

**Solvay Brussels School of Economics and Management (SBS-EM)**
**Partner Fact sheet**  
**2016-2017**
**CONTACT**

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[www.solvay.edu/international](http://www.solvay.edu/international)  
[www.facebook.com/SolvayInternational](https://www.facebook.com/SolvayInternational)

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**Coordinator for outgoing students**  
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For any question regarding exchange agreements, please contact Tamara Schuller.

**THE "UNIVERSITE LIBRE DE BRUXELLES"**

- Founded in 1834
- A comprehensive university : covering all disciplines at all levels
- 13 Faculties
- 1 Teaching Hospital
- 25,000 students (32% foreign students)
- 350 Erasmus-Socrates partnerships
- 330 institutional agreements


**EXCHANGE RELATED INFORMATION**
**Websites**

- Incoming Students: <http://www.solvay.edu/exchange-students>  
The International Relations website should answer most of the questions your exchange students can have. Therefore, we strongly recommend them to read it carefully. The International Relations Office will of course remain available for any further questions.
- Faculty Solvay Brussels School of Economics and Management (SBS-EM): [www.solvay.edu](http://www.solvay.edu)
- Université libre de Bruxelles (ULB): [www.ulb.ac.be](http://www.ulb.ac.be)

## Information packages

- **Info Pack 1** (as of May for Term 1, as of November for Term 2): emailed to the students once they have been officially announced;
- **Info Pack 2** (as of June for Term 1, as of December for Term 2): emailed to the students once they have registered on-line;
- **Info Pack 3** given to the students during the welcome meeting.

## Information meetings

An orientation week is organized for all SBS-EM exchange students before the beginning of the courses (dates to be confirmed):

- 1<sup>st</sup> term: **12-16<sup>th</sup> September 2016**
- 2<sup>nd</sup> term: **30<sup>th</sup> January – 3<sup>rd</sup> February 2017**

**PARTICIPATION TO THIS ORIENTATION WEEK IS MANDATORY!**

## ULB CALENDAR (TBC)

- **12 September 2016**: start of the academic year: Orientation Week (**MANDATORY!**) + beginning of the Express Introduction Week
- 19 September 2016: beginning of the courses
- 24 December 2016: end of the courses and beginning of Christmas Holidays
- 09 January 2017: beginning of the exams
- **28 January 2017**: end of the exams and of the 1<sup>st</sup> term exchange period
- **30 January 2017**: start of the 2<sup>nd</sup> term: Orientation Week (**MANDATORY!**) + beginning of the Express Introduction Week
- 06 February 2017: beginning of the courses
- 03-14 April 2017: Easter holidays
- 29 May 2017: beginning of the exams
- **01 July 2017**: end of the exams and of the 2<sup>nd</sup> 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** by email to:

Mrs Anne GEORGES  
International Relations  
Solvay Brussels School of Economics and Management  
Université libre de Bruxelles  
Avenue Franklin D. Roosevelt 50 – CP145/01  
B - 1050 Brussels  
BELGIUM

Email: [anne.georges@ulb.ac.be](mailto: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 + Erasmus code (if applicable)
- ✓ Number of semesters already completed

▪ **Nomination deadlines:**

1<sup>st</sup> term & academic year: 15 MAY  
2<sup>nd</sup> term: 15 OCTOBER

## Registrations...

• **to the university:**

- ✓ personal **login and password** is **e-mailed** to the students after nomination
- ✓ **obligatory online registration** by the students (no other form accepted)
  - > Registration opening: 1<sup>st</sup> term & academic year: 15 May - 2<sup>nd</sup> term: 16 October
  - >the on-line form does not include registration to the courses
- ✓ **Info Pack 2** including acceptance letter is then emailed to students after the online registration

On-line registration deadlines:  
1<sup>st</sup> term & academic year: 1 JULY  
2<sup>nd</sup> term: 1 DECEMBER

• **to the courses:**

- ✓ **online form** to be submitted after beginning of the courses

Courses registration deadlines:  
1<sup>st</sup> term & academic year: 07 OCTOBER  
2<sup>nd</sup> term: 24 FEBRUARY

Students will have the opportunity to attend courses during  $\pm$  3 weeks before submitting their final courses registration form online. Please note: no prior registration, nor changes 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 a majority 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 should acquire at least an intermediate 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 some good basic knowledge of French (entry level test). More details on: <http://www.solvay.edu/international-programme-languages>

A gratis 40h French course is offered to total beginners in a private school, although this is outside university programme, and therefore not credited.

## PROGRAMME

### Courses

Exchange students are requested to register to 1 course at least and maximum 30 ECTS. The exact number of courses or ECTS credits has to be determined by the home institution.

Students are authorized to select courses from other faculties, but have to register to at least 60% of their courses at SBS-EM.

The programmes open are at Bachelor 3 (3<sup>rd</sup> year), Master 1 (4<sup>th</sup> year) and Master 2 (5<sup>th</sup> 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 1<sup>st</sup> term courses*)
  - ✓ May–June (*Exams for the academic year and 2<sup>nd</sup> term courses*)
  - ✓ Mid-August – beginning of September (*Resit exams for the 1<sup>st</sup> and 2<sup>nd</sup> terms courses*)

*For non-European students only: 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 simultaneous distance exams (conditional to the professors' agreement and if the time difference allows this).*

For any question regarding the exams, please contact [anne.georges@ulb.ac.be](mailto:anne.georges@ulb.ac.be)

### Results

The official transcripts of records are emailed to the home institution coordinator (student is cc), in the course of March for the 1<sup>st</sup> term exchange students and beginning of July for the 2<sup>nd</sup> term and academic year exchange students.

## HEALTH AND MEDICAL INSURANCE

When registering to ULB, students will be required to pay 12€ (TBC) for their obligatory insurance, which is covering them for incidents on the campus and on the way to/from the campus. We however advise them to complement this with another insurance covering them for health issues, incidents outside "working hours" and for their other activities. Either student may want to take insurance from home, or register here when they arrive (social security or private insurance).

## ACCOMMODATION

Our university unfortunately doesn't provide student housing to exchange students. Students may look for independent, off-campus housing, for which we do offer support.

ULB Accommodation Service Database

<http://web2.ulb.ac.be/logements/index.php>

Specialized websites

<http://www.brukot.be>

<http://www.erasmate.com>

<http://www.kots.be>

A comprehensive list will be provided to students with  
Info Pack 2

## CAMPUS FACILITIES/ACTIVITIES

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

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

Exchange Students association Express: <https://www.facebook.com/expresserasmusulb/?fref=ts>

## ESTIMATED COST OF LIVING

Please find here below a **monthly estimated budget (in €)**:

Accommodation	350-500
Food	250
Public Transport	30 - 50
Books & learning materials	35
Health Insurance Plan (for non EU citizens)	25
Miscellaneous	70
Telecommunications	40

We look forward to welcoming your students in Brussels,

Yours sincerely,



Anne GEORGES

*Coordinator, International Relations SBS-EM*

