



2024-2025

Campus Sint-Lukas Brussels

Dear student,

We are delighted to welcome you on our campus Sint-Lukas Brussels. On this introduction day we would like to familiarize you with the ins and outs of our campus. This bundle contains mainly practical information. The digital version of this bundle can be found on our website via the QR code above.

Please read the information linked to the topics here below carefully. The following will come in handy the first days:

Campus opening hours: the campus is open from Monday – Thursday, 8AM – 10PM and on Friday, 8AM – 6:30PM. Security is present until - respectively - 10PM and 6:30PM. If the gate at the Paleizenstraat 70 is closed, you can enter through the ‘Terrarium’ Gallery space. Check TOLEDO for public holidays, announcements, changes

Email: After enrollment, all students have received an email address (firstname.surname@student.luca-arts.be) + an activation email with a username (r-number) and activation code.

Please check your email on a daily basis. More information on page 5.

Student Card: Your student card gives you access to the campus, the workspaces and the Stuvo house. Your Student Card is strictly personal. More information on page 14.

Paleizenstraat 70
1030 Brussel

T 02 250 11 00

www.luca-arts.be

Absence

In case of absence (due to illness/force majeure), please notify the school via the following link: <https://proform.luca-arts.be/student/ziektemelding> (during class periods). This way, all relevant instructors are immediately informed of your absence.

Absence during an exam period: Always report an absence before the start of an exam. You should also report this via the above proform, but select "exam period" afterward. Based on the information you provide, the exam ombuds will decide whether or not to schedule a make-up exam. Please note that you must submit your illness notification and a valid doctor's certificate within three working days to be officially excused by the ombuds of your program.

The absence of a teacher will be announced via TOLEDO.

Academic Calendar

For info specifically related to campus Sint-Lukas and your study programme check TOLEDO > infoLUCA@Brussel (intranet for students) or on the website: <https://www.luca-arts.be/en/academic-calendar>

Activity planner

Would you like to organize an event or exhibit your work? Please fill in the activities planner. You must submit the request 30 days in advance for events that:

- are connected to the curriculum but take place outside the usual spaces and/or normal opening hours
- are not part of the curriculum
- involve placing an object in a common area (entrance hall, cafeteria, hallways, etc.)
- involve the presence of third parties

If the request is submitted less than one month in advance, we cannot guarantee that we will be able to process it, although we will do our best to make it happen.

Filling in the activity planner does not automatically mean that an activity can take place. The request must be approved before you can start organizing. You can find the planner link on Toledo or at <https://forms.office.com/e/Aw9SE4AKm5>

Ad Valvas announcements / Toledo

LUCA uses Toledo to publish messages.

These messages contain practical information, like timetable changes, as well as more formal announcements, like the school's closing hours, important administrative deadlines, information on examinations, international initiatives, and much more. These announcements are only accessible to the students and staff of LUCA.

Students are expected to check for new messages 'daily' on Toledo: <https://www.luca-arts.be/en/toledo>

Cafeteria

Students can visit the coffee bar on 'the Bridge' and the lunch bar in the B-block. At the Faculty of Architecture located at Paleizenstraat 65, there are several vending machines, and a limited lunch menu will also be available. For more information and updates, visit: www.luca-arts.be/nl/cafeteria

Campus manager

The campus manager Els Berlengee is responsible for the coordination of the two campuses located in Brussels: Sint-Lukas Brussels and Narafi. E els.berlengee@luca-arts.be

The campus manager is supported by a management team:

- Ann De Pauw (campus management): T 02 250 11 01 - E ann.depauw@luca-arts.be
- Carine Van Asch (campus management): T 02 250 11 02 - E carine.vanasch@luca-arts.be
- Sem Hollemans (campus coordinator): E sem.hollemans@luca-arts.be

Care coordinator ('zorgcoach' in Dutch) / Special Target Groups

For some students, higher education can be challenging due to (temporary) disabilities (like dyslexia, physical disabilities, ADHD, autism, psychological issues) or because they are combining their studies with top-level sports or a job (freelance or part-time). A special statute makes it possible for those students to study at LUCA school of arts.

In order to officially acquire this statute and become eligible for special education and examination facilities, you have to follow a procedure within your KU Loker.

You must apply by 16/10/2024 to get status. You will upload the documents and certificates through KU Loker by 30/10/2024 at the latest.

If you did not meet the deadline in the first semester, you will get a second chance in the second semester. Apply before 26/02/2025 on KU Loker, you need to upload your documents by 12/03/2025 at the latest.

For more information, contact details and appointments:

<https://www.luca-arts.be/en/studying-special-needs>

Code of conduct ('Gedragcode' in Dutch)

Everyone who studies or works at LUCA should be able to feel safe and well. We expect students and staff to treat each other with respect. We want to create a safe environment where transgressive behavior is not tolerated. We strive for students and staff to be able to assess the risks and to discuss them.

If someone does experience or witness transgressive behavior, we look for a solution together and if necessary, take measures to ensure that the behavior stops.

More info via <https://www.luca-arts.be/nl/code-conduct-luca>

Confidential counselor ('Vertrouwenspersoon' in Dutch).

Have you noticed cases of violence, bullying or sexual harassment between students or members of staff, or are you yourself a victim? Our confidential counsellor will lend you a listening ear and helping hand: <https://www.luca-arts.be/nl/vertrouwenspersoon>

Education administration

The educational administration keeps the administrative file for each student. This file contains all documents related to admission to the program (including diplomas and results of the admission test). The educational administration is also responsible for creating class and exam schedules. If you decide to change your study curriculum or switch to another program during the academic year, be sure to contact the educational administration.

For any questions, contact them at onderwijsadmin.brussel@luca-arts.be
Website: www.luca-arts.be/nl/onderwijsadministratie

Education and exam regulations

These regulations can be found on our website via: <https://www.luca-arts.be/en/regulations-education-and-examination>

Email

After registration, you received an email address (firstname.lastname@student.luca-arts.be).

Visit <https://mail.student.luca-arts.be> or Toledo to read your LUCA emails.

Configure your email app on your PC or smartphone. Note: When configuring, if you are asked for an email address, use your own number@kuleuven.be! This is not an email address but a login method.

How to set up your email app:

- All information about this can be found at <https://info.luca-arts.be/nl/ict-voorzieningen>

Make sure to check your LUCA emails! Official communication will come through this channel.

Equipment & work spaces

The work spaces offer technical support and expertise to students, teachers and researchers. They take care of the lending service of equipment, where you can find all sorts of material.

On our Toledo page you can find the opening hours as well as a lot of useful information about our workshops. Directly to the Toledo page: www.luca-arts.be/werkplaatsen

Book a time slot in one of the work spaces via the Toledo page.

- No time to book beforehand, or a last minute idea? You can also visit the work spaces during opening hours, but then you may have to wait for a bit or make a new appointment.
- In any case you have to identify yourself through the QR code.

Reserve material from the lending service in advance via our Lending software (LUS): www.luca-arts.be/lus

Contacts:

LucaFoto (C-1: Dark room, Photo studio)
T 02 250 11 92 - E lucafoto.brussel@luca-arts.be

LucaAudiovisual (C-block floor 2: Film studio, montage cells and computer room)
T 02 250 11 93 - lucaaudiovisual.brussel@luca-arts.be

LucaPrint (C-block floor 0: central print facility for the whole campus and architecture)
T 02 250 11 95 - E lucaprint.brussel@luca-arts.be

LucaUitleen (C-block floor 0: central lending service)
T 02 250 11 94 - E lucauitleen.brussel@luca-arts.be

LucaLab (C-block floor -3: workplace in Fablab-style, including laser cutters, CNC-milling, 3D printers, ..)
T 02 250 11 97 - E lucalab.brussel@luca-arts.be

LucaConstruct (C-block floor C-4: construction work place, metal and wood)
T 02 250 11 96 - E lucaconstruct.brussel@luca-arts.be

LucaPrintmaking (C-block floor C+1)
E lucaprintmaking.brussel@luca-arts.be

LucaSCL (B-1: Spatial Computing Lab)
T 02 447 11 25 - E lucascl.brussel@luca-arts.be

First Aid ('EHBO' in Dutch)

Staff on campus is trained to provide assistance in case of accidents.
These staff members can be called at the reception desk.
Most workshops have a first aid kit.

Hardware

You have the option to get a new Windows PC. You can do this through a local store or via www.campusshop.be (select the KU Leuven association).

If you prefer a Mac, you can enjoy a 15% discount on your purchase through LUCA. Go to <https://econocom.ideaalnet.org/be-nl/doko-raamovereenkomsten-apple/> where you can register under the Student and Staff Webshop to purchase a MAC.

To determine which PC you need, it is best to consult your instructors.

Helpdesk

Experiencing problems with your webmail? Forgotten your login or password?
The helpdesk can help you out! Email your questions to helpdesk@luca-arts.be.
For urgent questions call 02 250 11 11.

Looking for software such as Adobe, Office or antivirus? Interested in an advantageous offer for a new laptop? Read our information about hardware and software on <https://info.luca-arts.be/nl/ict-voorzieningen>

Insurance

In the event of an accident on campus or on your way to campus from your home (and the other way around) the school insurance will cover for a number of expenses related to the accident. The documents to fill out can be collected at the reception at Paleizenstraat 70.

Internationalization

Sint-Lukas Brussels offers students in their 3rd year (and exceptionally MA students) the opportunity to study abroad for an international semester, work on a project, or undertake an internship.

During the same semester, we also host a number of international students on campus. Students studying abroad take courses and receive academic credit and recognition for the courses completed overseas.

Additionally, the International Office supports students in organizing exchange programs both within and outside Europe and provides advice on exchange scholarships (Erasmus+ and others). The office is also the point of contact for international internships and education projects. Information on all international opportunities offered by LUCA can be found at info.luca-arts.be under the title Internationalization.

Bettie Smets - T +32 2 308 27 62 - E bettie.smets@luca-arts.be
<https://info.luca-arts.be/nl/internationalisering>

Learning Path advisor

The learning path advisor can help you outline the course of your study. This person has a broad knowledge of all the different courses and can therefore advise you in composing a personal, balanced and attainable curriculum, spread out over one or multiple periods.

Have a chat with the learning path advisor of your study programme if you have questions about the study curriculum, the education and exam regulations, study credit, or individual trajectories for information and advice. They can also support you throughout the year and help you make difficult decisions to optimise your chances. They are always available to have a look at your study progress and guide you towards the next study phase.

The names and email addresses of the learning path advisors (per study programme) can be found on Toledo or <https://www.luca-arts.be/en/learning-path-counselling>.

Libraries

Sint-Lukas Library is a scientific art library with a highly valuable collection focusing on modern and contemporary (audio-visual) art. You can find magazines, books, films, and databases in the fields of graphic design, photography, visual arts, design, comics, film, and animation... The collection has a rich history: the oldest book in the library was printed in 1643! On our new acquisitions table, you'll find a current overview of the latest artists' books, photo books, exhibition catalogs, and more. Can't find what you're looking for? Just ask us! Almost all books and films can be borrowed. As a student, you're automatically a member of the library! Don't feel like watching a movie alone in your dorm? One of our best-kept secrets is the smallest cinema in Brussels, Cinecappella.

The library is open Monday to Friday from 9 AM to 6 PM. You can find us on the first floor of the A-Block (on the tram stop side) and on Instagram (@bibliotheek_sintlukas_brussel) for news about the monthly Book Club, film screenings, and many, many other activities!

We hope to see you soon!

E: bibliotheek.sintlukas@luca-arts.be

T: (+32)22501133

Lockers (at the cafeteria)

'Digital' lockers are available near the cafeteria. Place your possessions in the locker and activate the lock with your student card. Unlock with your student card. Forgotten the number of your locker? Place your card in front of the central terminal and retrieve your number.

Lockers can be used for short-term use only; every first Monday of the month, the lockers will be emptied. Be courteous towards your fellow students and don't leave a locker occupied for an unnecessarily long period of time. Also, don't leave any food in the lockers!

M365 (office & onedrive)

LUCA offers its students a free license for Microsoft 365 Apps. Microsoft 365 includes the suite of Office applications, available for use on desktop, online, and mobile devices.

You can access your M365 environment via <https://office.luca-arts.be> and also install it on your devices. More information and (installation) guides can be found under ICT facilities on the website.

This license also includes OneDrive for Business and Teams. OneDrive is an online storage space where you can store your files. These files are accessible from various devices, such as PCs, tablets, or smartphones, and from any location. Files can be synchronized with a local folder. It is also possible to share documents with others and collaborate on the same document with instructors or fellow students. Each LUCA student has their own OneDrive environment with 2 TB (or 2000 GB) of storage space.

Ombuds

During exams the “exam ombuds” is your counsellor. They will mediate between students, examiners, the Board and the Exam Commission. The name of the ombuds will be announced on Toledo.

In addition, the Board of Directors selects one or multiple members of staff per programme to be “education ombuds”. They will mediate between students, teachers, and policy bodies, on matters concerning quality of education.

More information can be found on Toledo or via www.luca-arts.be/nl/ombuds-office

Participation Committee

At LUCA, we believe in a student-centered policy. That’s why we ensure open, free, and accessible two-way communication between students and lecturers on the one hand, and strong formal student participation on the other, where students help govern and make decisions.

This formal student participation takes place on two levels: firstly, within the (permanent) program committees, and secondly, in participation councils. These councils exist at both the campus and institutional levels. Here, student representatives, elected by their peers, speak on behalf of all students and help make decisions on matters such as additional study costs, the functioning of libraries and workshops, as well as defining the major outlines of the curriculum, evaluation methods, and much more.

Their role and voice are crucial in these decision-making processes.

Would you like to contribute to student participation? You can always contact the participation coaches on campus or across LUCA. The participation coach for the Sint-Lukas Brussels campus is:

- Johan Meesen - johan.meesen@luca-arts.be

You can also contact the president and vice president of the LUCA-wide student council for 2024-2025 (Matthias Van Gysel matthias.vangysel@student.luca-arts.be and Len Heugebaert len.heugebaert@student.luca-arts.be).

More information will be available after the start of the academic year at www.luca-arts.be/studentenparticipatie.

Print on Campus (in 3 steps)

1. Top up your print credit online via <https://print.luca-arts.be> (log in with your LUCA credentials, select "print credit top-up" from the left menu, and follow the steps for online payment).
2. Send your print job to KULEuvenBlack or KULEuvenColor:

A. From any device via print.luca-arts.be (only pdf or word documents).

B. From a public PC on campus.

3. Use your student card to collect your prints.

Rates per page:

- Black & White: A4 - €0.05, A3 - €0.10
- Color: A4 - €0.15, A3 - €0.30

Production Office

The production offices organize activities that help introduce alumni to the professional field.

Audiovisual Arts - E avk.brussel@luca-arts.be

Facebook Film en Animatiefilm: <https://www.facebook.com/LUCAFilmAnimatie>

Instagram Film: https://www.instagram.com/luca_film_brussel/

Instagram Animatiefilm: https://www.instagram.com/luca_animation_brussel/

Visual Arts -E martha.verleyen@luca-arts.be

Facebook Sint –Lukas Brussel: <https://www.facebook.com/sintlukas.brussel/>

Instagram Beeldende kunsten https://www.instagram.com/luca_visualarts_brussel/

Instagram Vrije Kunsten https://www.instagram.com/luca_vrijekunsten_brussel/

Instagram Fotografie https://www.instagram.com/luca_fotografie_brussel/

Instagram Beeldverhaal: https://www.instagram.com/luca_beeldverhaal/

Instagram MIND: https://www.instagram.com/media_and_information_design/

Interior Design - E michelle.wauters@luca-arts.be

Facebook: <https://www.facebook.com/LUCAinterieurvormgeving>

Instagram: https://www.instagram.com/luca_interieurvormgeving

Construction - E johan.meesen@luca-arts.be

Facebook Bouw: <https://www.facebook.com/LucaBouwBrussel/>

Instagram: <https://www.instagram.com/lucabouw/>

Reception

The reception is open daily from 8.30 am to 4.30 pm. Afterwards, the reception is managed by a security company. The reception is located at the main entrance of the campus, Paleizenstraat 70.

Regional Facility Management

The Facility Manager and the facilities team are responsible for the buildings and their technical installations for Sint-Lukas Brussels campus, Narafi campus, and the Architecture campus.

General contact for Facility Management: E facility.brussel@luca-arts.be

Reservation of an exhibition space

There are several exhibition spaces on campus (T1-T2-T3 and Sint-Lukas Gallery) that you can reserve to display your work for evaluation or a jury. Reservations can be made via the activity planner if they fall outside the campus's opening hours (see page 2). For simple reservations within the campus's opening hours, you can do so via planning.brussel@luca-arts.be.

Reservation of a classroom

To reserve a classroom for a specific event (presentation, jury...) please contact the planning service: planning.brussel@luca-arts.be.

To reserve a film, audio or editing studio you can find more information here: www.luca-arts.be/werkplaatsen.

If you have used a room, you will make sure that the room is left in its original state again. Note that not all classrooms are available for this kind of reservation.

Security

After school hours our campus is closed by a security firm. The campus is equipped with security cameras, yet we would like to ask you to report any suspicious activity at the reception and to never leave your valuables unattended.

Smoking areas + alcohol and drug abuse

Smoking areas have been introduced on our campus. By doing so, we want to respect the freedom of smokers and at the same time protect the health of the non-smokers. We would therefore like to ask smokers to smoke only in the designated smoking areas.

Alcohol and drugs are strictly forbidden on the campus. If intoxication is detected or suspected, this may lead to a (temporary) suspension.

Software

LUCA School of Arts has an agreement with Academic Software. Through <https://academicsoftware.luca-arts.be>, you can download Adobe software and additional educational software. Depending on your program, Adobe may or may not be included in your additional study costs (available from the start of the academic year).

Academic Software has its own helpdesk for questions regarding the software they offer: 03 327 30 70 or support@academicsoftware.com.

Student cards

The entire campus is facilitated with a card system. Doors, elevators and workspaces can only be opened by students and staff with cards. This system safeguards the safety and atmosphere in the building and will only work when used correctly. Please make sure to never leave doors or elevators open (unnecessarily) and always carry your card with you when on campus. Your student card is strictly personal!

IMPORTANT:

You have received your student card during registration. The card system will be activated on September 30th 2024, which means you can only access ateliers with your student card from that moment on.

As soon as you have your student card, you can also enter the campus via the entrance on Groenstraat.

Where and how to use the card readers:

At the main entrance at the Paleizenstraat 70 (where the reception is located) from MO-THU from 8AM – 10PM and on FRI from 8AM – 6:30PM.

If you come by bike, you can leave your bike at the Groenstraat entrance and you can ask the facility manager for permission to pass through the smaller gate after 6PM until campus closing time with your student card.

Contact: facility.brussel@luca-arts.be

If you wish to access the workspaces, you must hold your card in front of the reader.

The work spaces in the C-block are accessible by elevator. If you wish to use the elevator, you must first hold your card in front of the badge reader before pressing the button of the floor of your choice.

If you want to access the staircase in the C-block, you must hold your badge in front of the readers next to the doors on the ground floor or -3.

In order to exit the staircase you must first press the switch with the key symbol and open the door.

Student Services (Stuvo)

Stuvo can advise, help and support you with a great deal of things. From the A of atmosphere, to the B of Brussels or bicycle and the C of culture, as well as the F of family benefits, the H of housing, and the S of student job, study grant and sports! <https://www.luca-arts.be/nl/student-support-services>

You can find them at the Stuvo house, Lefrancqstraat 9 (2 minute walk).

Opening hours are posted weekly on Facebook and Toledo.

The Stuvo house is also a place where students can meet, study, work, relax...

E stuvo.brussel@luca-arts.be

Study programmes and guide

This year's study programmes can be consulted via <https://www.luca-arts.be/en#programmes>. After entering your ISP (individual study programme) you can find them under 'onderwijs en studenten' in KU Loket. (<http://kuloket.luca-arts.be>).

Terrarium (T1)

The Terrarium of Campus Sint-Lukas Brussels is conceived as a space for artistic research, where students and researchers on campus can experiment with how their creative work interacts with a specific environment, allowing their research to grow and develop in new directions.

<https://www.luca-arts.be/nl/terrarium>

Toledo

Toledo is the online platform where you can find all information about your program, courses, and instructors.

During your classes, instructors will refer you to their courses on Toledo. Toledo complements your classes. Your educational administration will also communicate with you via Toledo.

Once logged into Toledo, you'll see a section called 'Updates & Communication,' where general information is published. You can also navigate to the program communities. You can also check your LUCA mailbox via Toledo, and it's best to do this daily.

Information about your courses will only appear after completing the individual study program (ISP). Check Toledo regularly to stay updated! <https://toledo.luca-arts.be>

Timetable

From the moment you have filled out the 'ISP' (individual study programme) your personal timetable will be published on <http://kuloKet.luca-arts.be>.

The general timetables can be consulted via this link: <https://www.luca-arts.be/en#programmes>

Username & password & MFA

After your final registration, you received an email at your personal address with your final login credentials (r-number). Your LUCA username always starts with an "r" followed by 7 digits. From now on, this is your username for logging into all applications, and you can forget your b-number. The email also includes a link to activate your login.

Can't log in anymore? <https://admin.kuleuven.be/icts/services/mfa/mfa-reset> contains all the information to help you further.

Wifi

IT provides wireless internet across the campuses (campusroam and eduroam).

The preferred network in our buildings is **campusroam**, but we also offer eduroam, the wireless network available globally at many educational institutions.

To use campusroam, set it up once on your PC, smartphone, or tablet. Use your login as `jernumber@kuleuven.be`. After setup, it will work automatically.

All information about wireless internet can be found here: <https://wifi.luca-arts.be>