



Faculty of Social and Political Sciences

INTERNATIONAL PROGRAMME

EXCHANGE PROGRAMME INCOMING

Partners letter 2014-2015

CONTACT

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THE "UNIVERSITE LIBRE DE BRUXELLES"

- Founded in 1834
- A comprehensive university : covering all disciplines at all levels
- 11 Faculties
- 4 Schools and Institutes
- 1 Teaching Hospital
- 22,000 students (30% foreign students)
- 350 Erasmus-Socrates partnerships
- 330 institutional agreements





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FACULTY OF POLITICAL AND SOCIAL SCIENCES (FSP)

Some numbers

- 3 departments
- +/- 3,000 regular students
- about 180 incoming students/year
- about 140 outgoing students/year
- +/- 150 partners

Departments and fields of study

- Social Sciences :
 - 04.5 Industrial Relations and Personnel Management
 - 14.0 Social Sciences
 - 14.2 Sociology
 - 14.5 Social Work
 - 14.7 Anthropology
 - 14.9 Others - Social Sciences
- Political Sciences :
 - 14.1 Political Sciences
 - 14.6 International Relations, European Studies, Area Studies
- Labor Sciences:
 - 04.5 Industrial Relations and Personnel Management
 - 14.5 Social Work
 - 14.9 Others - Social Sciences

EXCHANGE RELATED INFORMATION

Websites

- Incoming Students: <http://fsp.ulb.ac.be/>
- The International Programme website should answer most of the questions your exchange students can have. Therefore, we strongly recommend them to read it carefully. The International Programme Office will of course remain available for any further questions.
- ULB: www.ulb.ac.be



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Information packages

- **Info Pack 1** (as from mid-April): e-mailed to the students once they have been officially announced.
- **Info Pack 2** (as from June for T1, as from December for T2): sent by post once the students have completed the form on-line.
- **Info Pack 3** given to the students during the welcome meeting.

Information meeting

An information/welcome meeting is organized for FSP exchange students before the beginning of the courses (dates to be confirmed):

- 1st term: **second week of September**
- 2nd term: **very end of January**

PARTICIPATION TO THIS MEETING IS MANDATORY!

ULB CALENDAR 2013-2014

The **1st term** officially starts on **8 September** and ends up on **24 January**.

The **2nd term** officially starts on **26 January** and ends up on **20 June**.

- **September 8th**: start of the academic year + beginning of the Express Introduction Week
- **September 10th**: Welcome Meeting (**MANDATORY!**)
- **September 12th**: Coordinators meeting
- **September 15th**: beginning of the courses
- **December 19th**: end of the courses and beginning of Christmas Holidays
- **January 05th**: beginning of the exams
- **January 24th**: end of the exams and of the 1st term exchange period
- **January 26th**: start of the 2nd term + beginning of the Express Introduction Week
- **January 27th**: Welcome Meeting (**MANDATORY!**)
- **January 29th**: Coordinators meeting
- **February 02nd**: beginning of the courses
- **May 25th**: beginning of the exams
- **June 20st**: end of the exams and of the 2nd term exchange period
- **Mid-August – beginning of September**: resit exams



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1 TERM = 5 MONTHS

FULL ACADEMIC YEAR = 10 MONTHS

ADMINISTRATIVE PROCEDURES

Nominations

- Exchange students' nominations have to be sent **by the home university coordinator**, either by email or by post to:

Isabelle BEAUCHAMP

Coordinator for incoming Students

Tel. +32 2 650 45 84

Fax +32 2 650 27 65

isabelle.beauchamp@ulb.ac.be

Students' data required: *please use the ULB nomination form in excel!!!*

- ✓ last and first names (please specify)
 - ✓ gender (M/F)
 - ✓ e-mail address
 - ✓ exchange period:
 - 1st term (September - January)
 - 2nd term (February - June)
 - full academic year
 - ✓ field of study + Socrates code (if applicable)
- Nomination deadlines:**

1st term & academic year: JUNE 1st
2nd term: OCTOBER 1st

For other ULB faculties, please send your students' applications to the ULB "Mobilité Etudiante":

Mr Luis Gomez/Mobilité Etudiante

Université Libre de Bruxelles

Avenue Franklin D. Roosevelt 50 – CP183

B - 1050 Brussels

Email: mobilite@ulb.ac.be



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Registration form

- **to the university:**
 - ✓ personal **login and password** is **e-mailed** to the students together with **Info Pack 1**
 - ✓ **obligatory online form to complete** by the students (no other form accepted)
 - > the online form opening: 1st term & academic year: **May 16th** - 2nd term: **October 10th**
 - >the online form does not include registration to the courses
 - ✓ **Info Pack 2** including acceptance letter **sent by post** to students after the online form registration

Online form deadlines:

1st term & academic year: **JULY 1st**
2nd term: **DECEMBER 1st**

- **to the courses:**
 - ✓ **paper form** included in **Info Pack 3** (given during the welcome meeting) – no prior online registration

Courses registration deadlines:

1st term & academic year: **OCTOBER 5th**
2nd term: **FEBRUARY 21st**

Students will have the opportunity to attend courses during \pm 3 weeks before submitting their final courses registration form. Please note: changes are not permitted after the deadlines.

LANGUAGE REQUIREMENTS

The Université Libre de Bruxelles is a French-speaking university. A vast majority of courses are taught in **French**. It is thus highly recommended that exchange students coming to the ULB acquire at least a good basic knowledge of French prior to their arrival **even if our Faculty don't require a DALF/DELF or any certificate**.

For more information, please find the web link <http://www.soco-ulb.be/fr/langues.html>

LANGUAGE COURSES

Students are being given the opportunity to improve their knowledge of French thanks to free French language courses. These courses are aimed at students who already have some good basic knowledge of French. More details on: <http://www.ulb.ac.be/enseignements/cours-francais/index.html>



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PROGRAM

Courses

Exchange students courses in the Faculty of Social and Political Sciences

Course descriptions: <http://fsp.ulb.ac.be/fr/etudes-et-etudiants/les-bacheliers-ba-2>

Exchange Students are requested to register to 1 course at least.

They are authorized to select courses from the other departments, but have to take at least to 60% of their courses in the department he/she belong to. The exact number of courses or ECTS credits has to be determined by the home institution.

More detailed information on: http://banssbfr.ulb.ac.be/PROD_frFR/bzscrse.p_prog_catalog

Exams

- Exchange students will take their exams in the same conditions as regular students
- Exchange students are NOT authorized to organize their exams individually with their professors
- All students are expected to take their exams during the official exams periods:
 - ✓ January (Exams for the 1st term courses)
 - ✓ May –June (Exams for the academic year and 2nd term courses)
 - ✓ Mid-August – beginning of September (Resit exams for the 1st and 2nd terms courses).
Should your student want to pass resit exam, he/she must come back in Brussels!

Results

The official transcripts of records are sent to the home institution together with a copy for the student, firstly by email, then by post in the course of February for the 1st term exchange students and in the course of July for the 2nd term and academic year exchange students.

HEALTH AND MEDICAL INSURANCE

Students will be required to pay 12€ online via MonULB for their obligatory insurance, which is covering them on the campus and on the way to/from the campus. But they may want to complement this with another insurance covering them outside “working hours” and for their other activities. Either student may want to take insurance from home, or register here when they arrive.

Students will receive their student card only when this will have been paid!



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ACCOMMODATION

Our university unfortunately doesn't provide student housing to exchange students. Students may look for independent, off-campus housing.

We recommend all the students to find a student room before their arrival in Brussels.

ULB Accommodation Service Database

<http://web2.ulb.ac.be/logements/index.php>

Specialized websites

<http://www.brुकot.be>

<http://www.erasmate.com>

<http://www.kitkot.be>

<http://www.kots.be>

CAMPUS FACILITIES/ACTIVITIES

For more details, please find the link <http://fsp.ulb.ac.be/fr/services-offerts-campus.html>

Exchange Students association, l' EXPRESS: <http://www.erasmusbrussels.net/>

But also several student associations organise extra-academic activities which students can take part in...

ESTIMATED COST OF LIVING

Following is an estimate (in Euros) per month:

Accommodation	250-500
Food	250
Public Transport	(-25 years old) 28
Books & learning material	35
Health Insurance Plan (for non EU citizens)	25
Miscellaneous Parties	70
Telecommunications	40

We look forward to welcoming your students in Brussels,

Yours sincerely,

Isabelle BEAUCHAMP

Coordinator; International Programme Office FSP