

## FACT SHEET Academic Year 2015 – 2016

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

### Application deadlines

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



<b>Required documents</b>	<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 <a href="http://www.uclouvain.be/en-440894">www.uclouvain.be/en-440894</a> and are updated just before the end of the nomination's deadline.</p> <p><b>All students</b> must complete and return the following documents:</p> <ul style="list-style-type: none"> <li>- <u>UCL registration form</u> ;</li> <li>- <u>Copy of passport</u> (or identity card) where the nationality clearly appears;</li> <li>- <u>ECTS learning agreement</u> signed by the student and his/her home academic coordinator;</li> <li>- <u>Transcripts of records</u> of all preceding years in higher education;</li> <li>- <u>Three passport-sized color pictures</u> with white background;</li> </ul> <p><b>The home university coordinator</b> must complete and return by email:</p> <ul style="list-style-type: none"> <li>- The exchange student certificate</li> </ul>
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## Academic Calendar (tentative)

<p><b>Term 1</b> (15 weeks)</p> <ul style="list-style-type: none"> <li>• Mid-September – mid-December</li> <li>• One week off in November</li> <li>• Courses till Christmas, exams in January</li> </ul>	<p><b>Term 2</b> (15 weeks)</p> <ul style="list-style-type: none"> <li>• End of January – mid-May</li> <li>• 2 weeks off at Easter Break</li> <li>• Courses till May, exams in June</li> </ul>
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### Term 1, 2015 (Fall)

<p><b>Mandatory 'Orientation Day'</b></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 11<sup>th</sup>, 2015 @ 14:00</p> <p>September 14<sup>th</sup>, 2015</p> <p>September 25<sup>th</sup>, 2015</p> <p>December 18<sup>th</sup>, 2015</p> <p>January 4<sup>th</sup> to 22<sup>nd</sup>, 2016</p>
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### Term 2, 2016 (Spring)

<p><b>Mandatory 'Orientation Day'</b></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&amp;2)</p>	<p>January 29<sup>th</sup>, 2016 @ 14:00</p> <p>February 1<sup>st</sup>, 2016</p> <p>February 12<sup>th</sup>, 2016</p> <p>March 26<sup>th</sup> to April 10<sup>th</sup>, 2016</p> <p>May 20<sup>th</sup>, 2016</p> <p>May 30<sup>th</sup> to June 30<sup>th</sup>, 2016</p> <p>August 18<sup>th</sup> to September 6<sup>th</sup>, 2016</p>
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## Courses

<b>Areas of Study</b>	<ul style="list-style-type: none"> <li>• Master in Management</li> <li>• Master in Business Engineering</li> </ul>
<b>Courses</b>	<p>LSM courses available for exchange students: <a href="http://www.uclouvain.be/en-204326">www.uclouvain.be/en-204326</a></p> <p>The list of courses for 2015-2016 will be updated during the Summer 2015.</p>



<b>Course Workload</b>	A normal workload is 30 ECTS, the minimum required is 25 ECTS A course of 5 ECTS equals 30 contact hours												
<b>Teaching languages</b>	French and English. A full track (30 ECTS per semester) in English is possible.												
<b>UCL Grading system</b>	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	
<b>Exams</b>	Term 1: exams in January						Term 2: exams in June						
<b>Resit Exams</b>	Term 1 & Term 2 courses: resit in Aug./Sept.												
<b>French Language courses</b>	<p>French language courses at <b>ILV</b>, the UCL Language school – during each semester are FREE (if part of the course programme): <a href="http://www.uclouvain.be/en-ilv">www.uclouvain.be/en-ilv</a></p> <p>French language courses at <b>CLL</b> (private school on the campus) – two weeks before each semester &amp; during the semester: <a href="http://www.cll.be">www.cll.be</a></p>												

## Useful information

<b>Accommodation</b>	<p><b>UCL Accommodation office</b> (“Service des Logements de l’UCL”) : Address : Rue de la Gare 6, B-1348 Louvain-la-Neuve <a href="http://www.uclouvain.be/en-logement">www.uclouvain.be/en-logement</a></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 <b>at least 2 weeks before the orientation day</b>.</p> <p>The LSM International Office cannot offer any support. Finding an accomodation is definitely the student’s responsibility.</p>
<b>Type of accommodations</b>	<p><b>University accommodations:</b></p> <ul style="list-style-type: none"> <li>• A room in a <b>shared flat: “kot”</b> 4-12 students private bedrooms and common living spaces: kitchen and bathroom</li> <li>• A room in a <b>“kot-à-projet”</b> The same as a shared flat, but students living together will realise a project throughout the academic year: <a href="http://www.uclouvain.be/en-40273">www.uclouvain.be/en-40273</a></li> </ul> <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 € 243 to € 340 per month. A deposit is usually required.</p> <p><b>Private Housing Agencies</b> <a href="http://www.uclouvain.be/en-29249">www.uclouvain.be/en-29249</a></p> <p><b>Private Landlords</b> <a href="http://www.uclouvain.be/en-77335">www.uclouvain.be/en-77335</a></p> <p><b>Still no room upon arrival ?:</b> <a href="http://www.uclouvain.be/en-440868">www.uclouvain.be/en-440868</a></p>
<b>Living costs</b>	<a href="http://www.uclouvain.be/en-353491">www.uclouvain.be/en-353491</a>



<b>Visa to Belgium</b>	<p>Contact the Belgian embassy or Belgian consulate in your country: <a href="http://diplomatie.belgium.be/en/services/embassies_and_consulates">http://diplomatie.belgium.be/en/services/embassies_and_consulates</a></p> <p>From non-European Union countries, <b>the ASP student visa</b> is compulsory.</p> <p>Chinese exchange students are exempt from the APS procedure.</p> <p>Once having received the complete registration package from the student, LSM International Office transfers the documents to the UCL Central Administration. This office will mail the UCL "<b>autorisation d'inscription</b>" directly to the home university 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 in Belgium: <a href="http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium/">http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium/</a></p>
<b>Health Insurance</b>	<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>
<b>Student Services</b>	<ul style="list-style-type: none"><li>- Career counselling</li><li>- Wireless internet connections, e-mail address, computer facilities</li><li>- Libraries</li><li>- Sports: <a href="http://www.uclouvain.be/en-sport">www.uclouvain.be/en-sport</a></li><li>- 4 University Restaurants: <a href="http://www.uclouvain.be/restaurants-universitaires">www.uclouvain.be/restaurants-universitaires</a></li><li>- Le "Point de Repère" - UCL welcome and help desk: for social, psychological and health support: <a href="http://www.uclouvain.be/28758">www.uclouvain.be/28758</a></li></ul>
<b>Student associations</b>	<p><a href="http://www.uclouvain.be/en-10064">www.uclouvain.be/en-10064</a></p> <p><b>IESN:</b> IESN team organises, with the international office, a buddy system, welcome service, social activities, trips and a lot more for all exchange students <a href="http://www.esnln.org">www.esnln.org</a></p> <p><b>LSM Club:</b> Brings together LSM students keen to develop activities for the student body in collaboration with companies and other student associations</p> <p><b>CEMS club:</b> Promotes the interests of LSM and incoming CEMS students as well as to facilitate the interaction with the CEMS Corporate Partners.</p> <p><b>AIIESEC:</b> Facilitates international internship exchanges and support activities that provide practical learning experiences for trainees and facilitate the training of AIIESEC members and other stakeholders.</p>
<p><b>All this information and much more can be found on our website</b> <a href="http://www.uclouvain.be/en-440625">www.uclouvain.be/en-440625</a></p>	