**Up-dated FACT SHEET - Academic Year 2012-2013**

| **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 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.uclouvain.be/lsm">www.uclouvain.be/lsm</a></td>
</tr>
</tbody>
</table>
| **Contacts**      | **Mrs Catherine MARÉCHAL**  
International Affairs Coordinator and CEMS Programme Manager  
catherine.marechal@uclouvain.be  
☎ +32 10 47 83 23 |
|                   | **Mrs Danisa ZAPPARRATA** - Incoming students  
IncomingExchange-LSM@uclouvain.be  
☎ +32 10 47 83 22 |
|                   | **Mrs Caroline GILLARD** - Outgoing students  
OutgoingExchange-LSM@uclouvain.be  
☎ +32 10 47 84 67 |
|                   | **Mrs Estelle TONON** - Outgoing students (specific programmes)  
estelle.tonon@uclouvain.be  
☎ +32 10 47 45 79 |
|                   | **Mrs Isabella FONTANA** – Double Degree Coordinator  
isabella.fontana@uclouvain.be  
☎ +32 10 47 90 29 |
|                   | **Prof. Frank JANSSEN** – Vice-Dean for International Affairs |

**Application deadlines**

| **Nomination deadlines** | Exchange students must be nominated for an exchange at the LSM (yvette.archibald@uclouvain.be) by the exchange coordinator of their home institution by  
April 20, 2012 for Term 1/Year Exchanges  
October 20, 2012 for Term 2 Exchanges |
|-------------------------|-----------------------------------------------------------------------------------|
| **Registration deadlines** | May 15, 2012 registration deadline for Term 1/Year Exchanges  
November 15, 2012 registration deadline for Term 2 Exchanges |
| **Required documents** | All students must complete and return the following documents:  
- [ ] UCL registration form duly filled in;  
- [ ] Copy of your passport (or identity card) where your nationality clearly appears;  
- [ ] ECTS learning agreement signed by you and your home academic coordinator;  
- [ ] Transcripts of records of all preceding years in higher education;  
- [ ] Three passport-sized color photographs with white background;  
- [ ] For non EU students only: a recent chest x-ray certificate with the date and the doctor's name is also required. You can bring it with you or have it done free of charge, upon your arrival in LLN. |

The LSM International Affairs Office will e-mail registration documents directly to the visiting students.
### Academic Calendar

**Term 1, 2012 (Fall)**
- **Mandatory ‘Orientation Day’**
  - September 14, 2012 at 2:00 p.m. – room Doyen 31
- **Official start of the academic year**
  - September 17, 2012
- **Last day of registration for LSM-LLN Campus courses**
  - September 28, 2012
- **End of the first semester**
  - December 21, 2012
- **Exam session**
  - January 2013

**Term 2, 2013 (Spring)**
- **Mandatory ‘Orientation Day’**
  - January 25, 2013
- **Official start of the term 2**
  - January 28, 2013
- **Last day of registration for LSM-LLN Campus courses**
  - February 8, 2013
- **Easter break**
  - April 01-12, 2013
- **End of second semester**
  - May 18, 2013
- **Exam session**
  - June 2013
- **Re-sit Exam session**
  - August-September 2013

### Courses

#### Areas of Study
- Management
- Business Engineering

#### Courses
- The list of courses for 2012-2013 will be updated during the Summer 2012

#### 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

#### 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.

<table>
<thead>
<tr>
<th>%</th>
<th>ECTS</th>
<th>DEFINITION</th>
<th>UCL grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10%</td>
<td>A</td>
<td>Excellent: outstanding performance with only minor errors</td>
<td>17 ≤ n ≤ 20</td>
</tr>
<tr>
<td>25%</td>
<td>B</td>
<td>Very good: above the average standard, but with some errors</td>
<td>15 ≤ n &lt; 17</td>
</tr>
<tr>
<td>30%</td>
<td>C</td>
<td>Good: generally sound work with a number of notable errors</td>
<td>13 ≤ n &lt; 15</td>
</tr>
<tr>
<td>25%</td>
<td>D</td>
<td>Satisfactory: fair but with significant shortcomings</td>
<td>11 ≤ n &lt; 13</td>
</tr>
<tr>
<td>10%</td>
<td>E</td>
<td>Sufficient: performance meets the minimum criteria</td>
<td>10 ≤ n &lt; 11</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>FAIL – considerable further work is required</td>
<td>n &lt; 10</td>
</tr>
</tbody>
</table>

#### 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 program
  - [www.ilv.ucl.ac.be](http://www.ilv.ucl.ac.be)
- French language courses at CLL (private school on the campus) – two weeks before each semester & during the semester
  - [www.cll.be](http://www.cll.be)
## Useful information

### Accommodation

UCL Accommodation office (“Service des Logements de l’UCL”):
Address: Rue de la Gare 6, B-1348 Louvain-la-Neuve

Contacts

Information

We strongly advise students to reserve a room in advance if they want to use the UCL Housing Service. If you prefer to look for housing by yourself please come at least 2 weeks in advance.

The LSM International Affairs Office can only offer limited support as it is the students’ responsibility to find their own accommodation.

### Kind of accommodations

University accommodations:
- A room in a **shared flat** “kot” (3-12 students private bedroom and common living spaces: kitchen and bathrooms)
- A room in a **kot-à-projet** the same as a shared flat, but students living together realise a project throughout the academic year


### Conditions and costs

Lease for an entire academic year: from September 15 to July 14 (10 months).
Lease for the first semester: from September 15 to January 31
Lease for the second semester: from February 1 to July 14
The rent ranges from € 219 to € 281 per month (electricity not included).
One to three months deposit is usually required.

**Private Housing Agencies**

**Private Landlords**

### Living costs


### Health Insurance

Upon arrival, all the students have to hand in a copy of their health insurance certificate (European health card or proof of a private insurance certificate).

### Visa to Belgium

From non-European Union country, you may require a visa.
Contact the Belgian embassy or Belgian consulate in your country:

After receiving the complete registration package from the student, the LSM International Affairs Office transfers the documents to the UCL Central Administration Office which will mail the UCL “autorisation d’inscription” directly to the student’s address indicated on the UCL registration form.
This is the document to hand to the Embassy/Consulate, to apply for the visa.

Visa procedures for studying periods in Belgium:

### Arrival

If your room is not be available at your arrival, you can book a room in advance see with the Kot-Erasmus: koterasmus@yahoo.fr (+32.10.242695), especially if you arrive on a weekend.

In collaboration with the IESN team, we offer a pick-up service.

### Useful Information

Please read our Student Guide
### Student Services
- Career counselling
- Wireless internet connections, e-mail address, computer facilities
- Libraries
- Sports
  [www.uclouvain.be/sport](http://www.uclouvain.be/sport)
- 4 University Restaurants
- Organized trips and Social activities (by the CEMS club and IESN student team)

### Student associations
- **AIESEC**: directly linked with the school,
- **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,
- **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, * the ESN team organizes, with the international office, a buddy system, pick-up service, social activities, trips and a lot more for all the LSM exchange students!
- **Crealouv**: students’ entrepreneur club created in 2004
- The **CEMS club**: welcome of the CEMS students, rotation dinners, job fairs …

---

July 2012