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| <b>School address</b>                | <b>Louvain School of Management</b><br>International Office<br>1, Place des Doyens, Bte L2.01.01<br>B-1348 Louvain-la-Neuve, Belgium   |
| <b>Website for exchange students</b> | <a href="http://uclouvain.be/en/faculties/lsm/incoming-exchange-student">uclouvain.be/en/faculties/lsm/incoming-exchange-student</a>   |
| <b>Contacts</b>                      | <p><b>Ms Valentine DE CALLATAY</b> - Head of International Affairs<br/><a href="mailto:valentine.decaltatay@uclouvain.be">valentine.decaltatay@uclouvain.be</a><br/>☎ +32 10 47 83 23</p> <p><b>Ms Muriel EVRARD</b> - Incoming Students Officer<br/><a href="mailto:incomingexchange-lsm@uclouvain.be">incomingexchange-lsm@uclouvain.be</a><br/>☎ +32 10 47 83 22</p> <p><b>Ms Caroline GILLARD</b> - Outgoing Students Officer<br/><a href="mailto:outgoingexchange-lsm@uclouvain.be">outgoingexchange-lsm@uclouvain.be</a><br/>☎ +32 10 47 84 67</p> <p><b>Ms Estelle TONON</b> - Premium Programmes Officer (incl. Double Degree)<br/><a href="mailto:estelle.tonon@uclouvain.be">estelle.tonon@uclouvain.be</a><br/>☎ +32 10 47 45 79</p> <p><b>Ms. Ambra CARDINALI</b> - CEMS Programme Manager<br/><a href="mailto:ambra.cardinali@uclouvain.be">ambra.cardinali@uclouvain.be</a><br/>Tel. +32 10 47 90 29</p> <p><b>Prof. Nathalie GILSON</b> - Vice-Dean for International Affairs</p> |

| <b>Application deadlines</b>  |  |
|-------------------------------|--|
| <b>Nomination deadlines</b>   | <p>In order to <b>nominate</b> your students please <b>send an email to</b> Ms Muriel Evrard at <a href="mailto:incomingexchange-lsm@uclouvain.be">incomingexchange-lsm@uclouvain.be</a></p> <p>You will 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:<br/><b>April 20</b> for Term 1/Year<br/><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<br/><b>November 15</b> registration deadline for Term 2/Year Exchanges</p>  |

**Required documents**

The LSM International Affairs Office will e-mail the application's instructions to the exchange students (with copy to the home university coordinator).

**All students** must complete and return the following documents:

- UCL registration form signed by student;
- Copy of passport (or identity card) where the nationality clearly appears;
- ECTS learning agreement signed by student and home academic coordinator;
- Transcripts of records of all preceding years in higher education;
- Three passport-sized color pictures with white background;
- University Regulation and Data Protection document signed by student.

**Academic Calendar**

**Term 1, 2017 (Fall) – 14 weeks**

**Mandatory 'Orientation Day'**

**September 18<sup>th</sup>, 2017**

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| Official start   | September 18 <sup>th</sup> , 2017                                  |
| Integration week (week 1)  | September 18 <sup>th</sup> to 22 <sup>nd</sup> , 2017              |
| Last day to confirm registration to courses                                    | September 29 <sup>th</sup> , 2017                                  |
| Part 1 (week 2 > 8) > incl. evaluation in week 8                               | September 25 <sup>th</sup> to November 10 <sup>th</sup> , 2017     |
| Part 2 (week 9 > 14)   | November 13 <sup>th</sup> to December 22 <sup>nd</sup> , 2017      |
| Exam schedule availability & Exams registration period (dates to be confirmed) | As from mid-November to end of November 2017                       |
| Study period break   | December 25 <sup>th</sup> , 2017 to January 4 <sup>th</sup> , 2018 |
| Exam session   | January 5 <sup>th</sup> to 27 <sup>th</sup> , 2018                 |
| Transcript of Records availability   | As from mid-February 2018  |

**Term 2, 2018 (Spring) – 13 weeks + 2 weeks holidays**

**Mandatory 'Orientation Day'**

**February 5<sup>th</sup>, 2018**

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| Official start   | February 5 <sup>th</sup> , 2018                            |
| Last day to confirm registration to courses                                    | February 16 <sup>th</sup> , 2018                           |
| Part 1 (week 1 > 7) > incl. evaluation in week 7                               | February 5 <sup>th</sup> to March 23 <sup>rd</sup> , 2018  |
| Part 2 (week 8 > 15)<br>> incl. Easter holidays in week 9 & 10                 | March 26 <sup>th</sup> to May 18 <sup>th</sup> , 2018      |
| Easter holidays  | April 2 <sup>nd</sup> to April 13 <sup>th</sup> , 2018     |
| Exam schedule availability & Exams registration period (dates to be confirmed) | As from mid-March to end of March 2017                     |
| Study period break   | May 21 <sup>st</sup> , 2017 to June 1 <sup>st</sup> , 2018 |
| Exam session   | June 4 <sup>th</sup> to June 30 <sup>th</sup> , 2018       |
| Transcript of Records availability   | As from mid-July 2018                                      |

**Resit Exam Session for Term 1&2 > IN BELGIUM**

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| Exam schedule availability & Exams registration period (dates to be confirmed) | As from beginning of July to mid-July 2017                  |
| Re-sit Exam session (Term 1&2)   | August 16 <sup>th</sup> to September 4 <sup>th</sup> , 2018 |
| Adjusted Transcript of Records availability                                    | As from end of September 2018                               |

| 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>                 | LSM courses available for exchange students:<br><a href="http://uclouvain.be/en/faculties/lsm/find-courses">uclouvain.be/en/faculties/lsm/find-courses</a>   |       |     |     |      |      |      |      |      |     |     |     |    |     |            |     |     |     |     |      |      |      |      |      |     |     |   |            |   |  |   |  |   |  |   |  |   |  |   |  |
| <b>Course Workload</b>         | A normal workload is 30 ECTS, the minimum required is 20 ECTS<br>A course of 5 ECTS equals 30 contact hours  |       |     |     |      |      |      |      |      |     |     |     |    |     |            |     |     |     |     |      |      |      |      |      |     |     |   |            |   |  |   |  |   |  |   |  |   |  |   |  |
| <b>Teaching languages</b>      | English. A full track in English. Few courses given in French.   |       |     |     |      |      |      |      |      |     |     |     |    |     |            |     |     |     |     |      |      |      |      |      |     |     |   |            |   |  |   |  |   |  |   |  |   |  |   |  |
| <b>UCL Grading system</b>      | On a scale of 1-20. A grade of 10 is considered the minimum passing grade. <table border="1" data-bbox="459 797 1471 931"> <thead> <tr> <th>Grade</th> <th>20</th> <th>19</th> <th>18</th> <th>17</th> <th>16</th> <th>15</th> <th>14</th> <th>13</th> <th>12</th> <th>11</th> <th>10</th> <th>&lt;10</th> </tr> </thead> <tbody> <tr> <td>% students</td> <td>0.4</td> <td>1.3</td> <td>3.9</td> <td>7.1</td> <td>12.0</td> <td>14.1</td> <td>16.2</td> <td>15.0</td> <td>13.4</td> <td>8.9</td> <td>7.3</td> <td>-</td> </tr> <tr> <td>ECTS Grade</td> <td colspan="2">A</td> <td colspan="2">B</td> <td colspan="2">C</td> <td colspan="2">D</td> <td colspan="2">E</td> <td colspan="2">F</td> </tr> </tbody> </table> | 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 |  |
| 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>French Language courses</b> | French language courses at <b>ILV</b> , the UCL Language school – during each semester are FREE (if part of the course programme):<br><a href="http://uclouvain.be/en/study/ilv/ucl-student">uclouvain.be/en/study/ilv/ucl-student</a><br><br>French language courses at <b>CLL</b> (private school on the LLN Site) – two weeks before each semester & during the semester: <a href="http://www.cll.be">www.cll.be</a>  |       |     |     |      |      |      |      |      |     |     |     |    |     |            |     |     |     |     |      |      |      |      |      |     |     |   |            |   |  |   |  |   |  |   |  |   |  |   |  |

| Accommodation & Visa                                  |  |
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| <b>Two urgent steps to do just after registration</b> |  |
| <b>Accommodation</b>                                  | Finding an accommodation is definitely the student's responsibility.<br><b>UCL Accommodation office</b> ("Service des Logements de l'UCL") :<br>Address : Rue de la Gare 6, B-1348 Louvain-la-Neuve<br><a href="http://uclouvain.be/en/study/accomodation">uclouvain.be/en/study/accomodation</a><br><br>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> .<br><br><u>As from nomination</u> , the student should look for an accommodation.<br>Important info at <a href="http://uclouvain.be/en/faculties/lsm/accommodation">uclouvain.be/en/faculties/lsm/accommodation</a><br><br><u>Conditions and costs</u><br>For an entire academic year: lease from September 15 to July 14 (10 months).<br>For the first semester: lease from September 15 to January 31<br>For the second semester: lease from February 1 to July 14<br>Rent ranges from € 275 to € 330 per month. A deposit is usually required. |

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| <b>Visa to Belgium</b> | <p>Contact the Belgian embassy or Belgian consulate in your country:<br/><a href="http://diplomatie.belgium.be/en/services/embassies_and_consulates">diplomatie.belgium.be/en/services/embassies_and_consulates</a></p> <p>From non-European Union countries, <b>the ASP student visa</b> is <u>compulsory</u>. 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 "<b>autorisation d'inscription</b>" 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>More info on Visa procedures for studying in Belgium:<br/><a href="http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium">diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium</a></p> |
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| Useful information          |   |
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| <b>Living costs</b>         | <a href="http://uclouvain.be/en/study/alimentation-et-vie-courante">uclouvain.be/en/study/alimentation-et-vie-courante</a>  |
| <b>Health Insurance</b>     | Upon arrival, all students must have a copy of their <u>health insurance certificate</u> (European health card or proof of a private insurance certificate).  |
| <b>Student Services</b>     | <ul style="list-style-type: none"> <li>- Wireless internet connections, e-mail address, computer facilities</li> <li>- Libraries</li> <li>- University Restaurants: <a href="http://uclouvain.be/en/study/alimentation-et-vie-courante">uclouvain.be/en/study/alimentation-et-vie-courante</a></li> <li>- Career counselling</li> <li>- UCL social, psychological and health support: <a href="http://uclouvain.be/fr/etudier/aide">uclouvain.be/fr/etudier/aide</a></li> <li>- Sports: <a href="http://uclouvain.be/en/study/sport">uclouvain.be/en/study/sport</a></li> </ul>   |
| <b>Student associations</b> | <p><b>Listing of students Associations:</b><br/><a href="http://uclouvain.be/en/faculties/lsm/incoming-exchange-student">uclouvain.be/en/faculties/lsm/incoming-exchange-student</a></p> <p><b>ESN:</b> ESN team organises, with the international office, a buddy system, welcome service, social activities, trips and a lot more for all exchange students</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> |