



UNIVERSITE SAINT-LOUIS – BRUXELLES FACT SHEET

ACADEMIC YEAR 2018 - 2019

PRESENTATION	
Name of the Institution	Université Saint-Louis - Bruxelles
European University Code	B BRUXEL02
Erasmus University Charter PIC	46134-LA-I-2014-I-BE-E4AKAI-ECHE 969084418
Address	Boulevard du Jardin Botanique 43 1000 Brussels Belgium
Head of the Institution	Pierre Jadoul, Rector
Faculties	<ul style="list-style-type: none">• Faculty of Economics, Social and Political Sciences and Communication (Dean: Xavier Wauthy) www.usaintlouis.be/sl/facespo_en.html• Faculty of Law (Dean: Sébastien Van Drooghenbroeck) www.usaintlouis.be/sl/facdroit_en.html• Faculty of Philosophy, Languages & Letters, and Human Sciences (Dean: Isabelle Ost) www.usaintlouis.be/sl/facphilo_en.html• Faculty of Translation and Interpreting (Dean: Olivier Hambursin) www.usaintlouis.be/sl/factimh_en.html
Number of students	± 4,000
Website	www.usaintlouis.be/sl/welcome.html
Facilities	<ul style="list-style-type: none">• Library• Sport Hall• Computer Rooms• Staff restaurant• Students' cafeteria

INTERNATIONAL RELATIONS OFFICE	
Head of the Office	Prof. Bertrand Hamaide, Vice-Rector for Education and International Relations Erasmus Institutional Coordinator
Exchange contacts (incoming students)	For the Faculty of Economics, political and social Sciences and Communication, For the Faculty of Law, For the Faculty of Philosophy, Letters and human Sciences: Mrs Françoise Paulus, International Exchanges Coordinator Boulevard du Jardin Botanique 43 1000 Brussels Belgium erasmus@usaintlouis.be Tel: +32 2 211 79 13 Fax: +32 2 211 78 54
Exchange contacts (outgoing students)	For the Faculty of Economics, political and social Sciences and Communication, For the Faculty of Philosophy, Letters and human Sciences: Mrs Maud Allard Boulevard du Jardin Botanique 43 1000 Brussels Belgium erasmus@usaintlouis.be Tel: +32 2 211 79 96
Bilateral agreements, report to the EU, scholarships, Newsletter, Staff mobility, website,...	Ms Fanny Lutz international@usaintlouis.be Tel: +32 2 211 79 91
Summer school Jean Monnet Module	Ms Teresa Calderon Teresa.calderon@usaintlouis.be Tel: +32 2 792 3639 http://www.usaintlouis.be/iee/1413.html http://www.usaintlouis.be/iee/2732.html

ADMISSION PROCEDURE FOR EXCHANGE STUDENTS	
Deadlines	<p>The admission procedure for exchange students coming to Université Saint-Louis - Bruxelles includes two mandatory phases</p> <ol style="list-style-type: none"> 1) Nomination of the selected students. The home university nominates the student(s) by sending an email with the following information: name and surname, gender, nationality, date of birth, place of birth (city and country), field of study, level of study, e-mail address of the student, term of exchange. <ul style="list-style-type: none"> • by May 15 for Autumn semester or whole year • by October 15 for Spring semester 2) The student submits the application to Université Saint-Louis - Bruxelles: <ul style="list-style-type: none"> • by May 31 for Autumn semester or whole year • by October 30 for Spring semester <p>The application form is available on the website (see Admission): http://www.usaintlouis.be/sl/977.html</p> <p>All the original documents should be sent by normal or express mail as soon as possible to the following address: Université Saint-Louis - Bruxelles International Relations Office To the attention of Mrs F. Paulus Boulevard du Jardin botanique 43 1000 Brussels Belgium</p> <p>Scanned copies are accepted for late-nominated students.</p>
Documents to submit	<p>Application form</p> <p>Learning agreement Transcript of records (marks of the courses obtained before the exchange period) Copy of ID or passport Copy of the European health insurance card or International health insurance contract</p> <p>Proof of civil liability contract</p> <p>1 ID paper photo (to be pasted on the Application form) 1 electronic photo (to be sent to the student's Intranet) Official nomination letter or Exchange Certificate Motivation letter written in French or in English</p> <p>Language certificate(s): official one (TOEFL-IELTS-Cambridge for English and DELF or DALF for French) or issued by a language professor from the home University or OLS result.</p> <p>Min level: B1 for French if courses attended in French and/or B1 for English if courses attended in English <u>except in the Faculty of Law: B2 is demanded !</u></p>
Calendar	<p>1st semester (autumn semester): Mid-September to end of January (Orientation activities start at the beginning of September)</p> <p>2nd semester (spring semester): Beginning of February to end of June)</p>

ACADEMIC CALENDAR: 2018-2019		
Autumn term:		
SEPTEMBER	Between Saturday 1 and Sunday 2	Arrivals
	Monday 3 – Friday 7	Integration Week (introduction to the Belgian culture)
	Monday 10pm - Thursday 13	French Intensive Week
	Friday 14	Orientation Day (compulsory)
	Friday 14	Opening of the new academic year
	Monday 17	Beginning of the courses of the first semester
	Thursday 27	Celebration of the French-speaking Community (no courses)
NOVEMBER	1 and 2	All Saints' Day and Dead people Commemoration (no courses)
DECEMBER	Saturday 15	End of the courses
	Sunday 16 – Wednesday 2	Christmas Holidays
JANUARY	Thursday 3	Beginning of the January exam session
	Saturday 26	End of the January exam session
Spring term:		
JANUARY	Monday 28 - Thursday 31	French Intensive Week (am) Integration Week (pm)
FEBRUARY	Friday 1	Orientation Day (compulsory)
	Monday 4	Beginning of the courses of the second semester
APRIL	Monday 8 – Sunday 22	Easter Holidays
	Monday 23	Courses start again
MAY	Monday 1	Labour Day (no courses)
	Saturday 18	End of the courses
	Thursday 30	Ascension holiday (no courses)
JUNE	Saturday 1	Exams: beginning of the June exam session. Please note they might begin a few days earlier!
	Monday 10	Whit Monday (no exam)
	Saturday 29	End of the June exam session
AUGUST	Friday 16	Beginning of the exams retake session
SEPTEMBER	Saturday 7	End of the exams retake session
	Monday 16	Beginning of the courses (2019-2020 academic year)

ACADEMIC INFORMATION	
ECTS Credit system	All study programs at Université Saint-Louis - Bruxelles are measured in terms of ECTS credits. Bachelor programs count 180 credits, Master programs 60 up to 120 credits.
Course catalogue	The course catalogue can be found at http://www.usaintlouis.be/sl/3021.html The new courses catalogue will be available in June.
Learning agreement	A Learning agreement with the course selection as well as the number of credits needs to be filled in and signed by the student, the home institution and Université Saint-Louis - Bruxelles before the exchange period starts.
Required number of ECTS	As many as your Institution decides. Ideally for a total of 30 ECTS/semester
Number of study weeks per semester	13 weeks. See academic calendar.
Grading system	<1 – 20> www.usaintlouis.be/sl/gradingsystem.html
Marking system	<20/20 and 10/20>: Pass - < 9/20 and 0/20>: failure

LANGUAGES	
Courses	Most courses are taught in French. However, several courses and seminars are in Dutch or in English both during the first and the second terms. The list of courses taught in English can be found here: www.usaintlouis.be/sl/984.html
Language level	We do not require any official test (but we recommend them) proving the level of French (DELFDALF...) or English (TOEFL-IELTS-Cambridge...) languages, but students are supposed to have a good knowledge in order to attend the classes and take the exams (minimum a B1 level in French and English except in the Faculty of Law where a B2 is requested!) That's why we ask either an Official certificate or a language certificate issued by a language professor from the home university of the incoming students or the results of the OLS test.
French language week	Before the beginning of the academic year, we organize an intensive 5-days French course week. Its aim is to introduce students with little knowledge of French to the basics of the language. Students with some knowledge who wish to review the basics are also very welcome to attend. It is necessary to register. Registration forms can be found on the following page: www.usaintlouis.be/sl/frenchcourses_in.html . Before the second semester (end of January), due to the Academic calendar, we can only offer a 4-days French course (in the morning) combined with cultural activities (in the afternoon). Beginners in French are expected to wait until the very beginning of the course in February.
French as a foreign language course	The French as a foreign language course aimed at helping students to learn French more effectively, by providing them with the tools they need to benefit optimally from studying and living in a French-speaking environment. Over and above the purely linguistic dimension, the courses provide students with an introduction to the Belgian culture.

	<p>Following a proficiency test, students are placed in one of the 4 groups:</p> <ul style="list-style-type: none"> ▪ <i>Beginner's group (2hrs/week)</i> ▪ <i>Beginner's to intermediate (2hrs/week)</i> ▪ <i>Intermediate to advanced group (2hrs/week)</i> ▪ <i>Advanced group (2hrs/week)</i> <p>Each level is worth 5 ECTS credits/semester <u>provided that the student regularly attends the classes, is participative and completes the assignments</u>. Students who are here during the whole year and who complete two levels of courses are awarded 10 ECTS credits.</p> <p>In order to register to that course, students have just to put "FLE" on their Learning agreement without any indication of the level.</p>
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ACCOMODATION	
Information	<p>One residence called the "Ommegang" is available for the Exchange students. The prices vary from 425 €/month to 625€/month. It depends on the size of the room and the equipment. It is very important to book well in advance.</p> <p>Please consult our website for all the details (information package and reservation form): www.usaintlouis.be/sl/accommodation.html</p> <p>For more information, please contact us to the following email address: logement@usaintlouis.be/</p>
Reservation procedure	<ul style="list-style-type: none"> - General Application form completed and sent back by the student (or the home University) to USL-B (F. Paulus) - Accommodation reservation form sent back by the student to logement@usaintlouis.be - Contract sent to the student - Payment of the guarantee (= confirmation of the reservation) - At the arrival: keys handing over, entrance check-in of the room, ...
Booking system	First come, first served system

COST OF LIVING	
Average cost of living per month excluding accommodation	± 650.00 €
Sample prices	Lunch at Students' Cafeteria: ± 2.50-3.00 € + drinks (0.70 €) Sandwich: ± 2.50-3.50 € Bus ticket: ± 2.50 – 3.00 € Cinema ticket: ± 10.00 – 11.00 € Copying: ± 0.15 € / sheet
Culture pass	12.00 € www.usaintlouis.be/sl/805.html
Sport	Free of charge in USL-B 30.00 € for one semester or 50.00 € for one year at the UCL Sport Center with the sport card More information on our web-site: www.usaintlouis.be/sl/961.html

OTHER REQUIREMENTS	
VISA	<p><u>For students from another EU member state:</u> prospective students must be in possession of a valid identity card or passport.</p> <p><u>For students from a non-EU country:</u> prospective students wishing to study in Belgium as part of an exchange program must, in the first instance, make an application in person for a short stay visa for the purposes of entry into Belgium as a student. This is a first step in obtaining a student visa (Type D Visa).</p> <p>To make the initial short-stay application, students must, in person, visit the Belgian Embassy or Consulate that is closest to their home, and submit, among others, their application with the specific registration document delivered by USL-B upon request</p> <p>For further information: www.usaintlouis.be/sl/erasmus_visa.html</p>
Health Insurances	<p>All non-Belgian students wishing to participate in an exchange program are required to prove they are covered by a health care insurance.</p> <p><u>European students</u> should obtain the European Health Insurance Card (blue card). This card proves that its holder possesses up-to-date medical insurance (via their private health insurance service or health insurance provider) and enables them, in particular, to benefit from reduced health care costs.</p> <p><u>Non-European students</u> must fulfill certain obligations and have taken out private health insurance through their private health insurance service or health insurance provider. This insurance must cover health care and treatment (medical consultations and the purchase of medication), dental costs, hospitalization costs (following an emergency or accident), and repatriation costs.</p> <p>For further information: www.usaintlouis.be/sl/1014.html</p>
Other insurances	For all we recommend to subscribe to an insurance against theft !

	Besides, it is compulsory to subscribe to an insurance for civil liability in private life!
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INTRODUCTION TO THE BELGIAN CULTURE	
INTEGRATION WEEK	<p>Beginning of September (before the intensive French week), an integration week is organized in order to give a first approach of the Belgian culture. The program is composed of conferences in the morning and related visits in the afternoon (Musea, Belgian Parliament, Bruges...).</p> <p>The number of students is limited to 30 students in order to make the visits accessible to everyone. In case of great success, we could organize the same week for another group of 30 students. Normally the whole week is organized in English but we could foresee a few activities in French if we receive enough requests.</p> <p>Further information will be sent to the newly nominated students end of June.</p>

ESN COMMISSION AND ARRIVAL	
ESN Commission	<p>A group of voluntary students is elected each year in order to compose the Saint-Louis ESN section. Those students will take care of the exchange students and will organize activities for them.</p> <p>You may contact them at the following address: esn saintlouis@gmail.com</p> <p>They will use Facebook to communicate all the information concerning social, cultural or festive events.</p>
Buddy system	<p>A local student is going to be in charge of an exchange student in order to help him get acquainted with the University, the city and the daily life. It is the students from the ESN Commission who communicate the name and e-mail address of the buddy.</p>
Arrival	<p>The students should avoid arriving during the night or late at night! Then they should stay one night in a Youth Hostel!</p> <p>When possible avoid Charleroi airport called Brussels South. If you arrive at Charleroi airport, you have to take the shuttle to the Brussels South train station (Midi train station – “Gare du Midi”). It Takes ± 1 hour.</p> <p>Zaventem airport (our National airport) is much closer to our University. From Zaventem airport, you can take a train or a bus to the city center (North train station - “Gare du Nord”).</p> <p>The members of the ESN Commission or the buddies will try to pick-up the new incoming students upon their arrival (except for arrivals in Charleroi !!) provided we have received in time all the details of arrival.</p>