



Université catholique de Louvain  
Faculty of Architecture,  
Architectural Engineering,  
and Urbanism

*International Relations*



Place des Sciences, 1  
B-1348 Louvain-la-Neuve  
Tel : +32 10 47 28 15  
Fax : +32 10 47 28 29  
[www.uclouvain.be/loci](http://www.uclouvain.be/loci)  
[international-loci@uclouvain.be](mailto:international-loci@uclouvain.be)

### Key Data about our Institution for incoming Exchange Students

**B LOUVAIN 01** *ECTS Label*

academic year 2019-2020

### Central Administration for Student Mobility - UCL

<b>Administrative</b> (central level)	Bart Stoffel, <b>UCL-Administration</b> for international exchanges Place de l'Université, 1 – B-1348 Louvain-la Neuve, Belgique Tel : +32 10 47 81 32 Fax : +32 10 47 40 75 <a href="mailto:erasmus@uclouvain.be">erasmus@uclouvain.be</a>
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### Faculty Administration for Student Mobility

<b>Administrative</b> (faculty level)	Place des Sciences, 1 – B-1348 Louvain-la-Neuve, Belgique Tel : +32 10 47 28 15 Fax : +32 10 47 28 29 <a href="https://uclouvain.be/fr/facultes/loci">https://uclouvain.be/fr/facultes/loci</a> <a href="mailto:international-loci@uclouvain.be">international-loci@uclouvain.be</a>
<b>Contact</b>	Marcela Andrea Tapia Gomez <a href="mailto:marcela.tapiagomez@uclouvain.be">marcela.tapiagomez@uclouvain.be</a>

### Faculty Structure on the three sites

Sites	<b>Architecture Saint-Luc Brussels (BXL)</b> Rue Wafelaerts, 47/51 B-1060 Bruxelles Tel : +32 2 539 71 11 Fax : +32 2 539 71 17	<b>Architecture Saint-Luc Tournai (TRN)</b> Chaussée de Tournai, 7 B-7520 Tournai Tel : +32 69 25 03 22 Fax : +32 69 25 03 88	<b>Architecture/Urbanism Louvain-la-Neuve (LLN)</b> Place du Levant, 1 B-1348 Louvain-la-Neuve Tel : +32 10 47 23 41 Fax +32 10 47 45 44
<b>Academic Coordinators</b>	Christine Fontaine <a href="mailto:christine.fontaine@uclouvain.be">christine.fontaine@uclouvain.be</a>	Mathieu De Paepe <a href="mailto:mathieu.depaepe@uclouvain.be">mathieu.depaepe@uclouvain.be</a>	David Vanderburgh <a href="mailto:david.vanderburgh@uclouvain.be">david.vanderburgh@uclouvain.be</a>
<b>Studies</b>	<b>Bachelor Architecture</b> 3 years full time – 180 ECTS <b>Master Architecture</b> 2 years full time – 120 ECTS	<b>Bachelor Architecture</b> 3 years full time – 180 ECTS <b>Master Architecture</b> 2 years full time – 120 ECTS	<b>Bachelor Engineer-Architect</b> 3 years full time – 180 ECTS <b>Master Engineer-Architect</b> 2 years full time – 120 ECTS <b>Master Urbanism</b> 1 year full time – 60 ECTS
<b>Ph. D.</b>	Louvain Academy Doctoral school in Architecture and Urbanism		

### General informations for Student Mobility

Calendar	<p>1<sup>st</sup> term : mid-September/end of January ; <b>exams</b> : January.</p> <p>2<sup>nd</sup> term : beginning of February/beginning of July ; <b>exams</b> : May + end of June.</p> <p>Second chance to present the exams in August.</p>
Period of arrival of incoming students	<p>1<sup>st</sup> term : beginning of September.</p> <p>2<sup>nd</sup> term : mid January.</p> <p>Make an appointment with the coordinator of the site (BXL, TRN or LLN) for which you have been selected.</p>
Language of teaching	- a B1 level of French is required. Please provide proof of language level with application. An interview in French will be conducted by skype with selected candidates.
Portfolio	<p>A portfolio is mandatory and sent to the Faculty administration before:</p> <ul style="list-style-type: none"> <li>- the 30th of April (Fall term) ;</li> <li>- the 30th of October (Spring term).</li> </ul>
Letter of selection	To be selected for exchange, students must be recommended by their home Institution, which will send a letter of selection to <a href="mailto:international-loci@uclouvain.be">international-loci@uclouvain.be</a> . In the letter of selection, the home Institution should specify the site of the Faculty (BXL, TRN or LLN) where the student expects to follow the majority of his or her coursework. We would appreciate the home Institution's help in ensuring that incoming students are equally distributed between the three teaching sites of the Faculty.
Application Form	<p>Application forms must be sent to <a href="mailto:international-loci@uclouvain.be">international-loci@uclouvain.be</a> before:</p> <ul style="list-style-type: none"> <li>- the 30th of April (Fall term);</li> <li>- the 30th of October (Spring term).</li> </ul> <p>Reminder: the application form is to be accompanied by a transcript of records, the Learning agreement, a portfolio, a letter of motivation and proof of B1 language level. The letter should mention French language courses taken or to be taken. Incoming applications will be reviewed, and admission confirmed as rapidly as possible following the deadline.</p>
European Credit Transfer System	<p>60 ECTS credits per year: 1st term = 30 ECTS credits; 2nd term = 30 ECTS credits.</p> <p>Workload for one ECTS credits: 30h (classwork + student's individual work/study).</p>
Enrolment	<p>Students must enrol upon arrival, two weeks before the beginning of the semester.</p> <p>They must provide: photocopy of passport or ID card, 2 photos, photocopy of European health card or equivalent, and any other required documents according to their particular situation.</p> <p>Amendments to the proposed learning agreement are possible and will be sent to the home university for approval.</p>
Non-European students	Visiting students from outside the European Union should contact the local Belgian Embassy or Consulate, in order to fulfil requirements for a student visa.

### Practical information for Student Mobility

Lodging	<p>Lodging facilities or information are available on the sites of Brussels (contact <a href="mailto:marcela.tapiagomez@uclouvain.be">marcela.tapiagomez@uclouvain.be</a>) ; Tournai (contact <a href="mailto:laurie.lefebvre@uclouvain.be">laurie.lefebvre@uclouvain.be</a>) ; Louvain-la-Neuve (contact <a href="mailto:carole.wauters@uclouvain.be">carole.wauters@uclouvain.be</a>).</p> <p><a href="https://uclouvain.be/fr/decouvrir/international.html">https://uclouvain.be/fr/decouvrir/international.html</a></p>
Health Insurance Requirements	All students must have health insurance with proof of sufficient coverage. A copy of the student's insurance card must be provided to the coordinator upon arrival.
Study travel	Activities and trips are organized on each site. They are not an obligation but visiting students should set aside a budget for travel if interested.
Holidays	<p>The sites of Brussels and Tournai are closed between mid-July and mid-August.</p> <p>For holiday details during academic year, see <a href="http://www.uclouvain.be/calendrier-academique.html">http://www.uclouvain.be/calendrier-academique.html</a></p>
Communication of the student's grades	The grades of incoming students, whether for the whole year or for the second term, will not be released before the end of the academic year, whatever their program might be. For first-term-only visitors, grade release policy varies according to the site.

# FACT SHEET

## 2020-2021

### CONTACTS

**Ms Caroline Dossogne**  
Head of International Affairs  
[caroline.dossogne@uclouvain.be](mailto:caroline.dossogne@uclouvain.be)  
Tel. +32 10 47 83 23

**Ms Muriel EVRARD**  
Incoming Students Coordinator  
[incomingexchange-lsm@uclouvain.be](mailto:incomingexchange-lsm@uclouvain.be)  
Tel. +32 10 47 83 22

**Ms Caroline GILLARD**  
Outgoing Students Coordinator  
[outgoingexchange-lsm@uclouvain.be](mailto:outgoingexchange-lsm@uclouvain.be)  
Tel. +32 10 47 84 67

**Ms Estelle TONON**  
DD Programmes Officer  
International admissions  
[estelle.tonon@uclouvain.be](mailto:estelle.tonon@uclouvain.be)  
Tel. +32 10 47 45 79

**Prof. Pierre Semal**  
Vice-Dean for International Affairs

### SCHOOL ADDRESS

Louvain School of Management  
International Office  
Place des Doyens, 1  
1348 - Louvain-la-Neuve  
Belgium



## EXCHANGE STUDENTS

## IMPORTANT INFORMATION

### APPLICATION DEADLINES

<b>Nomination deadlines</b>	<p>In order to nominate your students, please send an email to Ms Muriel Evrard: <a href="mailto:incomingexchange-lsm@uclouvain.be">incomingexchange-lsm@uclouvain.be</a></p> <p>You will receive the link to a form to fill in with the students' information.</p> <p>Please fill in this form before:</p> <ul style="list-style-type: none"> <li>• <b>April 20</b> for Term 1/Year</li> <li>• <b>October 20</b> for Term 2/Year</li> </ul>
<b>Registration deadlines</b>	<ul style="list-style-type: none"> <li>• <b>May 15:</b> registration deadline for Term 1/Year Exchanges</li> <li>• <b>November 15:</b> registration deadline for Term 2/Year Exchanges</li> </ul>
<b>Required documents</b>	<p>The LSM International Office will e-mail the application instructions to the exchange students (with copy to the home university coordinator).</p> <p>All students must complete and return the following documents:</p> <ul style="list-style-type: none"> <li>• <u>UCL registration form</u> signed by student</li> <li>• <u>Copy of passport</u> (or identity card) where the nationality clearly appears</li> <li>• <u>Transcripts of records</u> of all preceding years in higher education</li> <li>• <u>Three passport-sized color pictures</u> with white background</li> <li>• <u>University Regulation and Data Protection document</u> signed by student.</li> </ul> <p>The <u>ECTS learning agreement</u> signed by the student and the home academic coordinator will need to be provided after application is confirmed.</p>

## ACADEMIC CALENDAR 2020-2021

### Term 1, 2020 (Fall) - 2 consecutive parts of 6-week intensive courses

<b>Mandatory 'Orientation Day'</b>	<b>September 11<sup>th</sup>, 2020</b>
Official start	September 14 <sup>th</sup> , 2020
Discovery week	September 14 <sup>th</sup> to 18 <sup>th</sup> , 2020
Last day to confirm registration to courses	September 18 <sup>th</sup> , 2020
Part 1 (week 1 > 8) incl. evaluation in week 8	September 14 <sup>th</sup> to November 6 <sup>th</sup> , 2020
Part 2 (week 9 > 14)	November 9 <sup>th</sup> to December 19 <sup>th</sup> , 2020
Exam schedule availability & registration period	As from mid-November 2020
Winter break	December 21 <sup>st</sup> , 2020 to January 1 <sup>st</sup> , 2021
Exam session	January 2 <sup>nd</sup> to 23 <sup>rd</sup> , 2021
Transcript of Records availability	As from mid-February 2021

### Term 2, 2021 (Spring) - 2 consecutive parts of 6-week intensive courses

<b>Mandatory 'Orientation Day'</b>	<b>January 29<sup>th</sup>, 2021</b>
Official start	February 1 <sup>st</sup> , 2021
Last day to confirm registration to courses	February 5 <sup>th</sup> , 2021
Part 1 (week 1 > 7) incl. evaluation in week 7	February 1 <sup>st</sup> to March 19 <sup>th</sup> , 2021
Part 2 (week 8 > 15) incl. Spring Break in weeks 10-11	March 22 <sup>nd</sup> to May 15 <sup>th</sup> , 2021
Spring Break	April 5 <sup>th</sup> to April 17 <sup>th</sup> , 2021
Exam schedule availability & registration period	As from mid-March to end of March 2021
Study period break	May 16 <sup>th</sup> to May 30 <sup>th</sup> , 2021
Exam session	May 31 <sup>st</sup> to June 26 <sup>th</sup> , 2021
Transcript of Records availability	As from mid-July 2021

### Resit Exam Session for Term 1 & 2

Exam schedule availability & registration period	As from beginning of July to mid-July 2021
Re-sit Exam session (Term 1 & 2)	August 16 <sup>th</sup> to September 3 <sup>rd</sup> , 2021
Adjusted Transcript of Records availability	As from mid-September 2021

## AREAS OF STUDY

### COURSES

Master in  
Management

OR

Master in  
Business  
Engineering

List of courses available on the website: [uclouvain.be/en/faculties/lsm/incoming-exchange-student](https://uclouvain.be/en/faculties/lsm/incoming-exchange-student)  
& sent directly to exchange students by email

Course Workload	A course of 5 ECTS = 30 contact hours A normal workload = 30 ECTS (minimum required = 20 ECTS)																																																		
Teaching languages	English: full track French: for a few courses																																																		
UCLouvain Grading System	Grades are given on a scale of 1-20, 10 being considered as the minimum passing grade. <table><tr><td>Grade</td><td>20</td><td>19</td><td>18</td><td>17</td><td>16</td><td>15</td><td>14</td><td>13</td><td>12</td><td>11</td><td>10</td><td>&lt;10</td></tr><tr><td>% students</td><td>0.5</td><td>1.6</td><td>4.4</td><td>7.3</td><td>12.3</td><td>14.6</td><td>15.6</td><td>13.8</td><td>11.8</td><td>9.7</td><td>7.9</td><td>-</td></tr><tr><td>ECTS Grade</td><td colspan="4">A</td><td colspan="2">B</td><td colspan="2">C</td><td colspan="2">D</td><td>E</td><td>F</td></tr></table>												Grade	20	19	18	17	16	15	14	13	12	11	10	<10	% students	0.5	1.6	4.4	7.3	12.3	14.6	15.6	13.8	11.8	9.7	7.9	-	ECTS Grade	A				B		C		D		E	F
Grade	20	19	18	17	16	15	14	13	12	11	10	<10																																							
% students	0.5	1.6	4.4	7.3	12.3	14.6	15.6	13.8	11.8	9.7	7.9	-																																							
ECTS Grade	A				B		C		D		E	F																																							
French language courses	French language courses at ILV (UCLouvain's language school) are FREE (if part of the student's programme) and available each semester (visit <a href="https://uclouvain.be/en/study/ilv/exchange-students">uclouvain.be/en/study/ilv/exchange-students</a> ). French language courses at CLL (private school on the LLN site) available two weeks before each semester and during the semester (visit <a href="https://cll.be">cll.be</a> ).																																																		

## ACCOMMODATION

### CONTACT

UCLouvain Accommodation office  
(« Service des Logements de l'UCL »)  
Rue de la Gare 6 B-1348 Louvain-La-Neuve  
[uclouvain.be/en/study/accomodation](https://uclouvain.be/en/study/accomodation)

As from nomination, the student should look for an accommodation.  
**Finding an accommodation is the student's responsibility**

Important info at:  
[uclouvain.be/en/study/accomodation/fac-frequently-asked-questions](https://uclouvain.be/en/study/accomodation/fac-frequently-asked-questions)

Student accommodation on campus is available for every student. They are of two kinds:

- university housing
- private owners

We strongly advise students to book a room in advance if they want to take advantage of the UCLouvain Housing Service. Applications for a UCLouvain accommodation start in March until July 31 for the Fall term and until November 30 for the Spring term.

If the student prefers to look for housing by her/himself, she/he must plan to arrive **at least 2 weeks before the LSM Information Session**

### Conditions & costs

For an entire academic year: lease from September 15<sup>th</sup> to July 14<sup>th</sup> (10 months).

For the first semester: lease from September 15<sup>th</sup> to January 31<sup>st</sup>

For the second semester: lease from February 1<sup>st</sup> to July 14<sup>th</sup>

Rent ranges from € 240 to € 340 per month. A deposit is usually required.

## VISA

### CONTACT

The Belgian embassy or Belgian consulate in your country

For more information visit:  
[diplomatie.belgium.be/en/services/embassies\\_and\\_consulates](https://diplomatie.belgium.be/en/services/embassies_and_consulates)

From non-European Union countries, **the ASP student visa** is compulsory. Chinese exchange students are exempt from the ASP procedure.

Once having received the complete registration package from the student, LSM International Office transfers the documents to the UCLouvain Office of the Registrar. As soon as the UCLouvain account is activated, the student will be able to download the document needed for Visa application (process will be provided to students in due times). This document has to be send to the Embassy/Consulate in order to apply for the visa.

More info on Visa procedures for studying in Belgium:

[diplomatie.belgium.be/en/services/travel\\_to\\_belgium/studying\\_in\\_belgium](https://diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium)

## USEFUL INFORMATION

### HEALTH INSURANCE

All students must have a copy of their health insurance certificate (European health card or proof of private insurance certificate)

### STUDENTS ASSOCIATIONS

[uclouvain.be/fr/etudier/associations-etudiantes](https://uclouvain.be/fr/etudier/associations-etudiantes)

ESN

Buddy system, welcome service, trips and lots more

LSM Club

Brings together LSM students, develops activities in collaboration with companies and other student associations

CEMS Club

Promotes the interest of LSM and incoming CEMS students, facilitates the interaction with CEMS Corporate Partners

Libraries

Sports

### STUDENT SERVICES

Wireless internet connection  
Student email address  
Computer facilities

Social, psychological and health support  
[uclouvain.be/fr/etudier/aide](https://uclouvain.be/fr/etudier/aide)

University restaurant

### LIVING COSTS

[uclouvain.be/en/study/alimentation-et-vie-courante](https://uclouvain.be/en/study/alimentation-et-vie-courante)



# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	Université Catholique de Louvain
Erasmus Code	B LOUVAIN01
Institution website	<a href="https://www.uclouvain.be/epl.html">https://www.uclouvain.be/epl.html</a>
Online course catalogue	<a href="https://www.uclouvain.be/1874.html">https://www.uclouvain.be/1874.html</a>

#### 1.2. Main contacts

Contact person	Prof. Denis Dochain
Responsibility	Academic responsible for mobility
Contact details	Phone: +32 10 4723 78 - Email: <a href="mailto:denis.dochain@uclouvain.be">denis.dochain@uclouvain.be</a>

Contact person	Patricia Laborie
Responsibility	Contact person for incoming/outgoing students
Contact details	Phone: +32 1 47 24 62 - Fax: +32 1 47 24 66 - Email: <a href="mailto:patricia.laborie@uclouvain.be">patricia.laborie@uclouvain.be</a>

### 2. Detailed requirements and additional information

#### 2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Engineering bachelor level	French	B1
Staff Mobility for Studies	Engineering master level	English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

#### 2.2. Calendar

##### 2.2.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	May 31th
Spring term	November 30th

### 2.2.2. Decision Response

We will send our decision within 4 weeks.

### 2.2.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

### 2.2.4. Termination of Agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

## 3. Additional information

### 3.1. Grading system

Grade	20	19	18	17	16	15	14	13	12	11	10	<10
% of students awarded the grade	0.4	1.3	3.9	7.1	12.0	14.1	16.2	15.0	13.4	8.9	7.3	-
ECTS grade	A				B		C		D		E	F

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Website	<a href="http://www.uclouvain.be/en-visa">http://www.uclouvain.be/en-visa</a>
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### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Website	<a href="http://www.uclouvain.be/assurances">http://www.uclouvain.be/assurances</a>
Contact details	Mr Marc Rombouts Email: <a href="mailto:marc.rombouts@uclouvain.be">marc.rombouts@uclouvain.be</a>

### 3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Mrs. Laurence Mairesse
Contact details	<a href="https://www.uclouvain.be/1874.html">https://www.uclouvain.be/1874.html</a>
Website	<a href="http://www.uclouvain.be/306689.html">http://www.uclouvain.be/306689.html</a>



**ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genoa**

**Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility**

**1. Information about higher education institutions**

**1.1 Institutional details**

Name of the Institution	Université catholique de Louvain (UCL) Faculty of Architecture, Architectural Engineering, and Urbanism (LOCI) Campuses : Brussels, Louvain-la-Neuve, Tournai
Erasmus code	B LOUVAIN 01
Institution website	<a href="http://www.uclouvain.be">www.uclouvain.be</a>
International Students webpage	<a href="http://www.uclouvain.be/etudiant-international">http://www.uclouvain.be/etudiant-international</a>
Information for incoming students	<a href="http://www.uclouvain.be/359527.html">http://www.uclouvain.be/359527.html</a>
Course catalogue	<a href="http://www.uclouvain.be/listeppe-2013-loci-4.html">http://www.uclouvain.be/listeppe-2013-loci-4.html</a>

**1.2 Main contacts**

Institutional Coordinator	
Contact details	Academic Coordinators Pr Christine Fontaine (Brussels) Pr David Vanderburgh (Louvain-la-Neuve) Pr Geert De Groote (Tournai)  Place des Sciences, 1, bte L6.05.01, B-1348 Louvain-la-Neuve, Belgium <a href="mailto:international-loci@uclouvain.be">international-loci@uclouvain.be</a> <a href="http://www.uclouvain.be/loci.html">http://www.uclouvain.be/loci.html</a>

## 2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
0731 Architecture and town planning	FR/EN	B1/B2	Student Mobility
For more details : <a href="http://www.uclouvain.be/en-exchange-language">www.uclouvain.be/en-exchange-language</a>			

\*Level according to Common European Framework of Reference for languages ( CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## 3. Additional requirements

A Portfolio is mandatory and to be sent to Faculty administration before Autumn or Spring term.

## 4. Calendar

4.1 Applications/information on nominated students should be sent to the contact person at the faculty level (UCL/LOCI) (cf <http://www.uclouvain.be/en-exchange-application>) by :

Autumn term	May 31st
Spring term	November 30 th

### 4.2 Decision

The receiving institution will send its decision a.s.a.p. and no later than 4 weeks after receiving the application.

### 4.3 Transcript of records

A Transcript of Records will be issued no later than 2 weeks after the assessment period has finished at our institution (UCL/LOCI).

## 5. Information

### 5.1 Grading system of the Institution

Website: <http://www.uclouvain.be/en-ects-grading>

### **5.2 Visa**

Our institution will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Contact details	see website
Website	<a href="http://www.uclouvain.be/en-visa">http://www.uclouvain.be/en-visa</a>

### **5.3 Insurance**

Our institution will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

Contact details	see website
Website	<a href="http://www.uclouvain.be/assurances">http://www.uclouvain.be/assurances</a>

### **5.4 Housing**

Our institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

Contact details	see website
Website	<a href="http://www.uclouvain.be/en-logement">http://www.uclouvain.be/en-logement</a>

### **5.5 Special needs**

Information and assistance can be provided by the following contacts and information sources:

Contact details	see website
Website	<a href="http://www.uclouvain.be/en-aide-handi">http://www.uclouvain.be/en-aide-handi</a>

## **ANNEX TO THE ERASMUS + INTER-INSTITUTIONAL AGREEMENT with the University of Genova**

### **Key Action 1 – mobility for learners and staff – Higher education Student and Staff Mobility**

#### **1. Information about higher education institutions**

##### **1.1 Institutional details**

<b>Name of the Institution</b>	Université catholique de Louvain (UCL) Faculty of philosophy, arts and letters
<b>Erasmus code</b>	<b>B LOUVAIN01</b>
<b>Institution website</b>	<a href="http://www.uclouvain.be">www.uclouvain.be</a>
<b>International Students webpage</b>	<a href="http://www.uclouvain.be/fial">www.uclouvain.be/fial</a>
<b>Information for incoming students</b>	<a href="http://www.uclouvain.be/430455.html">http://www.uclouvain.be/430455.html</a>
<b>Course catalogue</b>	<a href="http://www.uclouvain.be/programmes-etudes.html">http://www.uclouvain.be/programmes-etudes.html</a>

##### **1.2 Main contacts**

<b>Institutional Coordinator</b>	
<b>Contact details</b> <b>Incoming students – partnerships</b>	<b>Cathy Testelmans</b> Collège Mercier Place Cardinal Mercier 14 – B1348 Louvain-la-Neuve Phone +32 (0) 10 47 26 51 Email: <a href="mailto:Erasmus-in-fial@uclouvain.be">Erasmus-in-fial@uclouvain.be</a>

<b>Other useful contacts</b>	
<b>Outgoing students</b>	<b>Fabienne de Voghel</b> Collège Mercier Place Cardinal Mercier 14 – B1348 Louvain-la-Neuve Phone +32 (0) 10 47 48 44 Email: <a href="mailto:Erasmus-out-fial@uclouvain.be">Erasmus-out-fial@uclouvain.be</a>



## 2. Recommended language skills

Subject area	Language of Instruction	Recommended language of instruction level*	Type of mobility
Any	French/English	B2	STT - STA

\*Level according to Common European Framework of Reference for languages (CEFR), see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

## 3. Additional requirements

- Incoming Erasmus students must take at least 50% of their workload from the Faculty philosophy, arts and letters (FIAL) that coordinates the bilateral agreement. The rest of their workload can be made up of courses from other faculties.
- The Université catholique de Louvain welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at: [www.uclouvain.be/en-aide-handi](http://www.uclouvain.be/en-aide-handi)

## 4. Calendar

- 4.1 Applications/information on nominated students must reach Cathy Testelmans ([Erasmus-in-fial@uclouvain.be](mailto:Erasmus-in-fial@uclouvain.be)) by:

Autumn term	May 31 <sup>st</sup>
Spring term	November 30 <sup>th</sup>

### 4.2 Decision

The receiving institution will send its decision within 4 weeks.

### 4.3 Transcript of records

A Transcript of Records will be issued no later than 2 weeks after the assessment period has finished at Université catholique de Louvain

## 5. Information

### 5.1 Grading system of the Institution

Website: [www.uclouvain.be/en-ects-grading](http://www.uclouvain.be/en-ects-grading)



### **5.2 Visa**

UCL will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<b>Contact details</b>	For up to date contact details, see web pages
<b>Website</b>	<a href="http://www.uclouvain.be/en-visa">www.uclouvain.be/en-visa</a>

### **5.3 Insurance**

UCL will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Information and assistance can be provided by the following contact points and information sources:

[www.uclouvain.be/assurances](http://www.uclouvain.be/assurances)

### **5.4 Housing**

UCL will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contacts and information sources:

<b>Contact details</b>	For up to date contact details, see web pages
<b>Website</b>	<a href="http://www.uclouvain.be/en-logement">www.uclouvain.be/en-logement</a>

In September 2011, the “Facultés Universitaires Catholiques de Mons” (FUCaM – B MONS02) and the “Université Catholique de Louvain” (UCL – B LOUVAIN01) merged.

FUCaM thus became Université Catholique de Louvain campus of Mons (UCL Mons), one of the six campuses of the UCL.



Name of the Institution	Université Catholique de Louvain – campus of Mons
Erasmus code	B LOUVAIN01
Address	UCL Mons Chaussée de Binche, 151 B-7000 Mons (Belgium)
Website	<a href="https://uclouvain.be/fr/sites/mons">https://uclouvain.be/fr/sites/mons</a>

## International Relations Office

Contact persons	Mrs. Magaly DUQUESNE Head of International Relations Office	
	Ms. Priscilla ARGENTO International Relations officer <i>For both incoming and outgoing students</i>	
Phone	+32 (0)65 323 446	
Fax	+32 (0)65 323 500	
E-Mail	<a href="mailto:international-mons@uclouvain.be">international-mons@uclouvain.be</a>	
Address	UCL Mons – International Relations Office Chaussée de Binche, 151 B-7000 Mons (Belgium)	


## Faculties on the Mons campus of UCL

### Faculty of Economic, Social and Political Sciences and Communication

Vice-Dean	Prof. Nathalie SCHIFFINO-LECLERCQ	
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The different bachelor and master programs organised by this school on the Mons campus are detailed on the following webpage: <https://uclouvain.be/fr/sites/mons/programmes.html>



### Louvain School of Management

Vice-Dean	Prof. Isabelle PLATTEN	 
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The different bachelor and master programs organised by this school on the Mons campus are detailed on the following webpage: <https://uclouvain.be/fr/sites/mons/programmes.html>

## Information for incoming students

<p><b>Academic calendar</b> (to be confirmed)</p>	<p>Intensive French session for incoming students : September 10 – 13, 2018</p> <p>First semester:</p> <p style="padding-left: 40px;">Lectures : September 17 – December 22, 2018 Exam session : January 4 – January 26, 2019</p> <p>Second semester:</p> <p style="padding-left: 40px;">Lectures: February 4 – May 18, 2019 Easter holiday: April 15 – April 27, 2019 Exam session: June 3 – June 29, 2019</p> <p><i>Note that we organise a third exam session between August 16 and September 5, 2019 if failed January or June exams have to be retaken.</i></p>				
<p><b>Application deadline</b></p>	<p>Nominated students have to send their application form and requested annexes by post prior to:</p> <p>☞ <b>May 15, 2018</b> for an exchange during the first semester / the full academic year</p> <p>☞ <b>November 15, 2018</b> for an exchange during the second semester</p>				
<p><b>Language of instruction</b></p>	<p>Our campus is a French speaking one. Most courses are then taught in <b>French</b>. Required French level is B1 for Bachelor students and B2 for Master students. Only a few courses are taught in English, mainly in the Master programs of the Louvain School of Management.</p>				
<p><b>Courses catalogue</b></p>	<p>The detailed content of the courses can be found following the links :</p> <table border="1" data-bbox="453 1283 1497 1832"> <tr> <td data-bbox="453 1283 619 1541"><b>Bachelors</b></td><td data-bbox="619 1283 1497 1541"> <a href="#">Bachelier en ingénieur de gestion</a>  <a href="#">Bachelier en sciences de gestion</a>  <a href="#">Bachelier en sciences humaines et sociales</a>  <a href="#">Bachelier en sciences politiques, orientation générale</a>  <a href="#">Bachelier en information et communication</a> </td></tr> <tr> <td data-bbox="453 1541 619 1832"><b>Masters</b></td><td data-bbox="619 1541 1497 1832"> <a href="#">Master 120 en ingénieur de gestion</a>  <a href="#">Master 120 en sciences de gestion</a>  <a href="#">Master 120 en administration publique</a>  <a href="#">Master 120 en communication</a>  <a href="#">Master 120 en sciences politiques, orientation relations internationales</a> </td></tr> </table> <p><b>Important remarks:</b></p> <ul style="list-style-type: none"> <li>– all the codes of lectures given at the UCL Mons begin with an “M” (for “Mons”)</li> <li>– “1q” is for lectures given during the 1<sup>st</sup> semester and “2q” for lectures given during the 2<sup>nd</sup> semester</li> </ul>	<b>Bachelors</b>	<a href="#">Bachelier en ingénieur de gestion</a> <a href="#">Bachelier en sciences de gestion</a> <a href="#">Bachelier en sciences humaines et sociales</a> <a href="#">Bachelier en sciences politiques, orientation générale</a> <a href="#">Bachelier en information et communication</a>	<b>Masters</b>	<a href="#">Master 120 en ingénieur de gestion</a> <a href="#">Master 120 en sciences de gestion</a> <a href="#">Master 120 en administration publique</a> <a href="#">Master 120 en communication</a> <a href="#">Master 120 en sciences politiques, orientation relations internationales</a>
<b>Bachelors</b>	<a href="#">Bachelier en ingénieur de gestion</a> <a href="#">Bachelier en sciences de gestion</a> <a href="#">Bachelier en sciences humaines et sociales</a> <a href="#">Bachelier en sciences politiques, orientation générale</a> <a href="#">Bachelier en information et communication</a>				
<b>Masters</b>	<a href="#">Master 120 en ingénieur de gestion</a> <a href="#">Master 120 en sciences de gestion</a> <a href="#">Master 120 en administration publique</a> <a href="#">Master 120 en communication</a> <a href="#">Master 120 en sciences politiques, orientation relations internationales</a>				

<p><b>Accommodation</b></p>	<p>UCL Mons offers 2 types of accommodation for incoming students: <i>Home Jeunes filles</i> and <i>Pavillons</i>. For more information: <a href="https://uclouvain.be/fr/sites/mons/logement-2.html">https://uclouvain.be/fr/sites/mons/logement-2.html</a>.</p> <p>Online accommodation application form must be filled in prior to May 15, 2018 whatever your exchange semester.</p> <p>Please specify “provenance: étudiant d’échange”.</p> <p>The contact person for UCL Mons accommodation is:</p> <p>Mrs. Sabrina PASINETTI  Phone : +32 (0)65 323 287  E-Mail : <a href="mailto:logement@uclouvain-mons.be">logement@uclouvain-mons.be</a></p>  <p>The incoming students living in a UCL Mons accommodation can rent an « Erasmus kit » for 60 €/semester.</p> <p>This kit contains i.e. a pillow, a duvet, linen, place settings and kitchen utensils.</p> <p>It can be booked when sending the exchange application form to the International Relations Office.</p>
	<p>UCL Mons has its “Erasmus Student Network” antenna called “ESN Mons-ters” who’s members – the buddies – are taking care of the incoming students.</p> <p>For more information: <a href="https://esnmonsters.wordpress.com/">https://esnmonsters.wordpress.com/</a>.</p>





## FACT SHEET 2021/2022

CONTACT INFORMATION	
Full name of institution and address	Université Catholique de Louvain Faculté de droit et de criminologie Bureau des relations internationales Collège Thomas More Place Montesquieu, 2 1348 Louvain-la-Neuve Belgique
Institution Code	B LOUVAIN01
Area code	042 (Law)
Website	<a href="http://www.uclouvain.be/fr/facultes/drt">www.uclouvain.be/fr/facultes/drt</a>
International Relations Office  Exchange students Coordinator Incoming and Outgoing	<b>Mme MALAPERT Virginie</b> Tel: 0032 10 47 93 38 Fax : 0032 10 47 46 01 Email : <a href="mailto:Virginie.malapert@uclouvain.be">Virginie.malapert@uclouvain.be</a>  <b>Mme de POURBAIX Agnès</b> Tel: 0032 10 47 47 14 Fax : 0032 10 47 46 01 Email : <a href="mailto:Agnès.depourbaix@uclouvain.be">Agnès.depourbaix@uclouvain.be</a>
Deputy Director and International Relations Coordinator	<b>Madame Amélie Jean</b> Tel: 0032 10 47 86 06 Email : <a href="mailto:amelie.jean@uclouvain.be">amelie.jean@uclouvain.be</a>
Vice Dean of International Relations	<b>Professeur Sylvie Saroléa</b> Tel: 0032 10 47 47 77 Email : <a href="mailto:sylvie.sarolea@uclouvain.be">sylvie.sarolea@uclouvain.be</a>
APPLICATION INFORMATION AND DEADLINE	
Deadline Nomination by partner	Autumn/Winter term : <b>April 30th</b> Spring/Summer term : <b>October 31st</b>
Deadline Application by student	Autumn/Winter term : <b>May 31st</b> Spring/Summer term : <b>November 30<sup>th</sup></b>

<b>Where to send nomination?</b>	<p>At the beginning of each semester, you will receive an email from <a href="mailto:mobility-online@uclouvain.be">mobility-online@uclouvain.be</a> in order to proceed with the online nomination of your students.</p> <p>You can always send me an email <a href="mailto:agnes.depourbaix@uclouvain.be">agnes.depourbaix@uclouvain.be</a> with the contact details of the student + email address + period of studies + level of studies</p>
<b>Application procedure for the student</b>	Students will receive an email from Mobility Online with the procedure.
<b>Web page for Incoming Students</b>	<p><a href="https://uclouvain.be/en/faculties/drt/incoming-students-exchange-students-erasmus.html">https://uclouvain.be/en/faculties/drt/incoming-students-exchange-students-erasmus.html</a></p> <p>They can find all the information such as :</p> <div> <div>Application procedure</div> <div>Your first steps at UCLouvain</div> <div>Courses and timetable</div> <div>Academic calendar</div> <div>Accommodation</div> <div>Language requirement/ French courses</div> <div>Contacts</div> <div>Office opening hours</div> <div>Practical information/ Student life</div> </div>

## UNIVERSITY INFORMATION

<b>Accommodation/Housing</b>	<p><a href="http://www.uclouvain.be/en-logement">www.uclouvain.be/en-logement</a></p> <p>Student must request a room as soon as possible (ideally in March or September – please see our web page above)</p>
<b>Visa Information</b>	<a href="http://www.uclouvain.be/en-visa">www.uclouvain.be/en-visa</a>
<b>Insurance Information</b>	<a href="http://www.uclouvain.be/assurances">www.uclouvain.be/assurances</a>
<b>Students and Staff with Disabilities</b>	<a href="http://www.uclouvain.be/en-aide-handi">www.uclouvain.be/en-aide-handi</a>



## COURSES INFORMATION

Course Catalogue	Courses and Timetable: <a href="https://uclouvain.be/en/faculties/drt/incoming-students-exchange-students-erasmus.html">https://uclouvain.be/en/faculties/drt/incoming-students-exchange-students-erasmus.html</a>
Language level	B2 in French <b>and/or</b> B2 in English without proof. We trust our partners to send students with relevant English and/or French level.
ECTS Users' Guide	<a href="http://www.uclouvain.be/en-ects-grading">www.uclouvain.be/en-ects-grading</a>
Compulsory course for Incoming students	<b>LDROI1053 Introduction to Belgium Law (5 ECTS)</b> <a href="http://www.uclouvain.be/cours-ldroi1053.html">www.uclouvain.be/cours-ldroi1053.html</a>

## ACADEMIC CALENDAR

<https://uclouvain.be/en/study/calendrier-academique-0.html>

**Fall semester:** Mid-September until end of January (exam sessions in January but possibility to have the exams session in December and be back to the home university beginning of January)

**Spring semester:** Beginning of February until end of June (exam session in June).

**To retake exams:** August unless the Professor agrees for the student to retake earlier (June)

