# FACT SHEET - Academic Year 2014-2015

| **School address** | Louvain School of Management  
International Affairs Office  
1, Place des Doyens, Bte L2.01.01  
B-1348 Louvain-la-Neuve, Belgium |
|-------------------|-----------------------------------------------------------------|
| **Website**       | www.uclouvain.be/lsm  
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|                   | **Prof. Frank JANSSEN** – CEMS Academic Director |

## Application deadlines

| **Nomination deadlines** | Exchange students must be nominated for an exchange at the LSM (incomingexchange-ism@uclouvain.be) by the exchange coordinator of their home institution by  
April 20, 2014 for Term 1/Year Exchanges  
October 20, 2014 for Term 2 Exchanges |
|--------------------------|---------------------------------------------------------------------------------|
| **Registration deadlines** | May 15, 2014 registration deadline for Term 1/Year Exchanges  
November 15, 2014 registration deadline for Term 2 Exchanges |

## Required documents

- UCL registration form duly filled in;
- Copy of passport (or identity card) where the nationality clearly appears;
- The Exchange Student Certificate, signed by the Home University Coordinator;
- ECTS learning agreement signed by the student and his/her academic coordinator;
- Transcripts of records of all preceding years of higher education;
- Three passport-sized color pictures with white background;

The LSM International Affairs Office will e-mail the application procedure directly to the visiting students.
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, 2014 (Fall)**

- **Mandatory ‘Orientation Day’**
  - September 12th, 2014 @ 14:00
- **Official start of the academic year**
  - September 15th, 2014
- **Last day for courses registration**
  - September 26th, 2014
- **End of the first semester**
  - December 19th, 2014
- **Exam session**
  - January 2nd to 19th, 2015

**Term 2, 2015 (Spring)**

- **Mandatory ‘Orientation Day’**
  - January 30th, 2015 @ 14:00
- **Official start of the term 2**
  - February 2nd, 2015
- **Last day for courses registration**
  - February 13th, 2015
- **Easter break**
  - April 6th to 17th, 2015
- **End of second semester**
  - May 16th, 2015
- **Exam session**
  - May 25th to June 28th, 2015
- **Re-sit Exam session**
  - August 17th to September 5th, 2015

Courses

**Areas of Study**
- Management
- Business Engineering

**Courses**
Master level courses offered at LSM.
The list of courses for 2014-2015 will be finalized during the Summer 2014.

**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. A full track (30 ECTS per semester) in English is possible.

**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.

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<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>
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<table>
<thead>
<tr>
<th>ECTS Grade</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
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**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 programme) [www.uclouvain.be/en-ilv](http://www.uclouvain.be/en-ilv)
French language courses at CLL (private school on the campus) – two weeks before each 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

We strongly advise students to reserve a room in advance if they want the service of the UCL Housing Office. Should you prefer to look for housing by yourself please plan to arrive at least 2 weeks before the orientation day.

The LSM International Affairs Office can only offer limited support. To find an accommodation is the students’ responsibility.

## Type of accommodations

### University accommodations:
- A room in a shared flat: "kot"  
  (3-12 students private bedrooms and common living spaces: kitchen and bathrooms)
- A room in a "kot-à-projet"  
  The same as a shared flat, but students living together will realise a project throughout the academic year: [www.uclouvain.be/en-40273](http://www.uclouvain.be/en-40273)

## Conditions and costs

- 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 € 219 to € 281 per month (electricity not included).
- One to three months deposit is usually required.

### Private Housing Agencies

### Private Landlords

## Living costs


## Visa to Belgium

From non-European Union countries, you may need a visa.

Once having received the complete registration package from the student, LSM International Affairs Office transfers the documents to the UCL Central Administration Office. This office will mail the UCL "auteurisation d’inscription" directly to the student's address (indicated on the UCL registration form).

This document has to be sent to the Embassy/Consulate in order to apply for the visa.

Visa procedures for studying periods in Belgium:  

## Arrival

In order to finalize your registration to UCL, some students are requested to show a recent chest x-ray certificate with indication of date and doctor’s name.

Some countries are concerned, please check the list at [www.uclouvain.be/en-366786](http://www.uclouvain.be/en-366786)

## Health Insurance

Upon arrival, all students have to hand in a copy of their health insurance certificate (European health card or proof of a private insurance certificate).
### Student Services
- **4 University Restaurants**: [www.uclouvain.be/restaurants-universitaires](http://www.uclouvain.be/restaurants-universitaires)
- **Le “Point de Repère”**: UCL welcome and help desk for social, psychological and health support: [www.uclouvain.be/28758](http://www.uclouvain.be/28758)
- **Career counselling**
- **Wireless internet connections, e-mail address, computer facilities**
- **Libraries**

### Student associations
- **www.uclouvain.be/en-10064**
  - **IESN**: IESN team organizes, with the international office, a buddy system, welcome service, social activities, trips and a lot more for all exchange students: [www.esnlln.org](http://www.esnlln.org)
  - **LSM Club**: brings together LSM students keen to develop activities for the student body in collaboration with companies and other student associations.
  - **CEMS club**: promote the interests of LSM and incoming CEMS students as well as to facilitate the interaction with the CEMS Corporate Partners.
  - **AIESEC**: facilitate international internship exchanges and support activities that provide practical learning experiences for trainees and facilitate the training of AIESEC members and other stakeholders.

### Information
- All this information and much more can be found on our website [www.uclouvain.be/en-440625](http://www.uclouvain.be/en-440625)

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January 2014