

Apply to B-BRUXEL 04 as an ERASMUS+ student for 2018-2019

Instructions to Partner universities (*Agreements signed with Centralized Ulb Faculties see next page*)

1- *Respect of the agreements*

The agreements have to be strictly respected regarding the number of students and their study subject. Our process does not allow us to switch the study subject.

- Please note that “1 year” spot may not be divided into “2 terms” spots.
- Learning agreements must be composed by at least 60% of courses from the study field indicated in the Erasmus+ Agreement.

2- **Announcement:**

Please send us your nominations, using our Excel file, but, please, do not ask the students to fill it themselves; We only accept the nominations coming from the international Erasmus services.

We have integrated a new on-line system for the applications of incoming students. Therefore, from now on, you should not send us anymore the student files on paper or by e-mail. However we would highly appreciate to receive the list of the nominated students using the file in attachment to this e-mail. Could you please be as precise as possible as regards the Ulb subject area names and latest Isced discipline codes to be explicit and not ambiguous. This will enable us to identify the Ulb faculty in charge of each student and avoid misunderstanding when some overlap may occur between 2 faculties (i.e “Ecole Polytechnique” and “Sciences” Faculty or between “Lettres et Communication” and “Ecole de Traduction et d’Interprétation (Isti- Cooremans) or “Philosophie et Sciences Sociales” Faculty) .

Should your students come to ULB through a Special Program (Double diploma, Joint Master, Time, etc.) , then please specify it as the file has to be managed directly by the relevant faculty (i.e “Ecole Polytechnique”). The student will have to follow the faculty own application process for this kind of program.

3- **Nominations Deadlines for Partners :**

1st term stays: **15/05/2019**

2nd term stays: **15/10/2019**

Please be aware that in case of cancellation, it will not be possible to replace the student.

4- **Applications Deadlines for students :**

Relevant information will be sent by e-mail only to the students who have properly been nominated by your university. Students will have to fill in their online application form (we will send them the link) until:

1st term stay: **01/06/2019**

2nd term stay: **30/10/2019**

5- Centralized Faculties and Decentralized process

Some of our faculties have a de-centralized process for nominations and applications. Students should ideally be announced directly to them, The partners whose students are concerned by this should have been directly provided with the appropriate information by the de-centralized offices.

Therefore this message concerns :

Facultés ULB	Courses e.g
Lettres et Communication	Languages, literature, linguistics, Non EC languages, Journalism and Communication, Music and Performing Arts, Library
Droit et Criminologie	Law, criminology
Sciences	Biology, Maths, Geography, Chemistry, physics, Information and Communication Technologies (ICTs) (Informatics, Computer sciences, Tourism, Earth Sciences
Sciences - Agronomie EIB	Agronomy, environment, forestry
Pharmacie	Pharmacy
Ecole Polytechnique de Bruxelles	Engineering, manufacturing and construction, Electricity and energy, electronics, Information and Communication Technologies (ICTs)
Psychologie et Sciences de l'Education	Psychology, Education science
Sciences de la Motricité	Physiotherapy

For other Faculties (Decentralized offices) please do refer to the instructions you have received from relevant colleagues and please send a separate nomination if necessary to them ***(you will find all the data of those faculties on our General Data Sheet as Annex)***

6- Recommended language skills

As indicated in the Agreements we have signed. In general, a B1 level in French is recommended, but no certificate is required. **Please read details in our General Data Sheet as Annex**

7- Accommodation in Brussels

We have the regret to remind you as every year that the accommodation situation in Brussels (as in any big city in Europe) is not simple. Therefore, our university accommodation office will do its utmost to help our Incoming students to find a best accommodation possibility for them:

<http://www.ulb.ac.be/logements/index-erasmus.html>

8- Traineeships – thesis – (final) projects – SMP mobility

Prior to the stay, an official nomination and a written authorization from the ULB Promoter will have to be provided to our service within six weeks before the foreseen start of the traineeship.

The subject and practical conditions of any kind of personal work to be done through the SMS or SMP Erasmus program, performed at ULB during an Erasmus stay in Brussels, should be agreed by an appropriate Promoter (academic person in charge of the activity). This Promoter shall be our reference during the student's stay.

How to locate a Promoter?

Most faculties indicate on their website the available training activities, and the name of the academic in charge of them. <http://www.ulb.ac.be/sitemap/ulb/map-enseignement.html#menuEnseignementFacs1>

Should your students wish to perform a placement in the frame of a specific topic, the list of our research units is available on this website: <http://www.ulb.ac.be/rech/inventaire/facultes/index.html>

Please remind students there are deadlines to be considered: the ULB Promoter might some delay to give his/her approbation to the trainee's presence in her/his laboratory.

Our faculties' internal regulations remain the sole reference about the conditions of stay. All the aspects relative to this kind of stay: nature of the placement, schedules, discipline, and language proficiency should be discussed and agreed with the Promoter.