

School address	Louvain School of Management International Office 1, Place des Doyens, Bte L2.01.01 B-1348 Louvain-la-Neuve, Belgium
Website for exchange students	uclouvain.be/en/faculties/lsm/incoming-exchange-student
Contacts	<p>Ms Catherine MARÉCHAL - Head of International Affairs catherine.marechal@uclouvain.be ☎ +32 10 47 83 23</p> <p>Ms Muriel EVRARD - Incoming Students Coordinator incomingexchange-lsm@uclouvain.be ☎ +32 10 47 83 22</p> <p>Ms Caroline GILLARD - Outgoing Students Coordinator outgoingexchange-lsm@uclouvain.be ☎ +32 10 47 84 67</p> <p>Ms Estelle TONON - IB and DD Programmes Officer, International admissions estelle.tonon@uclouvain.be ☎ +32 10 47 45 79</p> <p>Ms. Ambra CARDINALI - CEMS Programme Manager ambra.cardinali@uclouvain.be Tel. +32 10 47 90 29</p> <p>Prof. Nathalie GILSON - Vice-Dean for International Affairs</p>

Application deadlines	
Nomination deadlines	<p>In order to nominate your students please send an email to Ms Muriel Evrard at incomingexchange-lsm@uclouvain.be</p> <p>You will receive the link to a form to fill in with the information about the students.</p> <p>Please fill in this form before: April 20 for Term 1/Year October 20 for Term 2/Year</p>
Registration deadlines	<p>May 15 registration deadline for Term 1/Year Exchanges November 15 registration deadline for Term 2/Year Exchanges</p>

Required documents	<p>The LSM International Affairs Office will e-mail the application's 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"> - <u>UCL registration form</u> signed by student; - <u>Copy of passport</u> (or identity card) where the nationality clearly appears; - <u>Transcripts of records</u> of all preceding years in higher education; - <u>Three passport-sized color pictures</u> with white background; - <u>University Regulation and Data Protection document</u> signed by student. <p>The <u>ECTS learning agreement</u> signed by student and home academic coordinator will need to be provided after application is confirmed.</p>
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Academic Calendar

Term 1, 2018 (Fall) – 2 consecutive parts of 6 weeks intensive courses

Mandatory 'Orientation Day'	September 14th, 2018
Official start	September 14 th , 2018
Integration week (week 1)	September 17 th to 21 st , 2018
Last day to confirm registration to courses	September 28 th , 2018
Part 1 (week 2 > 8) > incl. evaluation in week 8	September 17 th to November 19 th , 2018
Part 2 (week 9 > 14)	November 24 th to December 22 nd , 2018
Exams preparation	December 24 th , 2018 to January 3 rd , 2019
Exam session	January 3 rd to 26 th , 2019
Exam schedule availability	November 13 th , 2018
Exam registration period	Mid-November (1 week registration)
Transcript of Records availability	Mid-February 2019

Term 2, 2019 (Spring) – 2 consecutive parts of 6 weeks intensive courses + 2 weeks holidays

Mandatory 'Orientation Day'	February 1st, 2019
Official start	February 1 st , 2019
Last day to confirm registration to courses	February 8 th , 2019
Part 1 (week 1 > 7) > incl. evaluation in week 7	February 4 th to March 23 rd , 2019
Part 2 (week 8 > 15) > incl. Easter holidays in week 9 & 10	March 25 th to May 18 th , 2019
Easter holidays	April 15 th to April 27 th , 2019
Exams preparation	May 20 th to June 1 st , 2019
Exam session	June 3 rd to June 29 th , 2019
Exam schedule availability	February 5 th , 2019
Exam registration period	Mid-March (1 week registration)
Transcript of Records availability	Mid-July 2019

Resit Exam Session for Term 1&2

Exam schedule availability	May 11 th , 2019
Exam registration period	Beginning of July (4 days registration)
Re-sit Exam session (Term 1&2)	August 16 th to September 5 th , 2019
Adjusted Transcript of Records availability	Mid-September 2019

Courses																																								
Areas of Study	<ul style="list-style-type: none"> • Master in Management • Master in Business Engineering 																																							
Courses	The list of LSM courses available for exchange students is sent by email directly to student and available on the uclouvain.be/en/faculties/lsm/courses-exams																																							
Course Workload	A normal workload is 30 ECTS, the minimum required is 20 ECTS A course of 5 ECTS equals 30 contact hours																																							
Teaching languages	English. A full track in English. Few courses given in French.																																							
UCL Grading system	On a scale of 1-20. A grade of 10 is considered the minimum passing grade.																																							
	<table border="1"> <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><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> <tr> <td>ECTS Grade</td> <td colspan="2">A</td> <td colspan="2">B</td> <td colspan="2">C</td> <td colspan="2">D</td> <td colspan="2">E</td> <td colspan="2">F</td> </tr> </tbody> </table>	Grade	20	19	18	17	16	15	14	13	12	11	10	<10	% students	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	
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French Language courses	<p>French language courses at ILV, the UCL Language school – during each semester are FREE (if part of the course programme): www.uclouvain.be/en/study/ilv/exchange-students</p> <p>French language courses at CLL (private school on the LLN Site) – two weeks before each semester & during the semester: www.cll.be</p>																																							

Accommodation & Visa	
Two urgent steps to do just after registration	
Accommodation	<p>Finding an accommodation is definitely the student's responsibility.</p> <p>UCL Accommodation office ("Service des Logements de l'UCL") : Address : Rue de la Gare 6, B-1348 Louvain-la-Neuve uclouvain.be/en/study/accomodation</p> <p>We strongly advise students to reserve a room in advance if they want to profit of the UCL Housing Service. Applications for a UCL 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.</p> <p><u>As from nomination</u>, the student should look for an accommodation. Important info at uclouvain.be/en/study/accomodation/faq</p> <p><u>Conditions & costs</u> For an entire academic year: lease from September 15th to July 14th (10 months). For the first semester: lease from September 15th to January 31st For the second semester: lease from February 1st to July 14th Rent ranges from € 240 to € 340 per month. A deposit is usually required.</p>

Visa to Belgium	<p>Contact the Belgian embassy or Belgian consulate in your country: diplomatie.belgium.be/en/services/embassies_and_consulates</p> <p>From non-European Union countries, the ASP student visa is <u>compulsory</u>. Chinese exchange students are exempt from the ASP procedure.</p> <p>Once having received the complete registration package from the student, LSM International Office transfers the documents to the UCL Office of the Registrar. As soon as the UCL 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.</p> <p>More info on Visa procedures for studying in Belgium: diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium</p>
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Useful information	
Living costs	uclouvain.be/en/study/alimentation-et-vie-courante
Health Insurance	Upon arrival, all students must have a copy of their <u>health insurance certificate</u> (European health card or proof of a private insurance certificate).
Student Services	<ul style="list-style-type: none"> - Wireless internet connections, student email address, computer facilities - Data learning rooms with Bloomberg terminals - Libraries - University Restaurant - Career counselling: uclouvain.be/fr/etudier/cio - UCL social, psychological and health support: uclouvain.be/fr/etudier/aide - Sports: uclouvain.be/en/study/sport
Student associations	<p>Listing of students Associations: uclouvain.be/en/faculties/lsm/lsm-networks.html</p> <p>ESN: ESN team organises, with the international office, a buddy system, welcome service, social activities, trips and a lot more for all exchange students.</p> <p>LSM Club: Brings together LSM students keen to develop activities for the student body in collaboration with companies and other student associations.</p> <p>CEMS Club: Promotes the interests of LSM and incoming CEMS students as well as facilitates the interaction with the CEMS Corporate Partners.</p> <p>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.</p>