



# Louvain School of Management LLN Campus

## Practical guide for International students

**2011-2012**

**UCL, Louvain-la-Neuve, Belgium**

### About the guide

This guide will help you to plan and organize your stay in Louvain-la-Neuve as a Louvain School of Management student. It is meant to provide you with guidelines. The information concerns the organization prior to your stay, the essentials for the first weeks and where to obtain the best and necessary information. It will help you to handle the volume of information you will receive during the first weeks and thus will let you enjoy your exchange semester from the first day.

The guide is made up of two main chapters.

- Chapter I contains all the necessary information before your departure.
- Chapter II provides guidelines on the first steps to be taken upon arrival.

May you have any comments or questions, please contact us at [yvette.archibald@uclouvain.be](mailto:yvette.archibald@uclouvain.be)

The LSM International Office



**Louvain School of Management, LLN Campus - UCL**

Place des Doyens 1, 1348 Louvain-la-Neuve, Belgium

✉: [yvette.archibald@uclouvain.be](mailto:yvette.archibald@uclouvain.be)

☎ +32 (0) 10 47 83 22 📠 +32 (0) 10 47 83 24



## TABLE OF CONTENTS

<b>Chapter I - Before Departure</b>	<b>3</b>
1. Semester dates	3
2. Registration procedure	4
3. Check list of documents to bring with you	5
4. Housing for CEMS students only	5
5. Housing for Exchange/CEMS students	5
6. Important dates and study courses information	7
7. Pick-up service and student associations	9
<b>Chapter II - Upon arrival in Louvain-la-Neuve</b>	<b>10</b>
1. Arrival possibilities	10
2. First steps – Exchange and CEMS students	11
3. Practical information	12
<b>The Louvain School of Management staff – contact persons</b>	<b>17</b>
<b>Other services</b>	<b>18</b>
<b>Appendix</b>	<b>19</b>
<b>UCL EXAM RULES</b>	<b>19</b>

## Chapter I - Before Departure

### 1. Semester dates

#### Term 1:

- Courses from mid-September till Christmas ;
- Exams in January (see more details page 8) – registration in November

#### Term 2:

- Courses from end of January till mid-May ;
- Exams in June for all the students – registration end of March

Third (re-sit) exam session: end of August/beginning of September – registration first week of July

Note: The university regulation states that an exam may be taken twice during two different exam sessions, during the same academic year. This rule also applies to the exchange students.

### Academic calendar 2011-2012

TERM 1	
WHAT	WHEN
Registration deadline (term 1 exchange students and CEMS guest students, one-year exchange students, double-degree students)	May 15
10 days before arrival	Confirmation of arrival date – through arrival form
Last day of arrival in Louvain-la-Neuve (term 1)	September 15
Orientation Day	September 16
Official start of the academic year (1 <sup>st</sup> day of class)	September 19
Last day of registration for courses	September 30
End of the first semester	December 21
Exam session	January 03 - 21
TERM 2	
WHAT	WHEN
Registration deadline (term 2 exchange students and CEMS guest students)	November 15
10 days before arrival	Confirmation of arrival date – through arrival form
Last day of arrival in Louvain-la-Neuve (term 2)	January 26
Orientation Day	January 27
Official start of the Spring term (1 <sup>st</sup> day of class)	January 30
Last day of registration for courses	February 10
Easter Break	April 02-13
End of second semester	May 19
Exam session	June 04-30
Third (re-sit) exam session	August 20 – September 8

## **2. Registration procedure**

To register at UCL, please send us back the completed and signed UCL admission and registration form which will be sent to you as soon as you have been selected by your home institution (April or November) - with the supporting documents required:

### **Exchange students (including CEMS students):**

- A copy of your passport (or identity card for EU students) where your nationality clearly appears ;
- your ECTS learning agreement completed and signed by yourself and the academic coordinator of your home institution ;
- your transcript of records of all previous years of higher education ;
- Three passport size color pictures (originals, with white background) ;
- A copy of your health insurance certificate (copy of your European social security card for Europeans; private insurance, ...). You can also bring this document with you. It might be possible to contract one when in Belgium.
- For non EU students only, a recent chest x-ray certificate with the date and the doctor's name is also required. You can bring it with you or have the X-ray done free of charge, upon your arrival in LLN. Please contact Ms. Yvette Archibald, for more details (see contact information below) ;

### **Please return the complete registration file to:**

Ms. **Yvette Archibald**, in charge of incoming exchange/CEMS students  
Louvain School of Management, UCL  
International Affairs Office (A009)  
Place des Doyens 1 - B-1348 Louvain-la-Neuve – Belgium  
E-Mail : [yvette.archibald@uclouvain.be](mailto:yvette.archibald@uclouvain.be)  
Phone : +32 10 478322 - Fax : +32 10 478324



### **Deadlines for registration:**

- **May 15**, (Term 1/one year Exchange and CEMS students)
- **November 15**, (Term 2 Exchange and CEMS students)

### **UCL « Autorisation d'inscription » (UCL acceptance letter)**

Once the LSM International office receives your complete registration file, it will be checked and forwarded to the UCL Central Administration Office which will send you your UCL "**Autorisation d'inscription**" letter **at the address mentioned on your registration form**.

If the UCL Central Administration Office does not have your complete registration file by the May or November deadline, you will receive the UCL acceptance letter late and could have problems to obtain your visa. So, please be careful on that!

The UCL "Autorisation d'inscription" is the official proof that you are accepted at UCL. You will **need it to obtain your visa** and to be able to **officially register at the university** upon your arrival. So, **do not forget it at home!**



Non European students need a visa to enter Belgium! Please check the procedures with the closest Belgian Embassy or Consulate in your country (see:

[http://diplomatie.belgium.be/en/services/embassies\\_and\\_consulates/belgian\\_embassies\\_and\\_consulates\\_a\\_broad/](http://diplomatie.belgium.be/en/services/embassies_and_consulates/belgian_embassies_and_consulates_a_broad/) . Chinese students only need to take the "light" APS (NO interview)

### **LSM « Lettre d'acceptation » (LSM acceptance letter)**

The LSM « Lettre d'acceptation » is **sent to your home institution coordinator** end of April/November. This letter confirms your acceptance as an exchange student at the LSM. (Same procedure for CEMS students.)



### **Double degree students :**

For more details, please contact directly:

Ms. **Isabella Fontana**, Double Degree Coordinator  
Louvain School of Management, UCL  
International Affairs Office (A010)  
Place des Doyens 1 - B-1348 Louvain-la-Neuve – Belgium  
E-mail: [double.degree-lsm@uclouvain.be](mailto:double.degree-lsm@uclouvain.be)  
Phone: +32 10 479029 - Fax : +32 10 478324

### **3. Check list of documents to bring with you**

- ID card or passport
- 4 passport-size photos (facial recognition, white background, identical) (3 for European students)  
(see page 11)
- UCL "Autorisation d'inscription" letter
- LSM "Acceptance letter"
- Proof of your health insurance (see details page 4)
- Proof of your fellowship or financial statement (for Non-European students only, see details page 11)

### **4. Housing for CEMS students only**

Students who want to temporarily rent out their room can use the CEMS platform "Housing Anywhere". This service brings the demand and supply of student accommodation together. It operates on a full student to student basis without intermediaries.

CEMS Housing Anywhere web site : <http://www.housinganywhere.com/>

### **5. Housing for Exchange/CEMS students**

To find housing in Louvain-la-Neuve, there are several possibilities. The best way to participate in student life is to live on the campus itself. Indeed, Louvain-la-Neuve is an unusual pedestrian campus with 15 000 students and more than 20 000 residents.

More information is available on their web page, but unfortunately it's only in French!

[http://www.uclouvain.be/cps/ucl/doc/loges/documents/Brochure\\_Se\\_loger\\_2010.pdf](http://www.uclouvain.be/cps/ucl/doc/loges/documents/Brochure_Se_loger_2010.pdf)

**Due to housing constraints, we strongly advise all the students to reserve their room well in advance through the UCL housing service (Service des Logements). Indeed, all the student rooms are assigned on a "first come-first served" basis, so it is in your own interest to send your housing request form as soon as possible!**

#### ***Student housing in Louvain-la-Neuve***

- Living in a "kot"

"Kot" originally is a Dutch word meaning "junk room". Nowadays it is used in all parts of Belgium for student flats. It consists in single bedrooms with common areas (kitchen, living room, bathroom(s) /shower(s), toilet(s)).

A "kot" can be pre-reserved in advance through the UCL "**Service des Logements**" (UCL housing service) or **through private real estate agencies or owners**. It gives you the possibility to live with Belgian students in a shared apartment. A UCL kot is usually less expensive than other housing solutions (cost: 225 to 350 €/month).

Most of the rooms are on campus or in the neighbourhoods.

Living in a kot means living with other students which helps to get in contact with others. Usually most of the roommates are French speaking Belgians, which will help you improve your French even if most of the Belgians understand and speak English as well.

The cleaning service comes once a week and cleans all the surfaces of common rooms.

- "Kot à projet" (KAP)

In a KAP you will share a common interest with your housemates and work on a small project during your exchange period. All KAP are supervised by the university. Those rooms must also be reserved through the **Service des Logements** (UCL housing service).

- The "Collège International Timothy Radcliffe"

Rue René Magritte 7, (in front of the EPHEC building), website: <http://www.uclouvain.be/en-18055.html> offers 1 semester rooms for exchange students. Contact: [college.radcliffe@gmail.com](mailto:college.radcliffe@gmail.com)

- Living in a family

If you want to live in a family on the campus, the UCL housing service can provide a list of private owners.

### **Reserve a room in advance at the UCL housing service**

Send the **housing request form** that you will receive with your welcome letter **only to the UCL housing service** to the attention of:

**Ms. Laurence Mairesse** ([laurence.mairesse@uclouvain.be](mailto:laurence.mairesse@uclouvain.be))

Address:

INFOR LOGEMENT UCL

Rue de la Gare, 6 - 1348 Louvain-la-Neuve, Belgium

Tel : +32 10 478240

Fax : +32 10 472039

*Office opening hours: Every day from 10 to 12 AM and from 1:00 to 3:30 PM*

More information: <http://www.uclouvain.be/en-18127.html>

Based on the availabilities, Ms. Mairesse will keep you informed concerning your room reservation.

### **Temporary accommodation**

If your room is not available at your arrival, you can stay at

- Kot Erasmus – UCL student association

The “Kot Erasmus” is a Kot-a-projets (KAP) of Belgian and Erasmus students, supervised by UCL, and aims at bringing together Exchange students and Belgian students. The "Kot Erasmus" offers a tour of the campus for students when they arrive and organizes a large number of activities throughout the academic year. It also offers temporary accommodation : [koterasmus@gmail.com](mailto:koterasmus@gmail.com) - Place des Paniers 1 – Tél. +32 (0)10 24 26 95. It works closely with the IESN Team of the school of Management.

- Hotel Mercure

The “Hotel Mercure” is located a little bit outside Louvain-la-Neuve, Boulevard de Lauzelle 61, at about 10-15 minutes walking from downtown: [http://www.mercure.com/mercure/fichehotel/fr/mer/2200/fiche\\_hotel.shtml](http://www.mercure.com/mercure/fichehotel/fr/mer/2200/fiche_hotel.shtml) ; E-mail : [H2200@accor-hotels.com](mailto:H2200@accor-hotels.com)

- Piano II

Grand Route 61 - 1435 Corbais, N4 between Wavre and Gembloux - Motorway E411 - Exit 9, Tel: +32 (0)10 65 60 42 ; Fax: +32 (0)10 65 83 08. More information: <http://www.piano2.be/>

- Other possibilities

Here is a link where you will find different youth hostels in the country. The nearest of LLN would be in Brussels or Namur. More information at:

<http://www.brusselsinternational.be/wabxlint/fr/visiteur/loger/logement-jeune-bruxelles.act>

(make a research for “auberge de jeunesse”).

You can also find announcements from private owners on some forum or websites like [www.petitesAnnonceslln.be](http://www.petitesAnnonceslln.be) (recommended).

### **Other possibilities to get a room**

You can also search through the private owners or private real estate companies. More information can be found at <http://www.uclouvain.be/en-18127.html>. Please see the list of Private Agencies page 18.

Be aware that the private agencies usually rent their rooms in priority to 1-year exchange students!

We can also propose you the room of an LSM student who will be abroad during the 1 – 2 term (depending on the offer). Yvette will send you the demands if any.

### **Furniture**

If you chose housing in a UCL “kot”, your room will be furnished. Normally they are all equipped with a wardrobe, a table, a chair, a bed with a mattress and, in most cases, with a washing basin.

Linen are not provided but you can rent a bed-kit, at the UCL Housing Service, for 20 € or buy it for 60 €

Families normally provide furnished rooms as well.

In a private room, furniture is not necessarily provided – ask the landlord or the previous tenant about it.

## **6. Important dates and study courses information**

- **Information sessions for exchange, CEMS and double-degree students - mandatory**

The **Friday before the start of each semester, at 2 PM in the LSM building**, the International Affairs Office will be happy to meet you for a mandatory general information session and will give you all necessary documents concerning the courses and practical details and information concerning the school, life at LSM and in Louvain-la-Neuve.

The student association representatives will also be there to present their goals & activities throughout the semester. In particular, the ESN Team will organize a student gathering (foreign and Belgian students). It is a very pleasant and informal way of getting acquainted with Louvain-la-Neuve and your new student life. **DON'T MISS IT!**



**For 2011-2012, this Information Session will take place on Friday September 16, 2011 (for Term 1) and Friday January 27, 2012 (for Term 2).**

Please note there will be **an additional information session for the CEMS students and for the double-degree students** during the first week of each term (precise dates TBC)

- **Study course information**

At the information session, you will receive a **course/exam registration form**. You will have two weeks from the beginning of the term to choose your courses and **return the form filled in** to the International secretariat (A009) at the end of the second week of classes at the latest. (Opening hours of the International Affairs Office, see page 17.) **NO online registration for exchange students.**

It means that the choice of courses made through the ECTS learning agreement can be modified during the first two weeks of the semester with the approval of your home institution and the LSM.

It is up to students to discuss their course choice with their home academic advisor as their programme needs to fit their home institution requirements.



After those two first weeks, you will have an extra week to make final changes in your courses/exams program but there must be indicated clearly on your registration form and on your learning agreement, with the approval of your home institution and of the LSM.

### **Level of courses at the LSM**

LSM proposes courses at the master level (year 4 and 5), but students can access courses at the bachelor level if needed with the approval of their home institution and of the UCL bachelor department.

Prerequisites may be asked by some teachers? Please check the course descriptions.

### **Course workload for the incoming exchange students**

*Exchange students:* the regular course workload is of **30 ECTS**, min. **25 ECTS** (language courses not included). LSM courses are worth 5 ECTS each.

For students having **specific academic requirements, confirmation from the home university is compulsory.**

“**ECTS**” stands for European Credit Transfer System, it is the common credit system developed by the EU commission to provide common criteria to guarantee academic recognition of studies abroad. It provides a way to measure and compare learning achievements and workload for the students.

One academic year equals 60 ECTS, one semester 30 ECTS (+/- 30h course/semester). We thus recommend exchange students to select the same workload.

The LSM course schedule is available on the LSM website <http://www.uclouvain.be/en-lsm.html> under “One Click” and is updated just before the beginning of each academic year.

*CEMS students:* the MIM program will apply to the CEMS students (please see CEMS student guide on [cems.org](http://cems.org)). Specific information will be sent to you by e-mail.

*Double-degree students:* a specific curriculum has been designed for those students. Separate information will be given.

### ***Taking some courses outside the LSM (Not for CEMS students)***

As UCL is a comprehensive university, the exchange students can take some of their courses (2 out of 6) outside the School of Management with the approval of their home institution and of the UCL concerned department.

To find a class in another faculty, enter the name of the course you are looking for in "votre recherche", top of the page on our website.

### ***Languages of instruction***

French or English. When the title of the course is in English the course is taught in English.

Full track in English is possible.

The list of **courses available to exchange students** for the new academic year is up-dated during the summer. Nevertheless you can have an idea based on the course list of the current academic year (see page <http://www.uclouvain.be/204326.html> => [Cours - ouverts aux étudiants étrangers](#) PDF)

The double-degree students will receive separate information.

Within the two first weeks of classes, you must finalize your choice of courses. This registration applies for your **courses and exams**. (For one-year students, more details will be given concerning the June exams in due time).

### **See UCL exam rules, page 19!**

### ***French language courses***

Before/during the semester: you can take French language courses at CLL, the private language school on the campus. Information will be sent to you directly by CLL in due time. More details : <http://www.cll.be/>.

During the semester, UCL offers you a free of charge French language course at ILV (Institut des Langues Vivantes), the UCL language school, if you include it in your learning agreement and on your course/exam registration form (it will thus appear on your transcript).

If it is not part of your programme, there will be a registration fee of 200€ (except if you have a specific home university certification, the fee can go down to 75€).

Exchange students do not have access to English, Dutch and Spanish language courses.

### ***LSM pedagogical system***

The teaching system at LSM includes a large amount of group works. The group works generally have an impact on your final grade but normally you have a final exam in addition. While planning your courses consider that group works take quite a lot of time. Sometimes it is mentioned in the course description if there will be a group work.

Please note that the **groups are formed the first week of the semester!**

### ***Lecture notes***

You can find your lecture notes either on the UCL intranet (through i-Campus for example) or in the DUC (Grand'rue - See on : <http://www.ciaco.be>)

The DUC is a place where you can find handouts for most of the courses. Normally you are told during the 1<sup>st</sup> lecture, whether or not there is a "Syllabus" (a syllabus is a hand out) or other materials for the class and where to find them.

### ***About the Exams***

There are three exam sessions. Each student has the right to take twice the same exam during two different exam sessions (of the same academic year).

Some courses have oral exams. Evaluations are based on - depending on the course - class participation, oral presentations (individual and by group), written exams (essays/projects/group reports).

Evaluation is explained in the course description and/or during the first lecture.

As the university does not allow the organization of exams outside the regular exam periods:

- **all the exams will have to be taken during the examination periods only** (from abroad if absolutely necessary), thus no possibility of advanced exam session in January nor in June.

only students having to be back in their university beginning of January for academic reasons only will be allowed to take their exams from abroad in January or in June/september (same day and +/- same time as the exam at UCL). A proof from the home institution is required by the LSM

International Office at the beginning of the term (to hand in with your course/exam registration form). More details will be given in due time to the concerned students.

- if students are supposed to be in LLN in January but are not, they will have the possibility to sit for their exams from abroad in June or September (knowing that September is the last possibility to do them).
- Re-sit exams, in June or in September, can also be taken from aboard, in the home institution only (same day and +/- same time as the exam at UCL) and under certain conditions.

- **UCL grading system**

ECTS Grade	% of successful students normally achieving the grade	Definition	UCL Grade
<b>A</b>	10	EXCELLENT – outstanding performance with only minor errors	$17 \leq n \leq 20$
<b>B</b>	25	VERY GOOD – above the average standard but with some errors	$15 \leq n < 17$
<b>C</b>	30	GOOD – generally sound work with a number of notable errors	$13 \leq n < 15$
<b>D</b>	25	SATISFACTORY – fair but with significant shortcomings	$11 \leq n < 13$
<b>E</b>	10	SUFFICIENT – performance meets the minimum criteria	$10 \leq n < 11$
<b>F</b>	-	FAIL – considerable further work is required	$n < 10$

## **7. Pick-up service and student associations**

- **IESN**

The **Arrival form** is sent automatically by the International affairs office to all selected students coming to the LSM, including CEMS students.

In order to be picked up from the airport/railway station, you have to fill in that **Arrival form** and Fax (+32 10 478324) or mail it back to [esn.lln@gmail.com](mailto:esn.lln@gmail.com) with a copy to [yvette.archibald@uclouvain.be](mailto:yvette.archibald@uclouvain.be) , **10 days before departure at the latest !**

The IESN student team will assign you a buddy. He/she should get in contact with you previously to your departure.

A buddy is a person who will pick you up at the airport/railway station, help you finding accommodation or simply welcome you in Louvain-la-Neuve.

As soon as you arrive, he/she will help you during the first days, and you can refer to him/her during your stay.

Until then or in case your buddy doesn't answer to your E-mails, don't hesitate to contact the IESN Team directly by E-mail : [esn.lln@gmail.com](mailto:esn.lln@gmail.com).

- **CEMS Club**

If you are a CEMS student, you will also be contacted by the local CEMS CLUB, an organization that will help you during your stay and will organize specific CEMS events for you.

You can find further information on <http://www.cems.be/> E-mail : [cemsclub\\_lln@yahoo.fr](mailto:cemsclub_lln@yahoo.fr)

## Chapter II - Upon arrival in Louvain-la-Neuve

### 1. Arrival possibilities

#### By plane

You will land in Brussels or in Charleroi (Brussels South). Your buddy should be waiting for you ! If not you can easily take a train to Louvain-la-Neuve-Université (not Leuven !), in both cases it will take you more or less 1 hour to reach the Louvain-la-Neuve campus.

#### By train

From Brussels Airport, you have to take either an IC (Inter-City) train going to Ottignies. At Ottignies, you take another train to Louvain-la-Neuve-université (not Leuven/one stop). Or you take an IR (Inter-regional) train. It is a direct train but a bit slower as it stops in different regional train stations. With the IR train, you do not have to change in Ottignies.

Please see an example of timetable below.

To have updated train schedule, consult the SNCB (Belgian railway company) website <http://www.b-rail.be>

#### Trains from Brussels Airport "IR" (interregional)

Station/Stop	Date	Arr.	Dep.	Platform	Products	Comments
<a href="#">Bruxelles-Nat-Aeroport [B]</a> <a href="#">i</a>	01/04/08		08:04		<a href="#">IR 3529</a>	Direction: Gand-Saint-Pierre [B]
<a href="#">Bruxelles-Nord [B]</a> <a href="#">i</a>		08:15				
<a href="#">Bruxelles-Nord [B]</a> <a href="#">i</a>			08:30		<a href="#">IR 3907</a>	Direction: Louvain La Neuve Univ [B]
<a href="#">Louvain La Neuve Univ [B]</a> <a href="#">i</a>		09:18				

Duration: 1:14; runs Mo - Fr, not 1., 2., 12. May, 21. Jul, 15. Aug, 11. Nov

#### "IC" (intercity)

Station/Stop	Date	Arr.	Dep.	Platform	Products	Comments
<a href="#">Bruxelles-Nat-Aeroport [B]</a> <a href="#">i</a>	01/04/08		07:52		<a href="#">IR 3630</a>	Direction: La Panne [B]
<a href="#">Bruxelles-Nord [B]</a> <a href="#">i</a>		08:03				
<a href="#">Bruxelles-Nord [B]</a> <a href="#">i</a>			08:12		<a href="#">IC 2408</a>	Direction: Liers [B]
<a href="#">Ottignies [B]</a> <a href="#">i</a>		08:43				
<a href="#">Ottignies [B]</a> <a href="#">i</a>			08:52		<a href="#">CR 6557</a>	Direction: Louvain La Neuve Univ [B]
<a href="#">Louvain La Neuve Univ [B]</a> <a href="#">i</a>		09:00				

Duration: 1:08; runs Mo - Fr, not 1., 2., 12. May, 21. Jul, 15. Aug, 11. Nov

#### Trains Brussels South airport - see detailed information at: <http://www.charleroi-airport.com>

Station/Stop	Date	Arr.	Dep.	Products	Comments
<a href="#">GOSSELIES Aéroport [T]</a> <a href="#">i</a>	22/06/07		07:30		Direction: CHARLEROI Sud Quai 03 [T]
<a href="#">CHARLEROI Sud Quai 03 [T]</a> <a href="#">i</a>		07:39		<a href="#">Bus A</a>	
<a href="#">CHARLEROI Sud Quai 03 [T]</a> <a href="#">i</a>				<a href="#">Walk</a>	9 min.
<a href="#">Charleroi-Sud [B]</a> <a href="#">i</a>			07:57	<a href="#">L 4578</a>	Direction: Basse-Wavre [B]
<a href="#">Ottignies [B]</a> <a href="#">i</a>		08:37			
<a href="#">Ottignies [B]</a> <a href="#">i</a>			08:51	<a href="#">CR 6557</a>	Direction: Louvain-La-Neuve-Univ. [B]
<a href="#">Louvain-La-Neuve-Univ. [B]</a> <a href="#">i</a>		08:57			

Duration: 1:27; runs Mo - Fr, not 15. Aug, 1. Nov

## **By car**

From Brussels, you have to take the highway E411 in direction of Namur/Namen and get off in Louvain-la-Neuve, exit 8A or 9. Pay attention that the campus is pedestrian, and thus not allowed to cars and parking inside the city.

You can park in a free of charge car park called "Parkings Malins", see at :

<http://www.olln.be/documents/docs/pdf/parkingmalin.pdf>

For more information, maps and directions, see at: <http://www.uclouvain.be/acces-lln.html> and <http://www.uclouvain.be/10884.html>.

## **2. First steps – Exchange and CEMS students** \*

If you arrive in Louvain-la-Neuve before the semester for a French course at CLL, you will get the afternoon of the first day free to arrange accommodation with the UCL housing service and meet the people at the International Affairs Office, or other arrangements you have organized.

Please go to the LSM International Affairs Office (office A009) for welcome information (see office opening hours page 17) and in any case, attend the mandatory orientation meeting for incoming students. Also, the international Affairs Office will help you with any questions you have.

### **After meeting the International office:**

- **Step 1** – contact the UCL Housing Service (or the private real estate agencies/owners) in order to arrange accommodation (for address and opening hours see supra).

- **Step 2** – go to the UCL central administration office (“Les Halles”)

Please see Ms. Kristina Swaelens at Place de l’Université 1, ground floor (ETU), in LLN, for registration at UCL (compulsory) as soon as possible.

You will need to provide her with:

- your signed housing contract
- your UCL “Autorisation d’inscription”
- the proof of your health insurance
- your passport or ID card

The opening hours are: every day from 10:00 AM to 12:30 PM and from 1:30 PM to 4:00 PM

- **Step 3** – register at the “Commune” (city/town hall) of Ottignies/Louvain-la-Neuve, on Grand’Place in Louvain-la-Neuve. If you stay in another town, you will have to go to the city hall of that town.

Make sure you have with you:

- your signed housing contract (European and non-European)
- your UCL “Autorisation d’inscription” (European and non-European)
- your UCL registration document you will receive as soon as registered at UCL (European and non-European)
- your passport or ID card (European and non-European)
- **4** passport-size photos (facial recognition ; white background ; identical) (**3** for European)
- the proof of your health insurance (European and non-European)
- proof of a fellowship or financial statement - “annexe 32” asked by the Belgian Embassy – (Non-European only)

The opening hours for “registration” are: Monday from 12:30 PM to 4 PM and Tuesday to Friday from 8:30 AM to 11 AM

Please note that **these 3 steps are compulsory** and a prerequisite for the rest of your stay at UCL.



If you arrive in the evening, on a weekend or outside the office hours of the different administrative services, you may contact the following mobile phone number open 24 hours a day: +32-473.95.32.71.

---

\* For Double degree students, please see with Isabella Fontana.

This service is organised by the General Co-ordination Service for Foreign Students at UCL, the "Coordination Générale des Etudiants Etrangers" (CGEE). They can act as a first contact and will help you to find temporary accommodation if needed. See also above the other temporary accommodation possibilities. More information : <http://www.uclouvain.be/en-2510.html>

### ***Student card, Access card***

After your registration at UCL, You will get:

- Student Card

This card will enable you to register at the sports centre, and to get a discount at the cinema, shops, travel expenses if you are under 26 years old (train, etc.).

- Access Card (Carte d'accès) and UCL E-mail address

This card enables you to enter the libraries and the LSM computer rooms after the closing time of the LSM building.

### ***Personal Account and UCL E-mail address***

You must:

- Activate your personal account on the UCL intranet ("mon bureau"), **absolutely essential for the good organisation of your term at the LSM**. You will receive information on how to proceed at the LSM information meeting.  
It will allow you to receive information (concerning courses, exams, etc.) via the "**Valves électroniques**" (Electronic bulletin board)
- "Register" on **I-Campus** which is the online learning platform and through which you will receive information from the professors concerning their course. Note that it is NOT your official registration to courses/exams. As written above, the official course registration is only done through the course/exam registration form and by the LSM international office.
- Check regularly the **student UCL-E-mail address** you will receive and on which all LSM common important information will be sent to you.

## **3. Practical information**

### ***Living in Louvain-la-Neuve***

- At the Sport center

The LLN "centre sportif" offers 60 sport activities. It is located in the "**Hocaille**" quarter, as well as the swimming pool. It is at about 10 minutes walking from the Louvain-la-Neuve town centre.

The first weeks of the semester entrance is normally free to try any sport types so everyone can go there and test the offers.

If that time is over you need to go to the "centre sportif" office to buy the sports card. This card is a replacement of your normal student card, so don't worry if they take your "old" one. The charge will be **20€/semester**. With that card you have access to all sports and to the swimming pool at the displayed times on the sport programme. Some sports require extra insurance charges (such as the football mondialito : 5 €).

For further information, please see at: <http://www.blocry.be/st/>

- Bookstore Agora

The Agora is a bookseller, which is situated close to Grand'Place, in LLN, where you can find a large amount of books and get a discount of 10% as a UCL student (just show your student card at the cashier's desk). If you forget your student card, it is normally sufficient just to mention that you are a student.

<http://www.uclouvain.be/81005.html>

### ***Computers***

The computer rooms are located in the LSM building (-1). You can access them from the "Rue de la Lanterne Magique" going down the stairs.

Free access to the computer rooms, after office hours, with your "Carte d'Accès/Access card" (schedule on the entrance door of the computer rooms – to be checked regularly).

To use the computers, you need a login and a password. You will receive them as soon as registered at the UCL Central Administration. If not, please contact Yvette Archibald.

Once you have received your "Carte d'Accès/Access card", you will be able to open your personal account via the UCL intranet (see above).

You can register your laptop at LSM and use it in the computer rooms.

You can also print your documents by buying credits called "Quota Papier". Information on how to proceed will be given by the International Affairs Office at the beginning of the semester.

You are allowed to use programs like Messenger or Skype, but not Kazaa or Emule.

Information on the UCL WIFI network will also be given at your arrival.

Don't forget your student card (provisional is sufficient) and access card to enter the computer rooms! It is absolutely forbidden to give your login to someone else, to eat or drink in the computer rooms. Sanctions can be imposed (login blocked during a week ...). Please respect these rules. More details and information: <http://www.uclouvain.be/29432.html>

### **Libraries**

The libraries for Economic and Social Sciences' students, including the management students, is the BSPO, situated "Place Montesquieu". To enter the library, you will need your access card received upon arrival, after the UCL registration is completed. This card also allows you to rent books and gives you access to the other UCL libraries as well.

Books and magazines must sometimes be read in the library but you can make copies. To do so you will need a copy card which you must buy at the reception desk in the library.

### **Telephone**

Mobile phones or cell phones are called "GSM" in Belgium.

A phone card or small change is necessary to use a public phone. You can buy a phone card in bookshops or at the post office. Cost for a card can be different from an operator to another.

For your mobile, check at the Base store (Rue Charlemagne and in the Esplanade) and Mobistar shop (Place de l'Université). Call center : Traverse d'Esopo.

Costs for communications are different throughout the day. Sometimes, it's more interesting to call before 8am and after 7pm but it depends on the provider.

There are three mobile network providers:

- BASE : [www.base.be](http://www.base.be)
- Proximus : <http://www.proximus.be>
- Mobistar : <http://www.mobistar.be>

### **Banks**

It is possible to open a bank account (free of charges for students under 25 years old) and to have a bank card at the Fortis Bank (place de l'Université) for instance. For this purpose, you need to go to the agency with your passport, identity card or any official document on which your address in your country is indicated ; the proof of your registration at UCL and your leasing contract (with address in Belgium). Your account should be open the day after your demand.

It is cheaper for you to transfer your money on a Belgian account than to make an international transfer. We also recommend you transfer some of your money onto Proton, which is the electronic purse on your bank card and allows you to buy low price things (a loaf of bread, a drink, a sandwich, ...).

More information on the different banks :

<http://www.infobel.com/fr/belgium/business/120100/banques/ottignies-louvain-la-neuve>

You can find a couple of ATM machines in the town centre (Grand'Place, Place de l'Université). For getting cash it is sufficient to have a maestro card or any kind of credit card. If you don't have such cards contact your bank or/and one of the banks above.

### **Posting Mail**

- in the letter box rue des Wallons (Press Shop) before 6:15 PM

- in a “point poste”: Press Shop AGORA before 5 PM or at the Proxy-Delhaize Campus before 4:30PM
- at the Post Office in Ottignies, town center ; last pick-up at 5 PM

Your mail, fax or messages can be sent to the International Affairs Office at your attention.

Information on the price of invoices is available at :

[http://www.post.be/site/fr/residential/applications/calculators/letter\\_international.html](http://www.post.be/site/fr/residential/applications/calculators/letter_international.html)

### ***Shopping and Eating***

Besides two small markets on campus, you can find a supermarket in “L’Esplanade”, the LLN commercial Centre. It is situated close to the “Place de l’Université” and provides a lot of shopping possibilities as well as cafés, restaurants, a hairdresser, etc.

<http://www.lesplanade-shopping.be/>

You will find the best prices at the big mall in the Commercial Centre, the two other stores in the town centre are a little bit more expensive. Furthermore you will find several small convenience stores spread throughout the campus. These shops are opened until midnight and provide basic products. Generally they are a little bit more expensive.

Other shops, from bakeries to travel agencies, are generally also located in the town centre. There is also a discount shop called “Aldi”, no brands but very cheap prices!

Restaurants are spread all over the city. A highlight is the small restaurant “Jean Lou”, a French fries and burger take away restaurant. It is situated on the parking “Pierre de Coubertin” in “Hocaille”.

In LLN we also have several Univeristy restaurants as the “Sablon” where you can have lunch for less than 5 €.

For more information :

<http://www.louvainlanews.org/restosuc/index.php>

When in Louvain-la-Neuve, you will also receive the “**Guide urbain pour étudiants**” in which you’ll find a categorised list of all the shops in Louvain-la-Neuve.

### ***Clothing***

For the right clothing, consult the web site : <http://weather.yahoo.com>.

Consider that especially on student parties, Belgians don’t necessarily wear their best clothes!

For oral exams and presentations, students would wear more formal clothing (business style).

### ***Markets***

In Louvain-la-Neuve there is a market twice a week (Tuesdays and Saturdays. There is also a big market in Wavre on Wednesday mornings and a smaller in Ottignies on Friday mornings on “Place du Centre”.

### ***Travel***

You don’t need public transport on the campus as it is pedestrian and everything is within a walking distance. But you will need it to travel in Belgium or further ...

If you are under 26 years old, you can either buy your train ticket (return ticket = “aller-retour”) just before departure or buy a Go-pass which you fill in just before catching the train.

The Go-pass has a very attractive price if you travel further than 30 Km (not to go to Brussels) and if you travel a lot by train. The Go-pass is only valid in Belgium.

To go to Brussels or Namur, etc., you will sometimes have to change train in Ottignies. Check before travelling ! If you travel regularly, ask for a train schedule at the train station.

The best way to travel in Brussels is on the public transports. We suggest you to buy a 10-travel card you must put into a ticket booth each time you take a bus, a tram or the underground.

A TEC shuttle service (Conforto bis) will take you from LLN to our Brussels site (Louvain-en-Woluwe : St.-Luc hospital).

More information on the shuttle timetable : <http://www.navette.be> . Departure from the LLN bus parking lot (P60) every ½ hours.

Train departures from Ottignies to Brussels are at \*\*:17h. and \*\*:47h (IC) (week days, direct trains) or \*\*21h., \*\*53h.(IR) (week days, stopping train).

Departures from LLN : \*\*:03h., \*\*:33h.,(IC) \*\*:43h. (IR)

Some travel schedules : Bxl-Bruges = 1h. ; Bxl-Gent = 40' ; Bxl-Antwerp = 35 ; Bxl-Liège = 1h. ; Bxl-Namur = 40' ; Bxl-Luxemburg = 1:30h. ; Bxl-Amsterdam = 3h. ; Bxl-Cologne = 2h.

You can find all the information on [www.sncb.be](http://www.sncb.be) or <http://www.b-rail.be/main/E/index.php>.

Usually Belgian students go back home during the week-ends, so you will probably travel a lot around Belgium and in other countries. For this reason we suggest you to get all the information about the different train tickets with which you can travel cheaper (i.e. Go Pass, Week-end tickets).

### ***Special parking/traffic situation***

Louvain-la-Neuve is a pedestrian campus. This is shown as well in the very special parking situation. You can park at places with no sign for 2 hours with your parking disc. That is helpful if you arrive in LLN especially for the housing registration and to unload your car at your home. For longer stays in the town, it is necessary to have a parking permission. This one can be received from the UCL homepage. <http://www.uclouvain.be/parkinglln.html>

For getting the permission, you need to have the number of your “carte d'accès/access card” which you will receive as soon as registered at UCL. Then you have to choose, for which zone your permission is printed. There are three categories (A1, A2, B). Only Zone B is a free parking.

See on the LLN map which parking zones are the best for you and if no one satisfies your needs you can park your car beside the street outside Louvain-la-Neuve or on the free parking places you can find on the parking-plan :

<http://www.uclouvain.be/cps/ucl/doc/mobilite/documents/Depliantparkinglast.pdf>

See also "Parkings Malins", free of charge at :

<http://www.oln.be/documents/docs/pdf/parkingmalin.pdf>

### ***Cultural life***

For gathering information about working and cultural life in Louvain-la-Neuve, again the “guide urbain pour étudiants” is of a big help. On the following website, you will also get information on different events on the campus : <http://www.carpestudentem.org/pub/index.php>

Louvain-la-Neuve has a **theatre** the “Jean Vilar”, situated on Place Rabelais, next to the LSM :

<http://www.ateliertheatrejeanvilar.be/>

A magnet for the students is the “**Lundi de la guitare**”; an evening, where students can perform using their guitar or keyboard playing and singing skills.

### ***Cercles/régionales***

KAP (<http://www.uclouvain.be/40808.html> ) organise a lot of social events such as child cares, collections for social issues and cultural events. Among the KAP, there are the some particular ones called “cercles” and “régionales”, proposing more partying activities.

“Cercles” are groups of students studying in the same faculty, having the same interests. “Regionales” gather students having their roots in the same region and interest.

In order to become a member, every newcomer, called “bleu”, has to pass at the beginning of the Fall term some “examinations” (called “baptêmes”), or play games, most of which might not seem the funniest for the participants especially for the foreign students. They can be combined with a lot of alcohol drinking.

Please note that it is not mandatory to participate to this kind of activities!

All Cercles/Régionales have their own bar or “headquarter”, where they sell beer and other beverages. The prices are very moderate, as the Cercles/Régionales don't have any commercial interest. If you want to go

out, it is a must to pass by a Cercle/Régionale and see the Louvain-la-Neuve student life. However; it can be dirty and a lot of alcohol can be involved; so we recommend you not to go there in your evening dress !

To see all existing Cercles/Régionales, situated in Louvain-la-Neuve and for further information have a look at <http://www.uclouvain.be/40811.html> and at <http://www.uclouvain.be/40809.html>

### **Extra costs**

#### Housing

UCL Housing service :

deposit: 100 € ;

service charge : 35 €.

UCL bed-kit: 20 € for renting, 60 € for buying.

Private agencies usually ask for 2 to 3 monthly rents in advance. Check with the respective agency.

#### Internet

Depends on the size of your kot → around 20/30 euro per month + modem and router to be divided with your housemates.

#### Phone

Costs for communications are different throughout the day. It's a lot cheaper if you phone in Belgium or abroad during the W-E, during public holidays or before 8 AM. and after 7 PM. week days.

Cost of a mobile card depends on the amount you charge on it.

#### Mailing stamps

A stamp for ordinary mail within Belgium costs 0.54 €) ; for the EU countries : 0,90 € ; for other countries : 0,90 €. For mail over 50 gr., ask the price directly at the post office

#### Travels

A train card for 10 travels costs around 40 €.

UCL shuttle : 3,15€ for a one-way ticket ; 54€ for a 20-trip card.

Exchange student travel expenses (during the student activities) are around 35-65€ but always the cheapest and funniest way to travel in Belgium

#### Sport

Sports card costs 20€/semester

#### Laundry

There are several laundries on the campus. It costs around **3,50€** per machine for washing and 50cents for 10min drying. It takes about 1h and can be very crowded during the afternoon and evening hours, especially on the week end.

***We hope this guide has answered your questions and has given you an overall idea of your future stay at the LSM, Louvain-la-Neuve.***

***Should you have any questions, please do not hesitate to contact us!***

***Please note that UCL has created a general student guide with detailed practical information that can be of further help for you. Please see at <http://www.uclouvain.be/en-etudiant-international.html>***

- **The Louvain School of Management staff – contact persons**

<p><b>International Affairs Office</b></p>	<ul style="list-style-type: none"> <li>• <b>Ms. Catherine MARÉCHAL</b>, International Affairs &amp; CEMS Coordinator <a href="mailto:catherine.marechal@uclouvain.be">catherine.marechal@uclouvain.be</a> Tel. +32 10/47 83 23 – Office A011 (Upon appointment)</li> <li>• <b>Ms. Yvette ARCHIBALD</b> In charge of incoming students <a href="mailto:yvette.archibald@uclouvain.be">yvette.archibald@uclouvain.be</a> Tel. : +32 10/47 83 22 – Office A009 Fax : +32 10/47 83 24 <b>Office opening hours :</b> From Monday to Thursday : 10:00 to 11:30am. Monday also from 1:30 to 3:00pm. (or upon appointment) <u>Closed</u> on Thursday afternoons and on Fridays</li> <li>• <b>Ms Estelle TONON</b> In charge of outgoing students <a href="mailto:estelle.tonon@uclouvain.be">estelle.tonon@uclouvain.be</a> Tel. : +32 10/47 83 22 – Office A009 Fax : +32 10/47 83 24 <b>Office opening hours :</b> Monday, Wednesday and Thursday : 10:00 to 11:30am. Tuesday and Wednesday : 1:30 to 3:00pm. (or upon appointment) <u>Closed</u> on Thursday afternoons and on Fridays</li> </ul> <p><b>Mailing Address:</b> International Affairs Office (A009) Louvain School of Management – UCL LLN Campus Place des Doyens 1 B-1348 Louvain-la-Neuve - Belgium</p>
<p><b>Double degree</b></p>	<ul style="list-style-type: none"> <li>• <b>Ms. Isabella FONTANA</b> Double degree Coordinator <a href="mailto:Double.degree-lsm@uclouvain.be">Double.degree-lsm@uclouvain.be</a> Tel. +32 10/479029 – Office A010 Fax +32 10/478324 (Upon appointment)</li> </ul>
<p><b>Corporate Relations &amp; Careers office</b></p>	<ul style="list-style-type: none"> <li>• <b>Ms. Sophie NEU</b> Careers Office and CEMS Internship <a href="mailto:Sophie.neu@uclouvain.be">Sophie.neu@uclouvain.be</a> Tel. : +32 10/47 83 21 - Office B009</li> </ul>

- **Other services**

**UCL central student office (Secrétariat des étudiants UCL)**

Halles universitaires (Central Administration Office)

Place de l'Université 1

B-1348 Louvain-la-Neuve

Opening hours : every day from 10:00 AM to 12:00 PM and from 2:00 PM to 4:00 PM

Contact person : Ms. Kristina Swaelens

**UCL Housing service (Service des logements UCL)**

INFOR LOGEMENT UCL

Rue de la Gare, 6

1348 Louvain-la-Neuve

Tel.: +32 10 472292

Fax.: +32 10 472039

Opening hours : Every day from 10 to 12 AM and from 1:00 to 3:30 PM

Contact person :Ms. Laurence Mairesse - [laurence.mairesse@uclouvain.be](mailto:laurence.mairesse@uclouvain.be)

**International Erasmus Student Network Team (IESN Team)**

LSM Building – room A030

[esn.lln@gmail.com](mailto:esn.lln@gmail.com) - <http://www.esnlln.be>

**CEMS Club**

LSM Building – room A030

[cemsclub\\_lln@yahoo.fr](mailto:cemsclub_lln@yahoo.fr) - <http://www.cems.be/>

**Kot Erasmus**

Place des Paniers 1

1348 Louvain La Neuve

Tel.: +32 10 24 26 95

[koterasmus@gmail.com](mailto:koterasmus@gmail.com)

<http://www.koterasmus.be/>

**Private real estate companies**

— AGENCE ECKELMANS Location, gestion, syndic  
Chemin de la Bardane 18, 1348 Louvain-la-Neuve  
Tél. : +32 (0) 10 45 11 45 Fax : +32 (0) 10 45 01 10  
E-mail : [agence.lln@eckelmans.be](mailto:agence.lln@eckelmans.be) ; web site: [www.eckelmans.be](http://www.eckelmans.be)

— AGENCE DE L'AIGLON  
Grand Rue, Passage de l'Ergot 44 et 46, 1348 Louvain-la-Neuve  
Tel. : +32 (0) 10 45 51 00 - +32 (0) 10 61 31 10 (WE)  
Fax : +32 (0) 10 45 59 58  
E-mail : [aiglon@skynet.be](mailto:aiglon@skynet.be) ; web site : <http://www.aiglon.be>

— IMMO GRAAS BRISON  
Place de l'Equerre 29  
1348 Louvain-la-Neuve (Bruyères)  
Tel. : +32 (0) 10 45 08 25  
Fax : +32 (0) 10 45 15 72  
E-mail : [info@graasbrison.be](mailto:info@graasbrison.be)

— DYNAMIC IMMO sprl  
Rue de la gare ¼, 1348 Louvain-la-Neuve (Lauzelle)  
Tel. : +32 (0) 10 45 95 14  
Fax : +32 (0) 10 45 95 16  
E-mail : [info@dynamic-immo.com](mailto:info@dynamic-immo.com)

— IMMO ERIC GENON (EQUERRE)  
Place de l'Equerre 33/101, 1348 Louvain-la-Neuve  
Tel. : +32 (0) 10 45 36 69  
Fax : +32 (0) 10 45 90 69  
E-mail : [Eric.genon@skynet.be](mailto:Eric.genon@skynet.be) ; Web site : [www.immo-genon.be](http://www.immo-genon.be)

## Appendix

### UCL EXAM RULES

All the exams will have to be taken during the examination periods only (from abroad if absolutely necessary and on the same day and +/- at the same time as the exam in LLN).

In order to comply with the UCL rules, the LSM School Council decided the following concerning the exams:

- only **students having to be back** in their institution at the very beginning of January for academic reasons, (referring on the Academic calendar and with **compulsory confirmation** from the **home school**) will be allowed to take their exams from abroad in January, in June or in September.
- if students are **supposed to be at the LSM in January but are not**, they will have the possibility to sit for their exams **from abroad only in June or September** (knowing that September is the last possibility to do them).
- **re-sit exams** can also be taken from abroad, in June or in September, in the home institution only.

#### You will have to:

- inform the concerned professor(s) at UCL (at the beginning of the term for January exams) that you will sit for the exam(s) from abroad;
- inform your home coordinator well in advance and give his/her name and E-mail address to Yvette Archibald: [yvette.archibald@uclouvain.be](mailto:yvette.archibald@uclouvain.be);
- send the exact code and title of the exam(s) to Yvette for follow-up;
- take the exam on the same day and +/- at the same time as in LLN

The exam will be sent by Yvette to your coordinator or responsible contact person in your university a few days before the exam date or the day before at the latest.

As soon as finished, It will have to be sent back scanned to the concerned professor and to Yvette. The original will have to follow by express mail to Yvette's attention.

Should you be concerned, Yvette Archibald, in charge of incoming students, will be your contact person at the LSM at [yvette.archibald@uclouvain.be](mailto:yvette.archibald@uclouvain.be).