



UNIVERSITE SAINT-LOUIS – BRUXELLES

FACT SHEET

Academic Year 2017 – 2018

PRESENTATION	
Name of the Institution	Université Saint-Louis - Bruxelles
European University Code	B BRUXEL02
Erasmus University Charter	46134-LA-1-2014-1-BE-E4AKA1-ECHE
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) http://www.usaintlouis.be/sl/1035.html• Faculty of Law (Dean: Sébastien Van Drooghenbroeck) http://www.usaintlouis.be/sl/1034.html• Faculty of Philosophy, Languages & Literatures and Human Sciences (Dean: Isabelle Ost) http://www.usaintlouis.be/sl/1036.html• Faculty of Translation and Interpreting (Dean: Olivier Hambursin) http://www.usaintlouis.be/sl/1838.html
Number of students	± 3,700
Website	http://www.usaintlouis.be/sl/welcome.html

Facilities	<ul style="list-style-type: none"> ✓ Publishing Office ✓ 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)	<p>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:</p> <p>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</p> <p>For the Faculty of Translation and Interpreting: Mr Philippe Moreau, International Exchanges Coordinator Mme Véronique Vienne, Administrative Coordinator for incoming students Institut Libre Marie Haps Rue d'Arlon 11 1050 Brussels Belgium international@ilmh.be Tel : +32-2-793 40 62 - 40 61 Fax : +32-2-793 40 69</p>

<p>Exchange contacts (outgoing students)</p>	<p>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</p> <p>For the Faculty of Translation and Interpreting: Mr Philippe Moreau, International Exchanges Coordinator Mme Véronique Vienne, Administrative Coordinator for incoming students Institut Libre Marie Haps Rue d’Arlon 11 1050 Brussels Belgium international@ilmh.be Tel : +32-2-793 40 62 - 40 61 Fax : +32-2-793 40 69</p>
<p>Bilateral agreements, report to the UE, Newsletter,...</p>	<p>Ms Fanny Lutz international@usaintlouis.be Tel: +32 2 211 79 91</p>

ADMISSION PROCEDURE FOR EXCHANGE STUDENTS

<p>Deadlines</p>	<p>The admission procedure for exchange students coming to Saint-Louis University - Brussels includes two mandatory phases :</p> <ol style="list-style-type: none"> 1) The home university nominates the student 2) The student submits the application to Saint-Louis University - Brussels: <ul style="list-style-type: none"> • by May 31 for Autumn semester (Sept to January) or whole year • by October 30 for Spring semester (February to June) <p>The application form is available on the website: http://www.usaintlouis.be/sl/internationalstudents.html</p>
-------------------------	--

	<p>All the original documents should be sent by normal or express mail as soon as possible to the following address: Saint-Louis University – Brussels International Relations Office To the attention of Mrs F. Paulus Boulevard du Jardin Botanique 43 1000 Brussels Belgium Scanned copies are accepted for late-nominated students.</p> <p>For the Faculty of Translation and Interpreting, the registration documents must be sent to : Institut Libre Marie Haps International Relations Office To the attention of Mrs V. Vienne Rue d’Arlon 11 1050 Brussels Belgium</p>
<p>Documents to submit with 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 Proof of civil liability contract 2 ID photos (1 to be pasted on the Application form) Official nomination letter or Exchange Certificate Motivation letter written in French or in English 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. Min level: B1 for French if courses attended in French and/or B1 for English if courses attended in English except in the Faculty of Law: B2 is demanded !</p>

There might be slight changes in this Academic calendar for the Faculty of Translation and Interpreting.

ACADEMIC CALENDAR: 2017-2018

Autumn term:		
SEPTEMBER	Between Friday 1 and Sunday 3	Arrivals
	Monday 4 to Friday 8	Integration Week
	Monday 11pm to Friday 15am	French Intensive Week
	Monday 11 am	Orientation morning for all Faculties except Translation and Interpreting (compulsory)
	Thursday 14	Opening of the new academic year
	Friday 15 pm	Orientation afternoon for the Faculty of Translation and Interpreting (compulsory)
	Monday 18	Beginning of the courses of the first semester
NOVEMBER	1 and 2	No courses
DECEMBER	Saturday 16	End of the courses
	Monday 18 – Saturday 23	Pre-session exams
	Sunday 24 – Sunday 31	Christmas Holidays
JANUARY	Tuesday 2	Beginning of the January exam session
	Saturday 27	End of the January exam session
Spring term:		
JANUARY	Monday 29 to Thursday 1	French Intensive Week (am)//Integration Week (pm)
FEBRUARY	Friday 2	Orientation Day (compulsory)
	Monday 5	Beginning of the courses of the second semester
APRIL	Monday 2 – Sunday 15	Easter Holidays
MAY	Monday 1	Labour Day (no courses)
	Thursday 10	Ascension holiday (no courses)
	Saturday 19	End of the courses
JUNE	Saturday 2	Exams: beginning of the June exam session. Please note they might begin a few days earlier!
	Saturday 30	End of the June exam session

ACADEMIC INFORMATION

ECTS Credit system	<p>All study programmes at Saint-Louis University - Brussels are measured in terms of ECTS credits. Bachelor programmes count 180 credits, Master programmes 60 up to 120 credits.</p> <p>The course catalogue can be found at http://www.usaintlouis.be/sl/1596.html</p> <p>The new courses catalogue will be available in June.</p>
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 Saint-Louis University - Brussels before the exchange period starts.
Required number of courses	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>
Marking system	<20/20 and 10/20>: Pass - < 9/20 and 0/20>: failure

LANGUAGES

<u>Courses</u>	<p>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: http://www.usaintlouis.be/sl/984.html.</p> <p>For the Faculty of Translation and Interpreting, all courses are given in French, except the translation courses. The list of courses taught in this Faculty is given on the following page : http://www.usaintlouis.be/sl/1840.html</p> <p>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</p>
-----------------------	--

	<p>the exams (minimum a B1 level in French and English except in <u>the Faculty of Law where a B2 is requested!</u>)</p> <p>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.</p>
<p><u>French language week</u></p>	<p>Before the beginning of the academic year, we organize an intensive 5-days French course. Its aim is to introduce students with little knowledge of French to the basics of the language. Beginners or students with some knowledge who wish to review the basics are also very welcome to attend, but only in September!</p> <p>It is necessary to register. Registration forms can be found on the following page : http://www.usaintlouis.be/sl/979.html</p> <p>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.</p>
<p><u>French as a foreign language course</u></p>	<p>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> <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</u></p>

	<p>completes the assignments. 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>
--	---

ACCOMODATION	
Information	<p>Several residences are available for the Erasmus students. The prices vary from 320 €/month to 475€/month (prices might slightly increase in 2017-2018). It depends on the size of the room, the services and the equipment. Some are single, others are double rooms. It is very important to book well in advance.</p> <p>Please consult our website for all the details (information package and reservation form): http://www.usaintlouis.be/sl/1045.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) - Accomodation 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, original accommodation contract signed by the student, payment of the first month rent.
Booking system	First come, first served system

COST OF LIVING	
Average cost of living per month excluding	± 650.00 €

accommodation	
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 € http://www.usaintlouis.be/sl/805.html
Sport	Free of charge in USL-B 30.00 € for one year at the UCL Sport Center with the sport card More information on our web-site: http://www.usaintlouis.be/sl/961.html

OTHER REQUIREMENTS

VISA	<p>For students from another EU member state: prospective students must be in possession of a valid identity card or passport.</p> <p>For students from a non-EU country: prospective students wishing to study in Belgium as part of an exchange programme 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: http://www.usaintlouis.be/sl/1013.html</p>
Health Insurances	All non-Belgian students wishing to participate in an exchange programme are required to prove they are covered by a health care insurance.

	<p>European students 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>Non-European students 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: http://www.usaintlouis.be/sl/1014.html</p>
<p>Other insurances</p>	<p>For all we recommend to subscribe to an insurance against theft !</p> <p><u>Besides, it is compulsory to subscribe to an insurance for civil liability in private life!</u></p>

<p>INTRODUCTION TO THE BELGIAN CULTURE</p>	
<p>INTEGRATION WEEK</p>	<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 programme is composed of conferences in the morning and 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 the same 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 St-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 WE or late at night! Then they should stay one or two nights in a Youth Hostel!</p> <p>Please avoid Charleroi airport: Zaventem airport (National airport) is much closer to our University than Charleroi airport (Brussels South).</p> <p>From Zaventem airport, you can take a train or a bus to the city center ("Gare du Nord")! If you arrive at Charleroi airport, you have to take the shuttle to the Brussels South train station (gare du Midi).</p> <p>The members of the ESN Commission or the buddies will pick-up the new incoming students at their arrival (except for arrivals in Charleroi !!) provided we have received in time all the details of arrival !</p>