

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

<b>School address</b>	<b>Louvain School of Management</b> - Louvain-la-Neuve campus International Affairs Office – A009 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>Mrs Catherine MARÉCHAL</b> International Affairs Coordinator and CEMS Programme Manager <a href="mailto:catherine.marechal@uclouvain.be">catherine.marechal@uclouvain.be</a> ☎ +32 10 47 83 23</p> <p><b>Mrs Danisa ZAPPARRATA</b> - Incoming students <a href="mailto:IncomingExchange-LSM@uclouvain.be">IncomingExchange-LSM@uclouvain.be</a> ☎ +32 10 47 83 22</p> <p><b>Mrs Caroline GILLARD</b> - Outgoing students <a href="mailto:OutgoingExchange-LSM@uclouvain.be">OutgoingExchange-LSM@uclouvain.be</a> ☎ +32 10 47 84 67</p> <p><b>Mrs Estelle TONON</b> - Outgoing students (specific programmes) <a href="mailto:estelle.tonon@uclouvain.be">estelle.tonon@uclouvain.be</a> ☎ +32 10 47 45 79</p> <p><b>Mrs Isabella FONTANA</b> – Double Degree Coordinator <a href="mailto:isabella.fontana@uclouvain.be">isabella.fontana@uclouvain.be</a> ☎ +32 10 47 90 29</p> <p><b>Prof. Frank JANSSEN</b> – Vice-Dean for International Affairs</p>

### Application deadlines

<b>Nomination deadlines</b>	<p>Exchange students must be <b>nominated</b> for an exchange at the LSM (<a href="mailto:yvette.archibald@uclouvain.be">yvette.archibald@uclouvain.be</a>) by the exchange coordinator of their home institution by</p> <p><b>April 20, 2012</b> for Term 1/Year Exchanges <b>October 20, 2012</b> for Term 2 Exchanges</p>
<b>Registration deadlines</b>	<p><b>May 15, 2012</b> registration deadline for Term 1/Year Exchanges <b>November 15, 2012</b> registration deadline for Term 2 Exchanges</p>
<b>Required documents</b>	<p>All students must complete and return the following documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>UCL registration form</u> duly filled in;</li> <li><input type="checkbox"/> <u>Copy of your passport</u> (or identity card) where your nationality clearly appears;</li> <li><input type="checkbox"/> <u>ECTS learning agreement</u> signed by you and your home academic coordinator;</li> <li><input type="checkbox"/> <u>Transcripts of records</u> of all preceding years in higher education;</li> <li><input type="checkbox"/> <u>Three passport-sized color photographs</u> with white background;</li> <li><input type="checkbox"/> <u>For non EU students only</u>: a recent chest <u>x-ray certificate</u> 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.</li> </ul> <p>The LSM International Affairs Office will e-mail registration documents directly to the visiting students.</p>

## Academic Calendar

### Term 1 (15 weeks)

- Mid-September – mid-December
- Courses till Christmas, exams in January

### Term 2 (15 weeks)

- End of January – mid-May
- 2 weeks off at Easter Break
- Courses till May, exams in June

### Term 1, 2012 (Fall)

#### Mandatory 'Orientation Day'

Official start of the academic year

Last day of registration for LSM-LLN Campus courses

End of the first semester

Exam session

September 14, 2012 at 2:00 p.m. – room Doyen 31

September 17, 2012

September 28, 2012

December 21, 2012

January 2013

### Term 2, 2013 (Spring)

#### Mandatory 'Orientation Day'

Official start of the term 2

Last day of registration for LSM-LLN Campus courses

Easter break

End of second semester

Exam session

Re-sit Exam session

January 25, 2013

January 28, 2013

February 8, 2013

April 01-12, 2013

May 18, 2013

June 2013

August-September 2013

## Courses

<b>Areas of Study</b>	<ul style="list-style-type: none"> <li>• Management</li> <li>• Business Engineering</li> </ul>			
<b>Courses</b>	<a href="http://www.uclouvain.be/cps/ucl/doc/iaq/documents/COURS_ouverts_aux_etrangers.xls">www.uclouvain.be/cps/ucl/doc/iaq/documents/COURS_ouverts_aux_etrangers.xls</a> The list of courses for 2012-2013 will be updated during the Summer 2012			
<b>Course Workload</b>	A normal course workload is 30 ECTS, minimum required is 25 ECTS A course of 5 ECTS equals 30 contact hours			
<b>Teaching Languages</b>	French and English			
<b>UCL Grading system</b>	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.			
	%	ECTS	DEFINITION	UCL grade
	10%	A	Excellent: outstanding performance with only minor errors	$17 \leq n \leq 20$
	25%	B	Very good: above the average standard, but with some errors	$15 \leq n < 17$
	30%	C	Good: generally sound work with a number of notable errors	$13 \leq n < 15$
	25%	D	Satisfactory: fair but with significant shortcomings	$11 \leq n < 13$
	10	E	Sufficient: performance meets the minimum criteria	$10 \leq n < 11$
		F	FAIL – considerable further work is required	$n < 10$
<b>Exams</b>	Term 1: exams in January Term 2: exams in June			
<b>Re-sit Exams</b>	Term 1 courses: in June or Aug./Sept. Term 2 courses in Aug./ Sept.			
<b>French Language courses</b>	French language courses at <b>ILV</b> , the UCL Language college – during each semester - free if part of the course program <a href="http://www.ilv.ucl.ac.be">www.ilv.ucl.ac.be</a>  French language courses at <b>CLL</b> (private school on the campus) – two weeks before each semester & during the semester <a href="http://www.cll.be">www.cll.be</a>			

## Useful information

<b>Accommodation</b>	<p>UCL Accommodation office ("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><u>Contacts</u> <a href="http://www.uclouvain.be/en-18037">www.uclouvain.be/en-18037</a></p> <p><u>Information</u> <a href="http://www.uclouvain.be/en-18056">www.uclouvain.be/en-18056</a></p> <p>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 <b>come at least 2 weeks in advance</b>.</p> <p>The LSM International Affairs Office can only offer limited support as it is the students' responsibility to find their own accommodation.</p>
<b>Kind of accommodations</b>	<p><b>University accommodations:</b></p> <ul style="list-style-type: none"> <li>• A room in a <b>shared flat</b>: "kot" (3-12 students private bedroom and common living spaces: kitchen and bathrooms)</li> <li>• A room in a "<b>kot-à-projet</b>" the same as a shared flat, but students living together realise a project throughout the academic year</li> </ul> <p><a href="http://www.uclouvain.be/en-40273">www.uclouvain.be/en-40273</a></p> <p><u>Conditions and costs</u></p> <p>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.</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>
<b>Living costs</b>	<a href="http://www.uclouvain.be/en-353491">www.uclouvain.be/en-353491</a>
<b>Health Insurance</b>	Upon arrival, all the students have to hand in a copy of their <u>health insurance certificate</u> (European health card or proof of a private insurance certificate).
<b>Visa to Belgium</b>	<p>From non-European Union country, you may require a visa. Contact the Belgian embassy or Belgian consulate in your country: <a href="http://diplomatie.belgium.be/en/services/embassies_and_consulates">diplomatie.belgium.be/en/services/embassies_and_consulates</a></p> <p>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 "<b>autorisation d'inscription</b>" 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.</p> <p>Visa procedures for studying periods in Belgium: <a href="http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium/index.jsp">http://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium/index.jsp</a> and <a href="http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/long_stay/study/index.jsp">http://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium/long_stay/study/index.jsp</a></p>
<b>Arrival</b>	<p>If your room is not be available at your arrival, you can book a room in advance see with the <b>Kot-Erasmus</b>: <a href="mailto:koterasmus@yahoo.fr">koterasmus@yahoo.fr</a> (+32.10.242695), <u>especially if you arrive on a weekend</u>.</p> <p>In collaboration with the IESN team, we offer a pick-up service.</p>
<b>Useful Information</b>	<p><b>Please read our Student Guide</b> <a href="http://www.uclouvain.be/en-204326">www.uclouvain.be/en-204326</a></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</li> <li><a href="http://www.uclouvain.be/sport">www.uclouvain.be/sport</a></li> <li>- 4 University Restaurants</li> <li><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> <li>- Organized trips and Social activities (by the CEMS club and IESN student team)</li> </ul>
<b>Student associations</b>	<p><b>AIIESEC:</b> directly linked with the school,</p> <p><b>AG Junior advice:</b> a club of post-graduate students who conduct short-term consultancy missions for client companies, under the supervision of a faculty member,</p> <p><b>LSM Club:</b> 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!</p> <p><b>Crealouv:</b> students' entrepreneur club created in 2004</p> <p>The <b>CEMS club:</b> welcome of the CEMS students, rotation dinners, job fairs ...</p> <p><a href="http://www.uclouvain.be/en-10064">www.uclouvain.be/en-10064</a></p>

July 2012