

Studyguidance at the Vrije Universiteit Brussel consists of a team of study advisors, learning path counsellors and student psychologists. You can come to us in confidence and of course we are very careful with the data you entrust us with.

When you come to Study Guidance for guidance, a digital file is created by a staff member. Your name, the topic (e.g. study skills, study choice, socio-emotional guidance, reflex,...), the staff member who you had an appointment with and the date of each conversation are registered. We keep these data in a database that is only accessible by the Study Guidance staff. In the case of ReFlex students with a disability, the medical sections of the file are also processed and kept by a Study Guidance staff member. The kept data is only used to optimize the counseling, the organization of facilities and the operation of Study Guidance.

DEONTOLOGY

Study Advisors and Learning path counselors: DISCRETION

They may not share any information about you with other VUB employees other than that which is necessary to carry out the procedures provided for in the Education and Examination Regulations of the VUB or to provide appropriate study guidance.

Student psychologists: CONFIDENTIALITY

They have a duty of confidentiality and may not disclose any information about you to others unless with your explicit consent. Only your name, the topic, the staff member who guides you and the date of the conversations are registered in the database to which all Study Guidance staff members have access. The data is kept for the purpose of anonymous aggregate reporting and to better guide and refer you.

Students with flexible measures: DUTY OF DISCRETION

You authorize the Study Guidance staff member to communicate your request for study and exam flexibility to professors and their teaching staff. However, no reason or diagnosis is ever mentioned in these requests (unless with your explicit agreement). Only the requested measures are communicated.