## FACT SHEET Academic Year 2017 – 2018

| School address | Louvain School of Management  
| International Office  
| 1, Place des Doyens, Bte L2.01.01  
| B-1348 Louvain-la-Neuve, Belgium |
| Website | www.uclouvain.be/ism |
| Contacts | Ms Catherine MARÉCHAL - Head of International Affairs  
| catherine.marechal@uclouvain.be  
| +32 10 47 83 23 |
| Ms Muriel EVRARD - Incoming Students Officer  
| incomingexchange-lsm@uclouvain.be  
| +32 10 47 83 22 |
| Ms Caroline GILLARD - Outgoing Students Officer  
| outgoingexchange-lsm@uclouvain.be  
| +32 10 47 84 67 |
| Ms Estelle TONON - Premium Programmes Officer (incl. Double Degree)  
| estelle.tonon@uclouvain.be  
| +32 10 47 45 79 |
| Ms. Ambra CARDINALI - CEMS Programme Manager  
| ambra.cardinali@uclouvain.be  
| Tel. +32 10 47 90 29 |
| Prof. Pierre SEMAL - Vice-Dean for International Affairs |

### Application deadlines

| Nomination deadlines | In order to nominate your students please send an email to Ms Muriel Evrard at incomingexchange-lsm@uclouvain.be  
| You’ll receive the link to a form to fill in with the information about the students.  
| Please fill in this form before:  
| April 20 for Term 1/Year  
| October 20 for Term 2/Year |
| Registration deadlines | May 15 registration deadline for Term 1/Year Exchanges  
| November 15 registration deadline for Term 2/Year Exchanges |
The LSM International Affairs Office will e-mail the application’s instructions to the exchange students (with copy to the home university coordinator). The registration documents are available on our web page [www.uclouvain.be/en-440894](http://www.uclouvain.be/en-440894) and are updated just before the end of the nomination’s deadline.

**All students** must complete and return the following documents:
- UCL registration form
- Copy of passport (or identity card) where the nationality clearly appears;
- ECTS learning agreement signed by the student and his/her home academic coordinator;
- Transcripts of records of all preceding years in higher education;
- Three passport-sized color pictures with white background;
- University Regulation and Data Protection document.

### Academic Calendar

**Term 1 (15 weeks)**
- Mid-September – mid-December
- One week off in November
- 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, 2017 (Fall)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory ‘Orientation Day’</td>
<td>September 14th, 2017</td>
</tr>
<tr>
<td>Official start of the academic year</td>
<td>September 14th, 2017</td>
</tr>
<tr>
<td>Last day of registration to courses</td>
<td>September 29th, 2017</td>
</tr>
<tr>
<td>End of the first semester</td>
<td>December 22nd, 2017</td>
</tr>
<tr>
<td>Exam session</td>
<td>January 5th to 26th, 2018</td>
</tr>
</tbody>
</table>

### Term 2, 2018 (Spring)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory ‘Orientation Day’</td>
<td>February 1st, 2018</td>
</tr>
<tr>
<td>Official start of the term 2</td>
<td>February 1st, 2018</td>
</tr>
<tr>
<td>Last day of registration to courses</td>
<td>February 16th, 2018</td>
</tr>
<tr>
<td>Easter break</td>
<td>April 2nd to April 13th, 2018</td>
</tr>
<tr>
<td>End of second semester</td>
<td>May 19th, 2018</td>
</tr>
<tr>
<td>Exam session</td>
<td>June 4th to June 29th, 2018</td>
</tr>
<tr>
<td>Re-sit Exam session (Term 1&amp;2)</td>
<td>August 16th to September 4th, 2018</td>
</tr>
</tbody>
</table>

### Courses

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

**Courses**
The list of courses for 2017-2018 will be updated during the Summer 2017.

**Course Workload**
A normal workload is 30 ECTS, the minimum required is 25 ECTS
A course of 5 ECTS equals 30 contact hours
### Teaching languages
French and English. A full track in English is possible.

### UCL Grading system
On a scale of 1-20. A grade of 10 is considered the minimum passing grade.

<table>
<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>
<td>-</td>
</tr>
</tbody>
</table>

<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>
</thead>
</table>

### Exams
Term 1: exams in January  
Term 2: exams in June

### Resit Exams
Term 1 & Term 2 courses: resit in Aug./Sept.

### French Language courses
French language courses at **ILV**, the UCL Language school – during each semester are FREE (if part of the course programme): [www.uclouvain.be/en-232487](http://www.uclouvain.be/en-232487)

French language courses at **CLL** (private school on the campus) – two weeks before each semester & during the 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  

We strongly advise students to reserve a room in advance if they want to profit of the UCL Housing Service. If the student prefers to look for housing by her/himself, she/he must plan to arrive at least 2 weeks before the orientation day.

The LSM International Office cannot offer any support. Finding an accommodation is definitely the student’s responsibility.

**Searching for accommodations?**
Use the UCL online tool for accommodations requests: [www.uclouvain.be/515255](http://www.uclouvain.be/515255)


#### Type of accommodations
**University accommodations:**
- A room in a **shared flat: “kot en communautaire”**
  - 4-12 students private bedrooms and common living spaces: kitchen and bathroom
- 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 € 275 to € 330 per month. A deposit is usually required.

#### Living costs
| Visa to Belgium | Contact the Belgian embassy or Belgian consulate in your country: 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 UCL Office of the Registrar. This office will mail the UCL “*autorisation d’inscription*” directly to the home residence of the student (indicated on the UCL registration form). This document has to be sent to the Embassy/Consulate in order to apply for the visa.  
| 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 | - Career counselling  
- Wireless internet connections, e-mail address, computer facilities  
- Libraries  
- University Restaurants: www.uclouvain.be/en-restaurants-universitaires  
- Le “Point de Repère” - UCL welcome and help desk: for social, psychological and health support: www.uclouvain.be/28758 |
| Student associations | **Listing of students Associations:** www.uclouvain.be/en-10064  
**ESN:** ESN team organises, with the international office, a buddy system, welcome service, social activities, trips and a lot more for all exchange students www.uclouvain.be/en-440896  
**LSM Club:** Brings together LSM students keen to develop activities for the student body in collaboration with companies and other student associations  
**CEMS club:** Promotes the interests of LSM and incoming CEMS students as well as to facilitate the interaction with the CEMS Corporate Partners.  
**AIESEC:** Facilitates international internship exchanges and support activities that provide practical learning experiences for trainees and facilitate the training of AIESEC members and other stakeholders.  
**All this information and much more can be found on our website** www.uclouvain.be/en-440625 |

September 2016