



LOUVAIN

School of Management

FACT SHEET - Academic Year 2011-2012

School address	Louvain School of Management Louvain-la-Neuve campus 1, Place des Doyens B-1348 Louvain-la-Neuve, Belgium
Website	http://www.uclouvain.be/lsm.html
Contacts	<p>Ms. Catherine MARÉCHAL, International Affairs and CEMS Manager catherine.marechal@uclouvain.be Tel. +32 10 47 83 23</p> <p>Ms. Yvette ARCHIBALD, Incoming students yvette.archibald@uclouvain.be Tel. +32 10 47 83 22</p> <p>Ms. Estelle TONON, Outgoing students estelle.tonon@uclouvain.be Tel. +32 10 47 45 79</p> <p>Ms. Isabella FONTANA, Double Degree Coordinator isabella.fontana@uclouvain.be Tel. +32 10 47 90 29</p> <p>Fax. +32.10.47.83.24 international-iagism@uclouvain.be</p>

Application deadlines	
Nomination deadlines	<p>Exchange students must nominated to the LSM International Affairs Office (yvette.archibald@uclouvain.be) by the exchange coordinator of their home university by</p> <p>April 20, 2011 nomination deadline for Fall/Year Exchanges October 20, 2011 nomination deadline for Spring Exchanges</p>
Registration deadlines	<p>Deadline for registration at the School of Management</p> <p>May 15, 2011 registration deadline for Fall/Year Exchanges November 15, 2011 registration deadline for Spring Exchanges</p>
Required documents	<ul style="list-style-type: none"> • A <u>UCL registration form</u> duly filled in (send after the nomination deadline) • A <u>copy of your passport</u> (or identity card) where your nationality clearly appears • Your <u>ECTS learning agreement</u> signed by you and your home academic coordinator; • Your <u>transcript of records</u> of all preceding years in higher education; • <u>Three passport-sized color photos</u>; • <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.

Academic Calendar	
Fall term (15 weeks) mid September – mid December Courses till Christmas, exams in January	Spring term (15 weeks) End of January – mid May 2 weeks off at Easter Break Courses till May, exams in June
Fall term 2011 (tentative)	
Mandatory 'Orientation Day'	September 16 2011 at 2:00 p.m.
Official start of the academic year	September 19 2011
Last day of registration for LSM-LLN Campus courses	October 3
End of first semester	December 23
Exam session	January 5 - 20
Spring term 2012 (tentative)	
Mandatory 'Orientation Day'	January 27
Official start of the Spring term	January 30
Last day of registration for LSM-LLN Campus courses	February 11
End of second semester	May 21
Exam session	June 1- 30

Useful information	
Accommodation	UCL Accommodation office ("Service des Logements de l'UCL") http://www.uclouvain.be/en-logement.html Address: Rue de la Gare 6 Contacts: http://www.uclouvain.be/en-18037.html Information for exchange students: http://www.uclouvain.be/en-18056.html
Kind of accommodations	1. University accommodations: <ul style="list-style-type: none"> • 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 (see http://www.uclouvain.be/en-40273.html) <u>Conditions and costs</u> Lease for an entire academic year: from 15 September to 14 July (10 months). Lease for the first semester: from 15 September to 31 January Lease for the second semester: from 1 February to 14 July. The rent ranges from € 219 to € 281 per month (electricity not included). One to three months deposit is usually required. 2. Private Housing Agencies http://www.uclouvain.be/en-29249.html 3. Private Landlords http://www.uclouvain.be/en-77335.html
Living costs	http://www.uclouvain.be/en-13366.html
Health Insurance	All the students, upon arrival, have to hand in a copy of their <u>health insurance certificate</u> (European health card or proof of a private insurance certificate)
Visa to Belgium	If you are from a non-European Union country, you may require a visa. You should contact the Belgian embassy or Belgian consulate in your country. After receiving the complete registration package from the student, our International Affairs Office transfers the documents to the UCL central administration which will mail the " <i>autorisation d'inscription</i> " directly to the student. This is the document to apply for the visa. About visa procedures for studying periods in Belgium: http://www.diplomatie.be/en/travel/visaLangdetail.asp?TEXTID=22051

Arrival	<p>We strongly advise students to reserve a room in advance through the UCL Housing service (see above). If you prefer to look for housing by yourself please come at least two (2) weeks in advance.</p> <p>However, as the room might not be available at your arrival, you'd better book a room in advance see with the Kot-Erasmus: koterasmus@yahoo.fr (+ 32.10.242695), especially if you arrive on a weekend.</p> <p>There exists a pick-up service (in collaboration with the IESN team)</p>
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Courses				
Areas of Study	Management Business Engineering			
Courses	http://www.uclouvain.be/cps/ucl/doc/iag/documents/COURS_ouverts_aux_etrangers.xls The list of courses for 2010-2011 will be updated later			
Course Workload for Exchange Students	Minimum course workload required: 30 ECTS Each course 30 hours and it is equal to 5 ECTS For CEMS students: see requirements of the CEMS MIM programme at http://www.uclouvain.be/en-276950.html			
Language of the courses	French and English			
Grading	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	$n < 10$
Exams	Fall term: exams in January Spring term: exams in June 3 rd session: August-September			
French courses	French courses at ILV , the UCL Language college – each semester - free if part of the course program (see http://www.ilv.ucl.ac.be) French courses at CLL (private school on the campus) – two weeks before each semester & during the semester(see http://www.cll.be/)			
Student Services	<ul style="list-style-type: none"> - Career counselling (Ms. Sophie Neu – sophie.neu@uclouvain.be) - Wireless internet connections, e-mail address, computer facilities - Libraries - Sport facilities http://www.uclouvain.be/sport - Organized trips (see ESN team and CEMS club – here under) and Social activities 			
Student associations	<p>AIESEC: directly linked with the school,</p> <p>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,</p> <p>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!</p> <p>Crealouv : students' entrepreneur club created in 2004</p> <p>The CEMS club: welcome of the CEMS students, rotation dinners, job fairs ... http://www.uclouvain.be/en-10064.html</p>			