

Apply to B-BRUXEL 04 as an ERASMUS student for 2011-2012

Instructions to Partner universities

1) Requested information

The announcement shall mention (**mandatory**):

- 1) The Erasmus code of your institution along with its name (*f.i. B-BRUXEL04 - Université Libre de Bruxelles*)
- 2) Student complete Family NAME(s) and First Name
- 3) Gender
- 4) Date of Birth (*DD/MM/YYYY*)
- 5) E-mail(s)
- 6) Field of study (*and if possible the Erasmus Area Code - as mentioned in the agreement – please see point 5.1. here below*)
- 7) Period of Stay (*1st term or 2nd term or Full Academic Year*)
- 8) Purpose of Stay/Nature of stay (*courses, Thesis, Project, plain research, “Mémoire” or training period, SMP vs SMS mobility*)

Additional information is more than welcome...

- a) Name of the Academic Coordinator in your University
- b) This person's e-mail address
- c) Faculty in which the student is registered in your university
- d) Postal address of the student
- e) Phone number
- f) Any specific situation (*handicap, ...*)

2) Process

According to their host faculty and/or the nature of their stay, the processes will be different. Some of our Incomings will have the opportunity to register on-line (the partners whose students are concerned by this are directly provided with the appropriate information by the de-centralized offices – see details here below in chapter 5.2). Most of them, will have to fill-in the printable 2011-2012 forms.

Relevant information will be sent by e-mail directly by the relevant contact person, only to the students who have properly been announced by your university in the frame of a valid agreement.

Should your students already be announced with the whole set of requested information, please ignore this message.

3) Announcement table

In order to help you to remember our mandatory fields, and in case you have the opportunity to extract (or “cut-and-paste”) these data from your own computerized information system, we made an Excel data-sheet in order to facilitate your task. *We of course do not ask you to fill this table manually, but to use the data you already dispose of, but, please, do not ask the students to fill it themselves, the announces MUST be made by our partners in order to be acknowledged!*

Could you please make sure we dispose of the list of your selected students with all the referenced data? Your efforts will enable us to improve our management and to speed the administration process.

If you already announced us your students in another way with the complete set of data requested, please do not bother to send us the announcement table on top of your previous announcement.

4) Deadlines

4.1. Announcement, file reception (students who wouldn't respect the deadlines might be refused)

1st term stays: **01/06/2011**

2nd term stays: **01/10/2011**

4.2. Arrival date: Students attending courses in ULB should be present at the official academic start at the latest

1st term: **15/09/2011**

2nd term: **01/02/2012**

5) Important points we'd like to draw your attention to:

Check our datasheet on-line : <http://www.ulb.ac.be/enseignements/cpe/datasheet.html>

5.1. Respect of the agreements

The agreements have to be strictly respected as regards amounts of students and their field of study. Please not the "1 year" spots may not be divided into "2 term" spots.

If there is no agreement for his/her REAL field of study, the student might not be allowed to access our University or even be sent back home if necessary.

We would like to pray you to respect the Erasmus Agreements. This is **tremendously** important concerning the **effective field of study** of your students.

We remind you our processes do not allow us to switch the topics. HENCE if a student comes in the frame of an agreement, he'll have to make a **learning agreement composed by at least 60% of courses from that topic**. As this point seems to have been unclear in the past, here is a concrete example in order to avoid any misunderstanding.

For instance: a student coming in the frame of an agreement in 08.1 (philosophy) for one term, will have to take at least 19 on 30 ECTS credits of philosophy courses (it would have been 37 for a whole academic year).

We warn you we cannot guarantee any access to courses of other topics, especially if they are chosen in different faculties.

5.2. De-centralized processes

Several ULB faculties have created special structures for Incoming students, taking care of every step of the student's stay, from the nomination through the sending of transcripts of records.

They'll provide their local partners with their own instruction mails, containing more complete instructions (including academic aspects).

Students should ideally be announced directly to them, but of course if that's not possible to you according to your processes, we'll be pleased as central office to dispatch them the proper information to the appropriate contacts.

The students welcomed by these faculties won't need the hard copy forms because they'll register directly on-line.

Faculty of Medicine

Medicine, Dentistry

(Erasmus official codes: 12.1 - 12.3 – ISCED codes = 721, 724)

Administrative contact person :

Mrs Petroula TSOKOS +32-2-555.67.97

erasmus.medecine@ulb.ac.be

Fax : +32-2-555.63.56

<http://www.ulb.ac.be/facs/medecine/erasmus/actiinter.html>

This faculty has already warned its partners directly about local processes and internal deadline .

Faculté des Sciences sociales et politiques - Solvay Brussels School of Economics and Management a.k.a. "SOCO"

Business Administration, Personnel Management, Social Sciences, Political Sciences, Sociology, Economical Sciences, Social Work, Anthropology, Development Studies

(Erasmus official codes : 04.0, 04.5, 14.0, 14.1, 14.2, 14.3, 14.5, 14.7, 14.8, and 14.9 - ISCED codes = 340, 3451, 310, 313, 312, 314, 315, 317).

Administrative contact people:

Mrs Mme Anne GEORGES

+32-2-650.45.76

anne.georges@ulb.ac.be

Mrs Nathalie DESOIL

+32-2-650.45.84

socoip@admin.ulb.ac.be

Fax -

+32-2-650.42.85

<http://www.soco-ulb.be/fr/pi-soco.html>

This faculty will also provide its partners directly with the internal instructions of its own.

5.3. Accommodation in Brussels

We have the regret to remind you as every year the accommodation situation in Brussels (as in any big city in Europe) is not simple. Therefore, our university's accommodation office will do its utmost to help our Incoming students (designed as such by our offices) to get accommodation. Our mobility offices will be the in-betweens and will testify of the "exchange student's" status to the accommodation offices (it's useless your students try to contact them otherwise). The office will provide them all by e-mail with instructions and tips in order to find **to the most affordable prices existing on the market** (which is quite expensive). We nevertheless would recommend your students to have a close look by themselves too, as early as possible, (for instance through wider means such as www.erasmate.com where our OUTgoings will be enticed to advertise about their own places).

6) Trainingships – thesis – (final) projects – SMP mobility

For any kind of stay where a student will perform academic activities in our university's facilities, be it through the SMS or SMP program, should he attend courses on top of them or not, **a written authorization from the ULB tutor, as described here below, will have to be provided within our deadlines.**

6.1. Regulations

- We unfortunately won't be able to help students whose placement should occur outside our University's facilities. No placement in any Belgian or Brussels Institution other than ULB will be managed by our university's members;
- Students expected to perform an activity in our university will have to be **announced to us as such by our partners in due time**;
- Students will be supervised by a ULB Promoter (person in charge of the activity – this person has to be academic). This Promoter shall be our reference during the student's stay. The Promoter's **written authorization** must be sent to us within deadlines mentioned here below. By lack of written authorisation and/or a proper announcement from you the trainee will be denied any "exchange student's status";
- Our faculties' internal regulations remain the sole reference about the conditions of stay (demanded profile, nature of the placement, schedules, discipline, language proficiency, conditions necessary for a placement, etc.). All these aspects should be discussed and agreed with the Promoter prior to the stay (and summarized in the written authorization);
- Incoming students corresponding to this status and these will of course be provided with the Erasmus status and facilities (accommodation, registration, insurances and so on);
- Students coming for an activity are protected by the same insurance as our local students, under the very same conditions. The insurance is not valid until the student is duly registered in our university, it will be the students' responsibility to get registered in our office prior to start any activity related to the placement.

6.2. Deadlines

The subject and practical conditions of any kind of personal work performed in a ULB facility during an Erasmus stay in Brussels to be agreed with an appropriate Promoter in Faculty prior to

- **June 1st for the first term (any time between Sept 15th and Feb 1st)**
- **October 1st for the second term (any time between Feb 2nd and Sept 14th)**

At this dates at the latest the ULB Promoter has to provide our service with a written authorization.

6.3. How to locate a Promoter?

Most of faculties indicate on their website the available training activities, and the name of the academic in charge of them. Our Professor's Coordinates are available through: <http://www.ulb.ac.be/outils/annuaire/1.html>

Should your students wish to perform a placement in the frame of a specific topic, the list of our research units is available on this website: <http://www.ulb.ac.be/rech/inventaire/facultes/index.html>

The easiest way to obtain a Promoter's acceptance is to provide her/him with a Resume (CV) and a motivation letter clearly describing which project the student would like to be involved in, indicating that in case of acceptance, the Promoter should contact our service for further details.

In case they fail to locate a Promoter, students should send an e-mail containing his/her Resume and a description of the expected activity to our office, we'll try to help him/her to locate the appropriate contact in our university if possible.

Please remind students there are deadlines to be considered: the ULB Promoter might sometimes delay to give his/her approbation to the trainee's presence in her/his laboratory.

We decline any responsibility if the student contacts us/the Promoter too late to obtain an official answer within the foreseen deadlines.