

PROGRAMME INTERNATIONAL

**Faculté des Sciences Sociales et Politiques /Solvay
Brussels School of Economics and Management**

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<http://dev.ulb.ac.be/soco/ip/index.html>

Brussels, 17th of March 2011.

Dear Colleagues,

Please find below some useful information on administrative procedures for your **2011-2012** exchange students who will be welcomed in our **Faculty of Political and Social Sciences / Solvay Brussels School of Economics and Management**. Please note that a number of changes are taking place this year.

1. 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

2. NEW - TWO SEPARATE FACULTIES

Since September 2010, the SOCO faculty has divided to form two separate faculties, now called the Faculty of Social and Political Sciences (FSP) and the Faculty Solvay Brussels School of Economics and Management (SBS-EM)

2.1. Facts and figures...

- 2 faculties
- 4 departments
- 6,000 regular students
- about 370 incoming students/year
- about 280 outgoing students/year
- 207 partners

2.2. Departments and fields of study...

- Social Sciences :
 - ✓ 04.5/3451 Industrial Relations and Personnel Management
 - ✓ 14.0/310 Social Sciences
 - ✓ 14.2/312 Sociology
 - ✓ 14.5/315 Social Work
 - ✓ 14.7/317 Anthropology
 - ✓ 14.9 Others - Social Sciences
- Politics :

- ✓ 14.1/313 Political Sciences
- ✓ 14.6/316 International Relations, European Studies, Area Studies
- Solvay Brussels School of Economics and Management :
 - ✓ 04.0/340 Business Studies, Management Science
 - ✓ 11.2/462 Statistics
 - ✓ 14.3/314 Economics
- Labor Sciences:
 - ✓ 04.5/3451 Industrial Relations and Personnel Management
 - ✓ 14.5/315 Social Work
 - ✓ 14.9 Others - Social Sciences

3. ADMINISTRATIVE PROCEDURES

3.1. Nominations...

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

Ms. Anne GEORGES
 International Programme
 Faculty of Social Sciences and Politics / Solvay Brussels School of Economics and Management
 Université Libre de Bruxelles
 Avenue Franklin D. Roosevelt 50 – CP141
 B - 1050 Brussels
 BELGIUM

Email: anne.georges@ulb.ac.be

- **students' data required:**
 - ✓ 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 10th**

For other ULB faculties, please send your students' applications to the ULB "Cellule Programmes d'Echange":

Mr. Luis Gomez/Cellule Programmes d'Echange
 Université Libre de Bruxelles
 Avenue Franklin D. Roosevelt 50 – CP183
 B - 1050 Brussels

Email: mobilite@ulb.ac.be

3.2. Registrations...

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



On-line registration deadlines:

1st term & academic year: **July 15th**
 2nd term: **December 15th**

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

Courses registration deadlines (tbc):

1st term and academic year courses: **October 10th**
 2nd term courses: **February 24th**

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.

4. EXCHANGE CALENDAR (to be confirmed)

- **September 12th**: start of the academic year: Welcome Meeting (**MANDATORY!**) + beginning of the Express Introduction Week
- **September 19th**: beginning of the courses
- **December 23th**: end of the courses and beginning of Christmas Holidays
- **January 09th**: beginning of the exams
- **January 28th**: end of the exams and of the 1st term exchange period
- **January 30st**: start of the 2nd term: Welcome Meeting (**MANDATORY!**) + beginning of the Express Introduction Week
- **February 06th**: beginning of the courses
- **April 02nd - April 13th**: Easter holidays
- **May 28th**: beginning of the exams
- **June 23rd**: end of the exams and of the 2nd term exchange period
- **Mid-August – beginning of September**: resit exams

1 term = 5 months

Full academic year = 10 months

5. LANGUAGE

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 basic knowledge of French **prior to their arrival**.

The only **exception** is the Solvay Brussels School of Economics and Management (SBS-EM), which offers courses both in French and in English:

- BA programme (3rd year): French
- MA programmes: about 40% in English

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>

6. INFORMATION

6.1. Websites

- Incoming Students: www.soco-exchange.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.
- Faculty of Social and Political sciences(FSP): www.soco-ulb.be
Faculty Solvay Brussels School of Economics and Management (SBS-EM): www.solvay.edu
- ULB: www.ulb.ac.be

6.2. 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): sent by post once the students have registered on-line.
- *Info Pack 3* given to the students during the welcome meeting.

6.3. Information meeting

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

- 1st term: **September 12th, 2011**
- 2nd term: **January 30th, 2012**

PARTICIPATION TO THIS MEETING IS MANDATORY

6.4. Contacts

International Programme Office

Ms. Anne GEORGES
Coordinator
anne.georges@ulb.ac.be
Tel : +32 2 650 45 76
Fax : +32 2 650 42 85

Ms. Nathalie DESOIL
Assistant
socoip@admin.ulb.ac.be
Tel : +32 2 650 45 84
Tel : +32 2 650 42 85

Mailing address :
Faculty of Social Sciences, Politics & Economics/Solvay Business School
Université Libre de Bruxelles
Avenue Franklin D. Roosevelt 50 – CP141
B - 1050 Brussels









For any question regarding the exchange agreement:

Cellule Programmes d'Echange

Ms. Marie NAVEZ
Head of ULB Exchange Programme Office
mnavéz@admin.ulb.ac.be
Tel: +32 2 650 42 23 – Fax: +32 2 650 42 43

Mailing address:
Université Libre de Bruxelles
Avenue Franklin D. Roosevelt 50 – CP183
B - 1050 Brussels

7. PROGRAMMES

	Social Sciences	Politics	Economics	Labor Sciences	Solvay BS
Bachelor (BA1 + BA2) programs					
BA3 +Master of Science programs					
Postgraduate programs				/	

 Open

 Closed (unless specific exchange agreement)

More detailed information on: <http://www.soco-ulb.be/en/programmes-ouverts-etudiants-echa.html>

8. 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, for very serious academic reasons, your students not be able to come back to Belgium in order to retake their exams, please note that we can possibly organize distance exams (conditional to the professors' agreement).

For any question regarding the exams, please contact anne.georges@ulb.ac.be.

9. 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 March for the 1st term exchange students and beginning of July for the 2nd term and academic year exchange students.

Should you have any other questions, please do not hesitate to contact us.

We look forward to welcoming your students in Brussels,

Yours sincerely,



Anne GEORGES

Coordinator, International Programme Office