in the study area, the photocopier room and the conference room and can be used to contact university services based in Canterbury.

Computers and Wifi

There are currently 3 student PCs and a Quick Access Print PC in the student study area, and space for personal study. You can find here further IT Services information on [PCs](#), [printing](#) and [Wifi](#).

You are asked to take care that you do not trap and damage the power extension cables. [Eduroam wifi](#) is available throughout the premises.

Guest Wifi is available in the study area, with the password: **kentbsis**. In the event of a problem, please contact the IT Helpdesk at helpdesk@kent.ac.uk or by dialling extension 4999 using a University of Kent (MITEL) phone.

Printers

There are two printers available between 9:00 and 17:00 with print, copy and scan capabilities.

You receive a one-time allowance from your academic school of £15 to enable you to print the material required for your course. **By default, it prints A4 double-sided greyscale** unless you [change the format](#).

You will need your KentOne card or your login details to collect your printing. Printing credit can be [purchased online](#).

The cheapest photocopying and printing in the vicinity of BSIS can be found in several nearby copy shops.

- [Crazy Copy Center](#) – VUB Campus
- [Copyland](#), Chaussée de Wavre 1051, 1160 Auderghem
- [BCD Express](#), Boulevard Général Jacques 135, 1050 Ixelles
- [Mister Copy](#), Boulevard Général Jacques 123, 1050 Ixelles

Maps

[Map of BSIS premises](#) and [VUB campus](#).

Deliveries

Students may not use the university's address for personal deliveries.

Parking

Bicycle parking is available at Level -1 in the building. Access is via the garage door to the right of the main entrance by using your access card.

Security and Safety

Brussels is a safe city but as with all large cities, you must use your common sense. Be prepared: Always have some battery available on your phone and carry a charger. Carry your ID and a minimum amount of cash. Always keep possessions in your sight. Be vigilant and take extra care in major railway stations and on public transport, particularly late at night. If something out of the ordinary happens, stay calm and don't be afraid to talk to the people around you about it.

The University of Kent's Estates department offers [Stay Safe guidance](#) on what to do in the unlikely event of a terror incident which we advise you to read.

Safe Zone App

The University has an app to help give round-the-clock safety reassurance to staff and students. [SafeZone](#) is a simple-to-use application that's free to download. It's designed to help students and staff summon security or safety assistance via your mobile phones.

Emergency & First Aid

There is an **Emergency Call Button** by the vending machines, on the wall across from Seminar Room 3. Pressing it will trigger an intervention by the emergency services. The emergency services can also be contacted by dialling 112.

To ensure the safety of staff, students and visitors and to act as a deterrent against crime, the Student Study Area and access to the building are covered by CCTV. The data gathered is subject to the university's CCTV policy.

Further guidance on Health and Safety and the First Aid Box located by the vending machines can be found [here](#).

Recycling

In Brussels, waste is required to be sorted according to type and placed in separate containers.

There are bins to this effect by the vending machines; please use them. For details on how to dispose of waste:

[Sort it out: what to do with your rubbish in Brussels](#)

[City of Brussels - Waste](#)