

PROGRAMME INTERNATIONAL

Solvay Brussels School of Economics and Management

Solvay Brussels School of Economics and Management (SBS-EM)

Information sheet 2012-2013

CONTACT

Anne GEORGES

Coordinator for incoming Students

Tel. +32 2 650 45 76

Fax +32 2 650 42 85

anne.georges@ulb.ac.be

Tamara SCHULLER

Head of International Relations / Coordinator for outgoing Students

Tel.: +32 2 650 41 68

Fax: +32 2 650 42 85

tamara.schuller@ulb.ac.be

Erasmus code: BBRUXEL04

Mailing address:

Avenue Franklin D. Roosevelt, 21 - CP 145/01**B - 1050 Brussels****Belgium**For any question regarding the [exchange agreements](#), please contact Tamara Schuller:tamara.schuller@ulb.ac.be

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



EXCHANGE RELATED INFORMATION

Websites

- Incoming Students: <http://www.solvay.edu/exchange-students>
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
- Solvay Brussels School of Economics and Management (SBS-EM): www.solvay.edu
- ULB: www.ulb.ac.be

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 registered on-line
- **Info Pack 3** given to the students during the welcome meeting

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 10th, 2012 (TBC)**
- 2nd term: **January 28th, 2013 (TBC)**

PARTICIPATION TO THIS MEETING IS MANDATORY!

ULB CALENDAR

- **September 10th**: start of the academic year - Welcome Meeting (**MANDATORY!**) + beginning of the Express Introduction Week
- **September 17th**: beginning of the courses
- **December 21th**: end of the courses and beginning of Christmas Holidays
- **January 07th**: beginning of the exams
- **January 26th**: end of the exams and of the 1st term exchange period
- **January 28th**: start of the 2nd term - Welcome Meeting (**MANDATORY!**) + beginning of the Express Introduction Week
- **February 04th**: beginning of the courses
- **April 02nd - April 13th**: Easter holidays
- **May 27th**: beginning of the exams
- **June 21th**: end of the exams and of the 2nd term exchange period
- **Mid-August – beginning of September**: resit exams

ADMINISTRATIVE PROCEDURES

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
Solvay Brussels School of Economics and Management
Université Libre de Bruxelles
Avenue Franklin D. Roosevelt, 21 – CP145/01
B - 1050 Brussels
BELGIUM
Email: anne.georges@ulb.ac.be

- **Students' data required:**

- ✓ last name
- ✓ first name
- ✓ 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

Registrations

- **to the university:**

- ✓ personal **login and password** are **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 14th - 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 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 12th
2nd term: FEBRUARY 22th

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

1 TERM = 5 MONTHS

FULL ACADEMIC YEAR = 10 MONTHS

LANGUAGE REQUIREMENTS

Although the Université Libre de Bruxelles is mainly a French-speaking university, the Solvay Brussels School of Economics and Management offers about half of their Master courses in **English**.

It is therefore possible to build up a courses programme fully in English, though it is restricting the panel of courses to choose from. Although we don't require any language certificate, we strongly recommend that exchange students coming to the ULB acquire at least a basic knowledge of French and/or English **prior to their arrival**.

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 a good basic knowledge of French, and are subject to an entry test. More details on: <http://www.solvay.edu/international-programme-languages>

PROGRAMME

Courses

Exchange Students are requested to register to a minimum of **one** course. The exact number of courses or ECTS credits have to be determined by the home institution.

Students are authorized to select courses from the other Faculties, but at least 60% of their courses in the SBS-EM.

The programmes open are at Bachelor 3 (3rd year), Master 1 (4th year) and Master 2 (5th year) levels.

More details: <http://www.solvay.edu/international-programme-courses>

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 (for non-EU students and conditional to the professors' agreement).

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

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.

HEALTH AND MEDICAL INSURANCE

When registering to ULB, students will be required to pay 12€ for an obligatory insurance, which is covering them on the campus and on the way to/from the campus. However 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.

ACCOMMODATION

Our university unfortunately doesn't provide students with housing facilities, so students have to 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.brukot.be>
<http://www.erasmate.com>
<http://www.kitkot.be>
<http://www.kots.be>

CAMPUS FACILITIES/ACTIVITIES

For more details, please find the link <http://www.solvay.edu/international-programme-practical-information>

Several student unions organise extra-academic activities which students can take part in.

Exchange Students Association web site: <http://www.erasmusbrussels.net/>

ESTIMATED COST OF LIVING

Following is an estimate (in Euros) per month:

Accommodation	250-500
Food	250
Public Transport	30
Books & learning materials	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,



Anne GEORGES

Coordinator, International Programme