



## CONTACTS - STUDENT INTERNATIONAL MOBILITY SERVICE

### Anne GEORGES

Coordinator for Student International Mobility Service

In charge of incoming students

Tel. +32 2 650 45 76

[anne.georges@ulb.be](mailto:anne.georges@ulb.be)

### POSTAL ADDRESS:

Avenue Franklin D. Roosevelt 50 - CP 135

B - 1050 Brussels

Belgium

### WEB LINKS :

<https://sbsem.ulb.be/international>

[www.facebook.com/SolvayInternational](https://www.facebook.com/SolvayInternational)

### Tamara SCHULLER

Student International Mobility Service

Head of International Relations

In charge of outgoing students

Tel.: +32 2 650 41 68

[tamara.schuller@ulb.be](mailto:tamara.schuller@ulb.be)

## UNIVERSITE LIBRE DE BRUXELLES

- Erasmus code: B BRUXEL 04
- Founded in 1834
- A comprehensive university : covering all disciplines at all levels
- 12 Faculties, 40 Bachelors, 150 Masters, 20 PhD programmes
- 35,000 students (32% foreign students)
- 310 partnerships

## EXCHANGE RELATED INFORMATION

### Websites

- Incoming Students: <https://sbsem.ulb.be/international/incoming-students>  
The International Relations website should answer most of the general questions your exchange students can have. Therefore, we strongly recommend them to read it carefully. We will of course remain available for any further questions
- Faculty Solvay Brussels School of Economics and Management (SBS-EM): <https://sbsem.ulb.be/>
- Université libre de Bruxelles (ULB): <https://www.ulb.be/>



## Information packages

- **Info Pack 1** (as of May for Term 1, November for Term 2): emailed to the students once nominated
- **Info Pack 2** (as of June for Term 1, December for Term 2): emailed to the students once they have registered on-line
- **Info Pack 3** given to the students during the welcome meeting (or emailed in case of lockdown)

## Orientation week (mandatory)

An orientation week is organised for all SBS-EM exchange students before the beginning of the courses (dates TBC):

- 1<sup>st</sup> term: **12 – 16 September 2022**
- 2<sup>nd</sup> term: **30 January - 03 February 2023**

The orientation week consists of:

- Optional crash course in French (4h each morning)
- Welcome meeting and Academic Coordinator's meeting
- Welcome drink
- Visit of Brussels
- Social activities organised by our Student Unions

A buddy system is organised prior to the arrival of our exchange students

## ULB CALENDAR (TBC)

- **12 September:** start of the academic year - Orientation Week (**MANDATORY!**)
- 19 September: beginning of the courses
- 24 December: end of the courses and beginning of Christmas Holidays
- 09 January: beginning of the exams
- **28 January:** end of the exams and of the 1<sup>st</sup> term exchange period
- **30 January:** start of the 2<sup>nd</sup> term - Orientation Week (**MANDATORY!**)
- 06 February: beginning of the courses
- 15 May: beginning of the exams
- **24 June:** end of the exams and of the 2<sup>nd</sup> term exchange period
- Mid-August – beginning of September: resit exams

## ADMINISTRATIVE PROCEDURES

### Nominations...

- Exchange students' nominations have to be sent **by the home university coordinator** by email to [anne.georges@ulb.be](mailto:anne.georges@ulb.be)
- **Students' data required:**
  - ✓ last name
  - ✓ first name
  - ✓ gender (M/F)

- ✓ e-mail address
- ✓ exchange period:
  - 1st term (September - January)
  - 2nd term (January - June)
  - full academic year
- ✓ number of university semesters already completed (in the field of economics or management)

Nominations deadlines:  
 1<sup>st</sup> term & academic year: 15 MAY  
 2<sup>nd</sup> term: 15 OCTOBER

## Registrations...

- to the university:
  - ✓ **mandatory online registration** by the students (no other form accepted)  
->the on-line form does not include registration to the courses
  - ✓ **Info Pack 2** including acceptance letter is then emailed to students after the online registration

On-line registration deadlines:  
 1<sup>st</sup> term & academic year: 1 JUNE  
 2<sup>nd</sup> term: 1 NOVEMBER

- to the courses:
  - ✓ **online form** to be submitted during the arrival period

Courses registration deadlines:  
 1<sup>st</sup> term & academic year: 22 SEPTEMBER (TBC)  
 2<sup>nd</sup> term: 16 FEBRUARY (TBC)

## LANGUAGE REQUIREMENTS

Although the Université libre de Bruxelles is mainly a French-speaking university, Solvay Brussels School of Economics and Management offers a majority of their Master courses in **English**.

It is therefore possible to build up a courses programme fully in English. Although we don't require any language certificate, we strongly recommend that exchange students coming to the ULB should acquire at least an intermediate (B2) level of French and/or English **prior to their arrival**.

## LANGUAGE COURSES

A gratis 40h French course is offered to total beginners in a private school, although this is outside university programme, and therefore not credited.

Students are also being given the opportunity to improve their knowledge of French thanks to free French language courses at university. These courses are credited but aimed at students who already have some good basic knowledge of French (entry level test). More details on: <https://langues.ulb.be/fr/apprendre-le-francais>

## PROGRAMME

### Courses

Exchange students are requested to register to 1 course at least and maximum 30 ECTS. The exact number of courses or ECTS credits has to be determined by the home institution.

Students are authorized to select courses from other faculties, but have to register to at least 60% of their courses at SBS-EM. Courses taken outside our faculty is subject to the approval of the Professor.

The programmes open are at Bachelor 3 (3<sup>rd</sup> year), Master 1 (4<sup>th</sup> year) and Master 2 (5<sup>th</sup> year) levels. We therefore expect our exchange students to have completed at least 5 semesters of university studies.

More details and courses list: <https://sbsem.ulb.be/international/incoming-students/courses>

### Exams:

- Exchange students will take their exams in the same conditions as regular students
- Exchange students are NOT authorized to organize their exams individually with their Professors
- All students are expected to take their exams during the official exams periods:
  - ✓ January (Exams for the 1<sup>st</sup> term courses)
  - ✓ May –June (Exams for the academic year and 2<sup>nd</sup> term courses)
  - ✓ Mid-August – beginning of September (Resit exams for the 1<sup>st</sup> and 2<sup>nd</sup> terms courses)

*For students from non-European institutions only: should, for very serious academic reasons, your students not be able to come back to Belgium in order to retake their exams, please note that we can possibly organize simultaneous distance exams (conditional to the professors' agreement and if the time difference allows this). However, each student from a non-European institution will be able to take a maximum of 2 exams at distance.*

### Results

The official transcripts of records are emailed to the home institution coordinator (student is cc), in the course of March for the 1<sup>st</sup> term exchange students and beginning of July for the 2<sup>nd</sup> term and academic year exchange students. No original will be automatically sent, unless required by the home university.

## HEALTH AND MEDICAL INSURANCE

When registering to ULB, students will be covered by an university injury insurance, which is covering them ONLY for incidents on the campus and on the way to/from the campus. We therefore advise them to complement this with a health insurance covering them for health matters, incidents outside “working hours” and for their other activities. Either student may want to take insurance from home, or register here when they arrive (social security or private insurance).

## ACCOMMODATION

Our university unfortunately doesn't provide student housing to exchange students. Students may look for independent, off-campus housing, for which we do offer support.

ULB ACCOMMODATION OFFICE

<https://www.ulb.be/en/campus-life/accomodation>

A comprehensive list of specialized websites and leads will be provided to students with Info Pack 2

## ESTIMATED COST OF LIVING

Please find here below a **monthly estimated budget (in €):**

Accommodation	350-500
Food	250
Public Transport	30-50
Books & learning materials	35
Health Insurance Plan (for non EU citizens)	25
Miscellaneous	70
Telecommunications	40

## CAMPUS FACILITIES/PICTURES

Our university offers onsite numerous facilities, including sports hall, restaurants, bookshop, medical center, etc. For more details, please find the link: <https://sbsem.ulb.be/international/incoming-students/practical-information>





