

FACT SHEET

2019-2020

CONTACTS

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Vice-Dean for International Affairs

SCHOOL ADDRESS

Louvain School of Management
International Office
Place des Doyens, 1
1348 - Louvain-la-Neuve
Belgium



EXCHANGE STUDENTS

IMPORTANT INFORMATION

APPLICATION DEADLINES

<p>Nomination deadlines</p>	<p>In order to nominate your students, please send an email to Ms Muriel Evrard: incomingexchange-lsm@uclouvain.be</p> <p>You will receive the link to a form to fill in with the students' information.</p> <p>Please fill in this form before:</p> <ul style="list-style-type: none"> • April 20 for Term 1/Year • October 20 for Term 2/Year
<p>Registration deadlines</p>	<ul style="list-style-type: none"> • May 15: registration deadline for Term 1/Year Exchanges • November 15: registration deadline for Term 2/Year Exchanges
<p>Required documents</p>	<p>The LSM International Office will e-mail the application instructions to the exchange students (with copy to the home university coordinator).</p> <p>All students must complete and return the following documents:</p> <ul style="list-style-type: none"> • <u>UCL registration form</u> signed by student • <u>Copy of passport</u> (or identity card) where the nationality clearly appears • <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> signed by student. <p>The <u>ECTS learning agreement</u> signed by the student and the home academic coordinator will need to be provided after application is confirmed.</p>



ACADEMIC CALENDAR 2019-2020

Term 1, 2019 (Fall) - 2 consecutive parts of 6-week intensive courses

Mandatory 'Orientation Day'	September 13th, 2019
Official start	September 16 th , 2019
Induction week	September 16 th to 18 th , 2019
Last day to confirm registration to courses	September 25 th , 2019
Part 1 (week 1 > 8) incl. evaluation in week 8	September 19 th to November 8 th , 2019
Part 2 (week 9 > 14)	November 11 th to December 21 st , 2019
Exam schedule availability & registration period	As from mid-November to end of November 2019
Winter break	December 23 rd , 2019 to January 3 rd , 2020
Exam session	January 4 th to 25 th , 2020
Transcript of Records availability	As from mid-February 2020

Term 2, 2020 (Spring) - 2 consecutive parts of 6-week intensive courses

Mandatory 'Orientation Day'	January 31st, 2020
Official start	February 3 rd , 2020
Last day to confirm registration to courses	February 9 th , 2020
Part 1 (week 1 > 7) incl. evaluation in week 7	February 3 rd to March 20 th , 2020
Part 2 (week 8 > 15) incl. Spring Break in weeks 10-11	March 23 rd to May 16 th , 2020
Spring Break	April 6 th to April 18 th , 2020
Exam schedule availability & registration period	As from mid-March to end of March 2020
Study period break	May 18 th to May 31 st , 2020
Exam session	June 2 nd to 27 th , 2020
Transcript of Records availability	As from mid-July 2020

Resit Exam Session for Term 1 & 2

Exam schedule availability & registration period	As from beginning of July to mid-July 2020
Re-sit Exam session (Term 1 & 2)	August 17 th to September 3 th , 2020
Adjusted Transcript of Records availability	As from mid-September 2020

AREAS OF STUDY

COURSES

Master in
Management

OR

Master in
Business
Engineering

List of courses available on the website: uclouvain.be/en/faculties/lsm/incoming-exchange-student
& send directly to exchange students by email

Course Workload	A course of 5 ECTS = 30 contact hours A normal workload = 30 ECTS (minimum required = 20 ECTS)																																							
Teaching languages	English: full track French: for a few courses																																							
UCLouvain Grading System	Grades are given on a scale of 1-20, 10 being considered as the minimum passing grade. <table border="1"> <tr> <td>Grade</td> <td>20</td> <td>19</td> <td>18</td> <td>17</td> <td>16</td> <td>15</td> <td>14</td> <td>13</td> <td>12</td> <td>11</td> <td>10</td> <td><10</td> </tr> <tr> <td>% students</td> <td>0.5</td> <td>1.6</td> <td>4.4</td> <td>7.3</td> <td>12.3</td> <td>14.6</td> <td>15.6</td> <td>13.8</td> <td>11.8</td> <td>9.7</td> <td>7.9</td> <td>-</td> </tr> <tr> <td>ECTS Grade</td> <td colspan="3">A</td> <td colspan="3">B</td> <td colspan="2">C</td> <td colspan="2">D</td> <td>E</td> <td>F</td> </tr> </table>	Grade	20	19	18	17	16	15	14	13	12	11	10	<10	% students	0.5	1.6	4.4	7.3	12.3	14.6	15.6	13.8	11.8	9.7	7.9	-	ECTS Grade	A			B			C		D		E	F
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French language courses	French language courses at ILV (UCLouvain's language school) are FREE (if part of the student's programme) and available each semester (visit uclouvain.be/en/study/ilv/exchange-students). French language courses at CLL (private school on the LLN site) available two weeks before each semester and during the semester (visit cll.be).																																							

ACCOMMODATION

CONTACT

UCLouvain Accommodation office
(« Service des Logements de l'UCL »)
Rue de la Gare 6 B-1348 Louvain-La-Neuve
uclouvain.be/en/study/accomodation

As from nomination, the student should look for an accommodation. Finding an accommodation is the student's responsibility

Important info at:
uclouvain.be/en/study/accomodation/faq-frequently-asked-questions

Student accommodation **on campus** is available for every student. They are of two kinds:

- university housing
- private owners

We strongly advise students to book a room in advance if they want to take advantage of the UCLouvain Housing Service. Applications for a UCLouvain accommodation start in March until July 31 for the Fall term and until November 30 for the Spring term.

If the student prefers to look for housing by her/himself, she/he must plan to arrive **at least 2 weeks before the LSM Information Session**

Conditions & costs

For an entire academic year: lease from September 15th to July 14th (10 months).

For the first semester: lease from September 15th to January 31st

For the second semester: lease from February 1st to July 14th

Rent ranges from € 240 to € 340 per month. A deposit is usually required.

VISA

CONTACT

The Belgian embassy or Belgian consulate in your country

For more information visit:
diplomatie.belgium.be/en/services/embassies_and_consulates

From non-European Union countries, **the ASP student visa is compulsory.** Chinese exchange students are exempt from the ASP procedure. Once having received the complete registration package from the student, LSM International Office transfers the documents to the UCLouvain Office of the Registrar. As soon as the UCLouvain account is activated, the student will be able to download the document needed for Visa application (process will be provided to students in due times). This document has to be send to the Embassy/Consulate in order to apply for the visa.

More info on Visa procedures for studying in Belgium:
diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium

USEFUL INFORMATION

HEALTH INSURANCE

All students must have a copy of their health insurance certificate (European health card or proof of private insurance certificate)

STUDENTS ASSOCIATIONS

uclouvain.be/fr.etudier.associations-etudiantes

ESN

Buddy system, welcome service, trips and lots more

LSM Club

Brings together LSM students, develops activities in collaboration with companies and other student associations

CEMS Club

Promotes the interest of LSM and incoming CEMS students, facilitates the interaction with CEMS Corporate Partners

Libraries

Sports

STUDENT SERVICES

Wireless internet connection
Student email address
Computer facilities

Social, psychological and health support
uclouvain.be/fr/etudier/aide

University restaurant

LIVING COSTS

uclouvain.be/en/study/alimentation-et-vie-courante