

FACT SHEET Academic Year 2017 – 2018

School address	<p>Louvain School of Management International Office 1, Place des Doyens, Bte L2.01.01 B-1348 Louvain-la-Neuve, Belgium</p>
Website	www.uclouvain.be/lsm
Contacts	<p>Ms Catherine MARÉCHAL - Head of International Affairs catherine.marechal@uclouvain.be ☎ +32 10 47 83 23</p> <p>Ms Muriel EVRARD - Incoming Students Officer incomingexchange-lsm@uclouvain.be ☎ +32 10 47 83 22</p> <p>Ms Caroline GILLARD - Outgoing Students Officer outgoingexchange-lsm@uclouvain.be ☎ +32 10 47 84 67</p> <p>Ms Estelle TONON - Premium Programmes Officer (incl. Double Degree) estelle.tonon@uclouvain.be ☎ +32 10 47 45 79</p> <p>Ms. Ambra CARDINALI - CEMS Programme Manager ambra.cardinali@uclouvain.be Tel. +32 10 47 90 29</p> <p>Prof. Pierre SEMAL - Vice-Dean for International Affairs</p>

Application deadlines	
Nomination deadlines	<p>In order to nominate your students please send an email to Ms Muriel Evrard at incomingexchange-lsm@uclouvain.be</p> <p>You'll receive the link to a form to fill in with the information about the students.</p> <p>Please fill in this form before:</p> <p>April 20 for Term 1/Year</p> <p>October 20 for Term 2/Year</p>
Registration deadlines	<p>May 15 registration deadline for Term 1/Year Exchanges</p> <p>November 15 registration deadline for Term 2/Year Exchanges</p>



Required documents	<p>The LSM International Affairs Office will e-mail the application's instructions to the exchange students (with copy to the home university coordinator). The registration documents are available on our web page www.uclouvain.be/en-440894 and are updated just before the end of the nomination's deadline.</p> <p>All students must complete and return the following documents:</p> <ul style="list-style-type: none"> - <u>UCL registration form</u> ; - <u>Copy of passport</u> (or identity card) where the nationality clearly appears; - <u>ECTS learning agreement</u> signed by the student and his/her home academic coordinator; - <u>Transcripts of records</u> of all preceding years in higher education; - <u>Three passport-sized color pictures</u> with white background; - <u>University Regulation and Data Protection document</u>.
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Academic Calendar	
<p>Term 1 (15 weeks)</p> <ul style="list-style-type: none"> • Mid-September – mid-December • One week off in November • Courses till Christmas, exams in January 	<p>Term 2 (15 weeks)</p> <ul style="list-style-type: none"> • End of January – mid-May • 2 weeks off at Easter Break • Courses till May, exams in June
Term 1, 2017 (Fall)	
<p>Mandatory 'Orientation Day'</p> <p>Official start of the academic year</p> <p>Last day of registration to courses</p> <p>End of the first semester</p> <p>Exam session</p>	<p>September 14th, 2017</p> <p>September 14th, 2017</p> <p>September 29th, 2017</p> <p>December 22nd, 2017</p> <p>January 5th to 26th, 2018</p>
Term 2, 2018 (Spring)	
<p>Mandatory 'Orientation Day'</p> <p>Official start of the term 2</p> <p>Last day of registration to courses</p> <p>Easter break</p> <p>End of second semester</p> <p>Exam session</p> <p>Re-sit Exam session (Term 1&2)</p>	<p>February 1st, 2018</p> <p>February 1st, 2018</p> <p>February 16th, 2018</p> <p>April 2nd to April 13th, 2018</p> <p>May 19th, 2018</p> <p>June 4th to June 29th, 2018</p> <p>August 16th to September 4th, 2018</p>

Courses	
Areas of Study	<ul style="list-style-type: none"> • Master in Management • Master in Business Engineering
Courses	<p>LSM courses available for exchange students: www.uclouvain.be/en-440648</p> <p>The list of courses for 2017-2018 will be updated during the Summer 2017.</p>
Course Workload	<p>A normal workload is 30 ECTS, the minimum required is 25 ECTS</p> <p>A course of 5 ECTS equals 30 contact hours</p>



Teaching languages	French and English. A full track in English is possible.												
UCL Grading system	On a scale of 1-20. A grade of 10 is considered the minimum passing grade.												
	Grade	20	19	18	17	16	15	14	13	12	11	10	<10
	% students	0.4	1.3	3.9	7.1	12.0	14.1	16.2	15.0	13.4	8.9	7.3	-
	ECTS Grade	A		B		C		D		E		F	
Exams	Term 1: exams in January						Term 2: exams in June						
Resit Exams	Term 1 & Term 2 courses: resit in Aug./Sept.												
French Language courses	<p>French language courses at ILV, the UCL Language school – during each semester are FREE (if part of the course programme): www.uclouvain.be/en-232487</p> <p>French language courses at CLL (private school on the campus) – two weeks before each semester & during the semester: www.cll.be</p>												

Useful information	
Accommodation	<p>UCL Accommodation office (“Service des Logements de l’UCL”) :</p> <p>Address : Rue de la Gare 6, B-1348 Louvain-la-Neuve www.uclouvain.be/en-logement</p> <p>We strongly advise students to reserve a room in advance if they want to profit of the UCL Housing Service. If the student prefers to look for housing by her/himself, she/he must plan to arrive at least 2 weeks before the orientation day.</p> <p>The LSM International Office cannot offer any support. Finding an accomodation is definitely the student’s responsibility.</p> <p>Searching for accommodations? Use the UCL online tool for accommodations requests: www.uclouvain.be/515255</p> <p>Still no room upon arrival? : www.uclouvain.be/en-440873</p>
Type of accommodations	<p>University accommodations:</p> <ul style="list-style-type: none"> • A room in a shared flat: “kot en communautaire” 4-12 students private bedrooms and common living spaces: kitchen and bathroom • 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: www.uclouvain.be/en-40273 <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 € 275 to € 330 per month. A deposit is usually required.</p>
Living costs	www.uclouvain.be/en-353491



Visa to Belgium	<p>Contact the Belgian embassy or Belgian consulate in your country: diplomatie.belgium.be/en/services/embassies_and_consulates</p> <p>From non-European Union countries, the ASP student visa is compulsory.</p> <p>Chinese exchange students are exempt from the ASP procedure.</p> <p>Once having received the complete registration package from the student, LSM International Office transfers the documents to the UCL Office of the Registrar. This office will mail the UCL "autorisation d'inscription" directly to the home residence of the student (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 in Belgium: diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium</p>
Health Insurance	<p>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).</p>
Student Services	<ul style="list-style-type: none">- Career counselling- Wireless internet connections, e-mail address, computer facilities- Libraries- Sports: www.uclouvain.be/en-sport- University Restaurants: www.uclouvain.be/en-restaurants-universitaires- Le "Point de Repère" - UCL welcome and help desk: for social, psychological and health support: www.uclouvain.be/28758
Student associations	<p>Listing of students Associations: www.uclouvain.be/en-10064</p> <p>ESN: ESN team organises, with the international office, a buddy system, welcome service, social activities, trips and a lot more for all exchange students www.uclouvain.be/en-440896</p> <p>LSM Club: Brings together LSM students keen to develop activities for the student body in collaboration with companies and other student associations</p> <p>CEMS club: Promotes the interests of LSM and incoming CEMS students as well as to facilitate the interaction with the CEMS Corporate Partners.</p> <p>AISEEC: Facilitates international internship exchanges and support activities that provide practical learning experiences for trainees and facilitate the training of AIESEC members and other stakeholders.</p>
<p style="text-align: center;">All this information and much more can be found on our website www.uclouvain.be/en-440625</p>	