Faculty of Social and Political Sciences
INTERNATIONAL PROGRAMME

EXCHANGE PROGRAMME INCOMING

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
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
Faculty of Social and Political Sciences
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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):

- 1\(^{st}\) term: second week of September
- 2\(^{nd}\) term: very end of January

**PARTICIPATION TO THIS MEETING IS MANDATORY!**

ULB CALENDAR 2013-2014

The 1\(^{st}\) term officially starts on 8 September and ends up on 24 January.
The 2\(^{nd}\) term officially starts on 26 January and ends up on 20 June.

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

Exchange students courses in the Faculty of Social and Political Sciences

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 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.


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!
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

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://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:

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>250-500</td>
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<tr>
<td>Food</td>
<td>250</td>
</tr>
<tr>
<td>Public Transport (-25 years old)</td>
<td>28</td>
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<tr>
<td>Books &amp; learning material</td>
<td>35</td>
</tr>
<tr>
<td>Health Insurance Plan (for non EU citizens)</td>
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<tr>
<td>Miscellaneous Parties</td>
<td>70</td>
</tr>
<tr>
<td>Telecommunications</td>
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</tr>
</tbody>
</table>

We look forward to welcoming your students in Brussels,
Yours sincerely,
Isabelle BEAUCHAMP
Coordinator; International Programme Office FSP