

FACT SHEET - Academic Year 2013-2014

School address	Louvain School of Management - Louvain-la-Neuve campus International Affairs Office – A009 1, Place des Doyens, Bte L2.01.01 B-1348 Louvain-la-Neuve, Belgium
Website	www.uclouvain.be/lsm
Contacts	<p>Mrs Catherine MARÉCHAL International Affairs Coordinator and CEMS Programme Manager catherine.marechal@uclouvain.be ☎ +32 10 47 83 23</p> <p>Mrs Danisa ZAPPARRATA - Incoming students incomingexchange-lsm@uclouvain.be ☎ +32 10 47 83 22</p> <p>Mrs Caroline GILLARD - Outgoing students outgoingexchange-lsm@uclouvain.be ☎ +32 10 47 84 67</p> <p>Mrs Estelle TONON - Outgoing students (specific programmes) estelle.tonon@uclouvain.be ☎ +32 10 47 45 79</p> <p>Mrs Isabella FONTANA – Double Degree Coordinator isabella.fontana@uclouvain.be ☎ +32 10 47 90 29</p> <p>Prof. Frank JANSSEN – Vice-Dean for International Affairs</p>

Application deadlines

Nomination deadlines	Exchange students must be nominated for an exchange at the LSM (incomingexchange-lsm@uclouvain.be) by the exchange coordinator of their home institution by April 20, 2013 for Term 1/Year Exchanges October 20, 2013 for Term 2 Exchanges
Registration deadlines	May 15, 2013 registration deadline for Term 1/Year Exchanges November 15, 2013 registration deadline for Term 2 Exchanges
Required documents	<p>All students must complete and return the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>UCL registration form</u> duly filled in; <input type="checkbox"/> <u>Copy of passport</u> (or identity card) where the nationality clearly appears; <input type="checkbox"/> <u>ECTS learning agreement</u> signed by the student and his/her home academic coordinator; <input type="checkbox"/> <u>Transcripts of records</u> of all preceding years in higher education; <input type="checkbox"/> <u>Three passport-sized color pictures</u> with white background; <input type="checkbox"/> <u>For non EU students only</u>: a recent chest <u>x-ray certificate</u> with indication of date and doctor's name. <p>The LSM International Affairs Office will e-mail registration documents directly to the visiting students.</p>

Academic Calendar

Term 1 (15 weeks)

- Mid-September – mid-December
- Courses till Christmas, exams in January

Term 2 (15 weeks)

- End of January – mid-May
- 2 weeks off at Easter Break
- Courses till May, exams in June

Term 1, 2013 (Fall)

Mandatory 'Orientation Day'	September 13, 2013 at 14:00
Official start of the academic year	September 16, 2013
Last day of registration for LSM-LLN Campus courses	September 27, 2013
End of the first semester	December 20, 2013
Exam session	January 2014

Term 2, 2014 (Spring)

Mandatory 'Orientation Day'	January 24, 2014 at 14:00
Official start of the term 2	January 27, 2014
Last day of registration for LSM-LLN Campus courses	February 7, 2014
Easter break	April 07-18, 2014
End of second semester	May 17, 2014
Exam session	June 2014
Re-sit Exam session	August-September 2014

Courses

Areas of Study	<ul style="list-style-type: none"> • Management • Business Engineering 			
Courses	www.uclouvain.be/en-204326 - courses available for exchange students The list of courses for 2013-2014 will be updated during the Summer 2013.			
Course Workload	A normal course workload is 30 ECTS, minimum required is 25 ECTS A course of 5 ECTS equals 30 contact hours			
Teaching Languages	French and English A full track (30 ECTS) in English is possible			
UCL Grading system	On a scale of 1-20. Grade of 10 is considered the minimum passing grade. Passing average for a UCL degree student for the year is 12/20.			
	%	ECTS	DEFINITION	UCL grade
	10%	A	Excellent: outstanding performance with only minor errors	$17 \leq n \leq 20$
	25%	B	Very good: above the average standard, but with some errors	$15 \leq n < 17$
	30%	C	Good: generally sound work with a number of notable errors	$13 \leq n < 15$
	25%	D	Satisfactory: fair but with significant shortcomings	$11 \leq n < 13$
	10	E	Sufficient: performance meets the minimum criteria	$10 \leq n < 11$
		F	FAIL – considerable further work is required	$n < 10$
Exams	Term 1: exams in January		Term 2: exams in June	
Re-sit Exams	Term 1 courses: in June or Aug./Sept.		Term 2 courses in Aug./ Sept.	
French Language courses	French language courses at ILV , the UCL Language college – during each semester - free (if part of the course programme) https://www.uclouvain.be/en-ilv French language courses at CLL (private school on the campus) – two weeks before each semester & during the semester https://www.cll.be/cll-6.htm?lng=en			

Useful information

Accommodation	<p>UCL Accommodation office ("Service des Logements de l'UCL") : Address: Rue de la Gare 6, B-1348 Louvain-la-Neuve www.uclouvain.be/en-logement</p> <p><u>Contacts</u> www.uclouvain.be/en-18037</p> <p><u>Information</u> www.uclouvain.be/en-18056</p> <p>We strongly advise students to reserve a room in advance if they want to profit of the UCL Housing Service. Should you prefer to look for housing by yourself please plan to arrive at least 2 weeks before the orientation day.</p> <p>The LSM International Affairs Office can only offer limited support. To find an accomodation it is the students' responsibility.</p>
Sort of accommodations	<p>University accommodations:</p> <ul style="list-style-type: none"> • A room in a shared flat: "kot" (3-12 students private bedrooms and common living spaces: kitchen and bathrooms) • A room in a "kot-à-projet" The same as a shared flat, but students living together will realise a project throughout the academic year. <p>www.uclouvain.be/en-40273</p> <p><u>Conditions and costs</u> For an entire academic year: lease from September 15 to July 14 (10 months). For the first semester: lease from September 15 to January 31 For the second semester: lease from February 1 to July 14 Rent ranges from €219 to €281 per month (electricity not included). One to three months deposit is usually required.</p> <p>Private Housing Agencies www.uclouvain.be/en-29249</p> <p>Private Landlords www.uclouvain.be/en-77335</p>
Living costs	www.uclouvain.be/en-353491
Health Insurance	Upon arrival, all students have to hand in a copy of their <u>health insurance certificate</u> (European health card or proof of a private insurance certificate).
Visa to Belgium	<p>From non-European Union countries, you may need a visa. For enquires, contact the Belgian embassy or Belgian consulate in your country: http://diplomatie.belgium.be/en/services/embassies_and_consulates</p> <p>Once having received the complete registration package from the student, LSM International Affairs Office transfers the documents to the UCL Central Administration Office. This office will mail the UCL "autorisation d'inscription" directly to the student's address (indicated on the UCL registration form). This document has to be send to the Embassy/Consulate in order to apply for the visa.</p> <p>Visa procedures for studying periods in Belgium: http://diplomatie.belgium.be/en/services/travel_to_belgium/Studeren_In_Belgie/</p>
Arrival	If your room is not yet available at your arrival, you can book a bed in Kot-Erasmus : koterasmus@yahoo.fr (+32.10.242695).
Useful Information	Please read our Student Guide www.uclouvain.be/en-204326

<p>Student Services</p>	<ul style="list-style-type: none"> - Career counselling - Wireless internet connections, e-mail address, computer facilities - Libraries - Sports www.uclouvain.be/en-sport - 4 University Restaurants www.uclouvain.be/restaurants-universitaires - Le "Point de Repère" : UCL welcome and help desk: for social, psychological and health support: www.uclouvain.be/28758 - Organized trips and Social activities (by the CEMS club and IESN student team)
<p>Student associations</p>	<p>AIIESEC: directly linked with the school.</p> <p>AG Junior advice: a club of post-graduate students who conduct short-term consultancy missions for client companies, under the supervision of a faculty member.</p> <p>LSM Club: which provides services to the students such as distribution of notes for the courses and lectures, social activities to welcome and integrate incoming exchange students (through its ESN team), annual party with companies and students, a professional newspaper. ESN team organizes, with the international office, a buddy system, pick-up service, social activities, trips and a lot more for all LSM exchange students!</p> <p>Crealouv: students' entrepreneur club created in 2004</p> <p>CEMS club: welcome of CEMS students, rotation dinners, job fairs ...</p> <p>www.uclouvain.be/en-10064</p>

October 2012