



**Welcome to**  
**Economics School of Louvain**  
**STUDENT GUIDE**

Academic Year 2009-2010

# To the attention of students enrolled on Economics School of Louvain's Master

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+ Annex I – Ordering a UCL smart Card  
(For the students enrolled at FUNDP)

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## 1. ENROLMENT AT THE ESL - TO DO LIST

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**ATTENTION! These formalities must be fulfilled by all students  
AS SOON AS POSSIBLE (see deadlines)**



### 1.1. [Datasheet](#)

#### **DEADLINE - FRIDAY 9<sup>TH</sup> OCTOBER**

In addition to the registration on the Rolls of the University (UCL or FUNDP), each student enrolled for a program of the ESL **must** complete his/her data sheet via the internet site of the ESL:

 **SITE** <http://www.uclouvain.be/78072.html> - Tab : Fiche signalétique

### 1.2. [Access to the UCL for students enrolled at the FUNDP](#)

#### **DEADLINE - MONDAY 28<sup>TH</sup> SEPTEMBER**

Students enrolled at the FUNDP must fill out the request form to get an access card with photo (see annexed form - ordering a UCL smart card) and submit it to Pierrette Noël.

They will receive by postal mail within the following 15 days:

- the UCL student card (which grants the access to the libraries and the computer rooms)
- the Noma
- the FGS number

These elements are essential to create a virtual office (see point 2.3)

### 1.3. [Access to the FUNDP for students enrolled at the UCL](#)

Students enrolled at the UCL will be automatically registered at the FUNDP.

The enrolment service of the FUNDP will send to the students enrolled at the UCL a postal mail containing:

- a login
- a password

 **KEEP IT PRECIOSLY** to access the various services of the FUNDP (see points 2.1 and 11.1) 

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## 2. ADMINISTRATIVE INFORMATION FOR THE STUDENTS

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### 2.1. [Electronic bulletin boards](#)

For All Administrative information such as:

- enrolling for the exams,
- Timetable modification,
- Information sessions,
- Thesis procedure,
- Internship...

Intended for the students of the ESL student secretariat will regularly use the electronic bulletin boards:

▲ **SITE** <http://www.uclouvain.be/232956.html>

Each information posted on the electronic bulletin boards will also be sent by mail to the concerned students at their UCL address.

**IMPORTANT** – UCL electronic mail – [firstname.name@student.uclouvain.be](mailto:firstname.name@student.uclouvain.be)

All UCL students have at their disposal an e-mail address and a personal electronic mailbox. You can access it either through the virtual office or directly through this address:

▲ **SITE** <http://www.uclouvain.be/student-mail.html>

The activation of your mailbox is essential.

For information relating to each **course**, enrol as quickly as possible on the **online course platform**

<b>ICAMPUS</b> For the courses offered on the UCL site	<b>WEB-CAMPUS</b> For the courses offered on the FUNDP site
<p>We ask you to create an <b>icampus user account</b> at the <b>start of the year</b>.</p> <p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Enter into iCampus :</li> <li>▲ <b>SITE</b> <a href="http://www.icampus.ucl.ac.be">http://www.icampus.ucl.ac.be</a></li> <li>2. Create your user account :           <ul style="list-style-type: none"> <li>• fill out the form by entering your most frequently used e-mail address (you will be able to modify it later if necessary) (<b>if possible the UCL address</b>)</li> <li>• validate your encoding</li> </ul> </li> <li>3. Enrol for a course :           <ul style="list-style-type: none"> <li>• click on « S'inscrire à un cours »</li> <li>• click on the category « Sciences économiques, sociales et politiques»- ESPO</li> <li>• click on the category « Économie » - ECON</li> <li>• click on the pencil to the right of the course that you are taking during the year)</li> </ul> </li> <li>4. This(<b>these</b>) « course(s) » will automatically appear on your course list.</li> <li>5. To access your course list later, from anywhere in the world, at whatever time, all you will have to do is to enter iCampus (<a href="http://www.icampus.ucl.ac.be">http://www.icampus.ucl.ac.be</a>) and to encode your user name and your password.</li> </ol>	<p>The FUNDP enrolment service will send to the students enrolled at the ESL a letter containing</p> <ul style="list-style-type: none"> <li>o an ID</li> <li>o a secret code</li> <li>o the procedure for the enrolment on the web-campus</li> </ul> <p style="text-align: center;">📌 PAY ATTENTION TO IT 📌</p>

## 2.2. The bulletin boards of the student secretariats

Come and consult **REGULARLY** the bulletin boards at the respective student secretariats

<b>Site UCL</b>	<b>Site FUNDP</b>
rue Montesquieu, 27	8, rempart de la Vierge au rez-de-chaussée

## 2.3. Your virtual office

 **DEADLINE - AS SOON AS POSSIBLE**

<b>Site UCL</b>	<b>Site FUNDP</b>
<p>The « <b>Virtual office</b> » (« Bureau virtuel ») is designed to offer <b>personalised services</b> to everyone.</p> <p>Via this office, you have access to :</p> <ul style="list-style-type: none"> <li>• your course program (for online encoding of <b>your courses/activities</b>),</li> <li>• your enrolment for the examinations,</li> <li>• your e-mail,</li> <li>• the electronic bulletin boards</li> <li>• the timetable</li> <li>• the libraries...</li> </ul> <p><b>To access his/her virtual office, each student must do the following :</b></p> <p><b>Step 1 :</b> Activation of your global student user account</p> <p>Consult the following page:</p> <p><b>▲ SITE</b> <a href="https://www.uclouvain.be/4040.html">https://www.uclouvain.be/4040.html</a></p> <p>And click on activate your UCL global user account (get a username and password)</p> <p><b>Step 2 :</b> Access to your Virtual office “bureau virtuel” You must identify yourself and click on « Bureau virtuel » in the upper right of your screen.</p>	

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### 3. WEBSITE

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The administrative documents, « standard » forms and information about the procedures to follow can be found on the site of the ESL: we encourage you to visit it as regularly as possible!!!!

▲ **SITE** <http://www.uclouvain.be/esl-masters.html>

>	<a href="#">Guide de l'étudiant</a>
>	<a href="#">Valves</a>
>	<a href="#">Formulaires Type</a>
>	<a href="#">Horaires des cours</a>
>	<a href="#">Horaire des examens</a>
>	<a href="#">Règlement de l'ESL</a>
>	<a href="#">Mémoire</a>
>	<a href="#">Stages</a>
>	<a href="#">Echanges</a>
>	<a href="#">Diplômes</a>
>	<a href="#">Contacts</a>

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## 4. ENROLMENT ON A COURSE

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ATTENTION! These formalities should be fulfilled as soon as possible  
by all students



### ■ DEADLINE - WEDNESDAY 30<sup>TH</sup> SEPTEMBER

#### [4.1. On-line enrolment on courses](#)

To realise this step, you need your **NOMA** and **FGS UCL** number. If you do not possess these elements read directly point 4.2

The students have to enrol on-line on their courses program through their virtual office between the **22<sup>nd</sup> September and the 30<sup>th</sup> September 2009**.

A series of choices have to be done at the enrolment:

- choice of the core courses
- choice of the « finalité »
- choice of the options

Once you have made your choices and registered them, the list of the courses composing the enrolment and the particular query is posted. The corresponding **total credit number** is also posted.

REMARK: during the enrolment period, the students can still **modify** their registration. Do not forget to **save** your new program.

#### [4.2. Enrolment on the course form \(Annex I\)](#) **!!! Compulsory !!!**

In addition to the on-line registration on the courses (point 4.1) each student will have to imperatively return her/his enrolment form

1. FILLED thanks to annex II
2. and SIGNED to the ESL secretary for the 30<sup>th</sup> September.

(\*) Annex II is a list of the options and elective courses offered to the students enrolled on the ESL masters.

For those wishing a “staggering” of their program, please follow the procedure explained in point 5.

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## 5. PROGRAM REQUEST

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### ■ DEADLINE - WEDNESDAY 30<sup>TH</sup> SEPTEMBER

All the Program Request must be introduced on the form “Special Course Request” available on the website or at the student office BEFORE the Wednesday 30<sup>th</sup> September

#### [5.1. Exemptions](#)

The requests of exemptions concerning the courses of your program are to be introduced

- at the latest by Wednesday 30<sup>th</sup> September if the request concerns courses of the first semester
- and at the latest before Friday 5<sup>th</sup> February 2010 for the courses of the second semester.

#### [5.2. Anticipation of course](#)

If you have been deferred by the jury at the end of your study year and if you get a certain number of « reports » or credits (« reported courses or credits = courses that the student doesn't need (« report ») or cannot sit for again (credit)) given by the jury, you can introduce a request in order to integrate in your program courses normally taught in the next year. Such an authorization depends on the number of “reports” or credits you get from the jury. It is your responsibility to check whether the timetable is compatible with the courses you have to attend again.

BE CAREFUL: do not mistake a credited course (= a course that you don't have to sit for anymore) for the credits of a course (= the weight, the workload that a course represents).

#### [5.3. Additional courses](#)

Particular query, specially motivated and duly justified can be introduced to obtain, for exceptional reasons, the integration of one or several additional courses in a study program.

#### [5.4. Staggering](#)

Here are the conditions in which you can request a staggering of your program:

- If you follow two programs simultaneously,
- If you are in an exceptional situation ( in charge of infants, illness, ...)
- Or if you have an occupation in parallel (with a copy of the employment contract).

Every staggering request should be introduced through the appropriate form with a convention specifying your programme project at the latest on Wednesday 30<sup>th</sup> September.

Beyond this date and to 30<sup>th</sup> October 2009, your request should be addressed to the vice-rector to the Students Affairs. For more information, please contact Marie Gilot.

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## 6. Examinations

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### 6.1. Enrolment fees

<b>Site UCL</b>	<b>Site FUNDP</b>
<p>In order to sit your examinations during the January and June sessions you have to be properly enrolled at the ESL and have paid the enrolment fee. If it is not the case, you will not be able to register for the examinations.</p> <p>The registration fee for the examinations (sessions of January and June) is included in the enrolment fee. There is no particular procedure to be followed. The only thing you have to do is to register for the examinations.</p> <p>If you are deferred at the June session and if you plan to sit again the examinations in the September session, you have to pay another fee in July for this session. This has to be done at the UCL student secretariat (halles universitaires) or at the FUNDP. A bank transfer form will be sent directly to your home.</p>	<p>See with the student office of ESL-FUNDP</p>

### 6.2. Enrolment on the examinations

The enrolment procedure for the examinations is to be done on-line through your virtual office. We strongly advise the students to print the registration form on the examinations after having validated it so that it can be used as proof if necessary. Any problem should be reported as soon as possible to the ESL secretariat to Solange Dujardin ([solange.dujardin@uclouvain.be](mailto:solange.dujardin@uclouvain.be))

The enrolment periods are indicated in your 2009-2010 Calendar that you will find in your "Start day" file. These dates will be reminded on the portal and on the bulletin board. It is compulsory (except for withdrawal in time, illness or any other reason regarded as force majeure) to sit for the exams you enrolled on. In the other hand, you cannot sit for an examination on which you have not enrolled.

We suggest you to read again the examinations rules of the ESL.

### 6.3. The examination sessions: January, June and September

▲ **SITE** <http://www.uclouvain.be/100111.html>

#### **January**

For the January Session, you enrol for all or some examinations related to the courses of the first semester. You have not finished your study year and you are automatically registered for ISOLATED EXAMINATIONS.

## June

### Site UCL

You are still automatically enrolled at the June session. You can be enrolled either :

- “à l’épreuve” = you enrol for all examinations related to the courses of the second semester and for those of the first semester you did not sit in January. As a consequence to be deliberated in June, you have to have been enrolled at least once for every examination so that every course of your program has a mark and will be deliberated.
- For ISOLATED examinations = you do not enrol for all examinations of the second semester and to those of the first semester that you did not sit for in January. As a consequence, you will not be deliberated in June.

### Site FUNDP

At the June session you are automatically enrolled “à l’épreuve”.

## In September

The September session is intended for:

- Those who didn’t sit their exams previously,
- Those who have been deferred in June.

## 6.4. Useful information about all examinations sessions

### **Rules**

The examination rules common to the UCL and the FUNDP for the joint programs of the ESL are available on the site:

▲ SITE <http://www.uclouvain.be/144723.html>

!!!!!! EACH STUDENT is supposed to know the examinations rules. READ THEM CAREFULLY!!!!!!

### **Practical arrangements**

You have to conform to the arrangements that will be posted on the bulletin board and on-line before the enrolment period, especially in terms of date and time limit. Any delay without exceptional reason will be submitted to the appreciation of the president of the ESL examination jury.

### **Withdrawal**

At each session, you will be given the possibility to withdraw from one or several examinations until a deadline that is very close to the session. Every withdrawal request must be introduced thanks to a form available on the portal.

### **Absence**

Each absence at an examination must be motivated. The original supporting documents (medical certificate, death certificate, letters...) are to be addressed to the faculty secretariat.

### **Documents**

After the June and September Session, you receive an official attestation notifying the marks of the examination and if necessary, the results of the "à l'épreuve", the "reports" and the credits.

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## 7. PLAGIARISM

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The UCL and the FUNDP set a severe politics of plagiarism detection. The strict rules are reminded in the document concerning the thesis.

ATTENTION Plagiarism is regarded as cheating and can lead to severe sanctions, ranging from deferring until next year to the exclusion of the student.

▲ SITE <http://www.uclouvain.be/plagiat>

## 8. COURSES TIMETABLE

▲ SITE <http://www.uclouvain.be/78073.html>

You will be able to consult your courses timetable on the ESL portal. This timetable will be permanently updated along the year: we advise you to check it regularly in order to know the potential changes.

ATTENTION :

1. The timetable on the portal only concerns the courses and seminars. The timetable of the exercises sessions and the supervised practical work will be posted on the bulletin board.
2. The timetables of the courses that are not organized by ECON are available:
  - either at the secretariat responsible for the organisation of the course
  - or on the Internet in the specifications of the course :  
<http://www.uclouvain.be/prog-2009-tcecon2m.html>

### Cours au choix hors ESL

*maximum 2 cours parmi la liste suivante ou parmi la liste de cours du master en économie de la KUL (sur approbation de la commission de programme)*

⊗ <a href="#">BIR1343</a>	Economie des ressources naturelles et de l'environnement	<a href="#">Frédéric Gaspard</a>	37.5h + 7.5h	4 crédits	2q	x
⊗ <a href="#">DROP2032</a>	Droit des produits financiers	<a href="#">Matthieu Duplat, Philippe Lambrecht</a>	30h	5 crédits	2q	x
⊗ ELFI2406	Introduction à la microstructure des marchés financiers	N.		5 crédits		x
⊗ <a href="#">LSMS2015</a>	Produits dérivés	<a href="#">Michel Levasseur</a>	30h	5 crédits		x
⊗ <a href="#">DROP2143</a>	Droit social européen et international	<a href="#">Pascale Vielle</a>	30h	5 crédits	2q	x
⊗ <a href="#">TRAV2210</a>	Droit du travail	<a href="#">François Vandamme</a>	30h	5 crédits		x
⊗ <a href="#">DROP2103</a>	Droit des contrats relatifs à la propriété intellectuelle	<a href="#">Fernand De Visscher, Bernard Remiche</a>	30h	5 crédits	2q	x
⊗ EMSG2101	Fiscalité belge et internationale des revenus (FUNDP)	N.		5 crédits		x
⊗ ELFI2404	Droit financier	N.		5 crédits		x

## 9. WHO SHOULD YOU TALK TO?

All information related to:

- The rules
- The organization of the ESL (procedure, deadline, on-line enrolment...)
- Your course program

Can be obtained at your respective secretariats.

☺ **Thanks for respecting the reception hours of each service. This information is indicated in front of each office.**

### SECRETARIATS ESL

FONCTION	UCL	FUNDP
Administrative manager of the department	Marie GILOT 010/47.39.53 - D-006 marie.gilot@uclouvain.be	Pierrette NOËL 081/72 48 23 Bureau pierrette.noel@fundp.ac.be
Student secretariat	Solange DUJARDIN 010/47.39.55 - D-020 solange.dujardin@uclouvain.be	Pierrette NOËL 081/72 48 23 Bureau pierrette.noel@fundp.ac.be
International mobility	Pascale SCHICKS 010/47.39.54 - D-003 pascale.schicks@uclouvain.be	
Administrative manager of the doctoral school	Pascale SCHICKS 010/47.39.54 - D-003 pascale.schicks@uclouvain.be	Pierrette NOËL 081/72 48 23 Bureau pierrette.noel@fundp.ac.be
Training secretariat	Sandrine Tomsen ADEL - 010/47.41.58 - D-023 secretariat-adel@uclouvain.be	
Service employi	Natacha VAN DER STRICHT ADEL - 010/47.41.58 - D-019 natacha.vanderstricht@uclouvain.be	

**ATTENTION**  
**The student office of ESL is CLOSED on WEDNESDAY**

## RESPONSABLES ACADEMIQUES ESL

FONCTION	UCL	FUNDP
Chairman of the department	Vincent BODART 010/47.41.44 D-356 <a href="mailto:vincent.bodart@uclouvain.be">vincent.bodart@uclouvain.be</a>	Jean-Marie BALAND 081/72.48.66 537 <a href="mailto:jean-marie.baland@fundp.ac.be">jean-marie.baland@fundp.ac.be</a>
Manager of the programs: M60 M120 - Finalité Spécialisée M120 - Finalité Didactique	Vincent VANDENBERGHE 010/47.41.41 D-106 <a href="mailto:Vincent.Vandenberghe@uclouvain.be">Vincent.Vandenberghe@uclouvain.be</a>	Mathias HUNGERBÜHLER 081/7248.61 531 <a href="mailto:mathias.hungerbuhler@fundp.ac.be">mathias.hungerbuhler@fundp.ac.be</a>
Manager of the program M120 - Finalité Approfondie	François MANIQUET 010/47.43.28 CORE-134 <a href="mailto:francois.maniquet@uclouvain.be">francois.maniquet@uclouvain.be</a>	Jean-Philippe PLATTEAU 081/72.48.60 534 <a href="mailto:jean-philippe.platteau@fundp.ac.be">jean-philippe.platteau@fundp.ac.be</a>
Chairman of the ESL examinations jury and secretary of the ESL examinations jury	?????  Daniel WEISERBS	
International affairs manager	Michel DE VROEY 010/47.39.46 D-210 <a href="mailto:michel.devroey@uclouvain.be">michel.devroey@uclouvain.be</a>	Gani ALDASHEV 081/72.48.62 530 <a href="mailto:Gani.aldashev@fundp.ac.be">Gani.aldashev@fundp.ac.be</a>
Traineeship manager	Bernard HANIN 010/47.28.93 D-025 <a href="mailto:bernard.hanin@uclouvain.be">bernard.hanin@uclouvain.be</a>	Mathias HUNGERBÜHLER 081/7248.61 531 <a href="mailto:mathias.hungerbuhler@fundp.ac.be">mathias.hungerbuhler@fundp.ac.be</a>
Director of the doctoral school	David DE LA CROIX 010/47.34.53 D-214 <a href="mailto:David.delacroix@uclouvain.be">David.delacroix@uclouvain.be</a>	Jean-Philippe PLATTEAU 081/72.48.60 534 <a href="mailto:jean-philippe.platteau@fundp.ac.be">jean-philippe.platteau@fundp.ac.be</a>

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## 10. STUDENTS REPRESENTATIVES

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### ■ DEADLINE - FRIDAY 25<sup>TH</sup> SEPTEMBER

The student representatives are

#### **6.1. The normal channel of information for all collective problems of your year.**

Per year of studies, the students designate one or several course representative(s) to whom they may express their wishes, criticisms and suggestions in view of the meetings of **Year Committees** which are held once per quarter with the manager of the programme and the teachers concerned.

The delegates intervene at the end or at the beginning of a course to draw your attention to information which appears on the bulletin boards, note a change of room or schedule, inform that a professor will be absent, announce the publication of a syllabus, recall the examination registration, etc.

#### **6.2. Representatives of their peers in the decision-making bodies of the departments of the ESL (UCL – FUNDP)**

All of the students elect representatives for the following decision-making bodies:

1) the department of economics - UCL

- four student representatives to the Board of the Department and
- two student representatives to the Department Office,

2) the department of economics – FUNDP

- four student representatives to the Board of the Department and
- two student representatives to the Department Office,

The academic calendar of these bodies is available from the ESL/UCL and ESL/FUNDP secretariats

### **ATTENTION**

**The delegates designated to represent the students are invited to introduce themselves to the Secretariat.**

## 11. LIBRARIES, AUDITORIUM AND SERVICES

### 11.1. [Libraries](#)

Site UCL	Site FUNDP
ESPO library ▲ <b>SITE</b> <a href="http://www.uclouvain.be/bspo">http://www.uclouvain.be/bspo</a> IRES Library ▲ <b>SITE</b> <a href="http://www.uclouvain.be/9730.html">http://www.uclouvain.be/9730.html</a>	To access the FUNDP library the students should go personally to the library (BUMP, rue Grand Gagnage) to get their card.

### 11.2. [Les auditorios](#)

Site UCL	Site FUNDP
<p>The auditorium and the seminars and the exercises rooms are identified by a numbering preceded by one or several letters referring to the building in which it is located.</p> <p>Here are the acronyms identifying the auditorium buildings :</p> <p>AGOR : Auditorios Agora, Agora 4            BARB : Auditorios Sainte-Barbe, Place Sainte-Barbe, 1            COUB : Auditorios de Coubertin, Place P. de Coubertin            DESC : Collège A. Descamps (Fac de théologie) Grand Place            DOYE : Auditorios Doyens, Place des Doyens            DUP : Collège Dupriez, Place Montesquieu, 3            ERAS : Collège Erasme (Fac. de Philosophie et Lettres), Place Blaise Pascal            ILV : Institut des Langues vivantes, Traverse d'Esopé, 1            LECL : Collège J. Leclercq, Place Montesquieu, 1            MONT : Auditorios Montesquieu, Place Montesquieu            MORE : Collège Thomas More, Place Montesquieu, 2            SCES : Auditorios des Sciences, Place des Sciences, 2            SOCR : Auditorios Socrate, Place du Cardinal Mercier, 10-12            STUD : Studio, Place Agora            SUD : Auditorios Croix du Sud, Place Croix du Sud</p> <p>▲ <b>SITE Map of UCL auditorium</b>  <a href="http://www.uclouvain.be/9332.html">http://www.uclouvain.be/9332.html</a></p>	All the courses are given at the Economics Department of FUNDP: Rempart de la Vierge 8 – 5000 Namur

### 11.3. [Computer services](#)

Site UCL	Site FUNDP
▲ <b>SITE</b> <a href="http://www.uclouvain.be/si">http://www.uclouvain.be/si</a>	Access to the computer rooms: a magnetic card will be distributed – see notice to the bulletin board.

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## 12. ALUMNI ASSOCIATION

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Site UCL	Site FUNDP
<p>▲ SITE <a href="http://www.uclouvain.be/3954.html">http://www.uclouvain.be/3954.html</a></p>	<p>▲ SITE <a href="http://www.fundp.ac.be/facultes/eco/almen/">http://www.fundp.ac.be/facultes/eco/almen/</a></p>

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## 13. JOB SERVICE

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The **activities** of the Job Service correspond to the following objectives:

- to receive the students in their last years and the graduates in Economics in order to help them in their professional endeavours, give them the tools necessary for preparing their job search, put them into contact with alumni in order to develop professional relations and share their knowledge
- to inform them about business life and developments in the job market (monthly publication of job offers)
- to inform recent and future graduates of possibilities for study scholarships (here or abroad) in order to complete their education
- to propose to companies, societies and institutions to communicate their job offers and to fill them more quickly
- to organise meetings between professional circles and future graduates;
- to contact the international organisations (IMF, World Bank)
- to raise the awareness of the youngest about "jobs in economics" via the experiences of graduate alumni

For more information, visit our Internet sites:

Site UCL	Site FUNDP
<p>▲ SITE <a href="http://www.uclouvain.be/3943.html">http://www.uclouvain.be/3943.html</a></p> <p><b>Contact</b></p> <p>Natacha Vanderstricht <a href="mailto:natacha.vanderstricht@uclouvain.be">natacha.vanderstricht@uclouvain.be</a></p>	<p>▲ SITE <a href="http://www.fundp.ac.be/universite/jobs/">http://www.fundp.ac.be/universite/jobs/</a></p> <p><b>Contact</b></p> <p>Emmanuelle Rassart <a href="mailto:emmanuelle.rassart@fundp.ac.be">emmanuelle.rassart@fundp.ac.be</a></p>

**We hope you had pleasant holidays  
and  
we wish you an excellent academic year.**

September 21 2009