



UNIVERSITE SAINT-LOUIS – BRUXELLES FACT SHEET

ACADEMIC YEAR 2021 - 2022

PRESENTATION	
Name of the Institution	Université Saint-Louis - Bruxelles
European University Code	B BRUXEL02
Erasmus University Charter PIC	101006721/USL-B-ECHE_LP 969084418
Address	Boulevard du Jardin Botanique 43 1000 Brussels Belgium
Rector	Pierre Jadoul
Faculties	<ul style="list-style-type: none">• Faculty of Economics, Social and Political Sciences and Communication (Dean: Xavier Wauthy) www.usaintlouis.be/sl/I035.html• Faculty of Law (Dean: Pierre-Olivier de Broux) www.usaintlouis.be/sl/I034.html• Faculty of Philosophy, Languages & Letters, and Human Sciences (Dean: Philippe Desmette) www.usaintlouis.be/sl/I036.html• Faculty of Translation and Interpreting (Dean: Dany Etienne) www.usaintlouis.be/sl/I838.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 International Relations bertrand.hamaide@usaintlouis.be
Erasmus Institutional Coordinator	M. Philippe Moreau International Exchanges Coordinator Faculty of Translation and Interpreting philippe.moreau@usaintlouis.be
Exchange contacts (incoming students)	For all Faculties except Translation and Interpreting: Mrs Françoise Paulus, Boulevard du Jardin Botanique 43 1000 Brussels Belgium incoming@usaintlouis.be Tel: +32 2 211 79 13
Exchange contacts (outgoing students) Newsletter Scholarships	For all Faculties except Translation and Interpreting: Mrs Maud Allard Boulevard du Jardin Botanique 43 1000 Brussels Belgium outgoing@usaintlouis.be Tel: +32 2 211 79 96
Bilateral agreements, MoU, extensions, reporting to the EU, academic and administrative staff Mobility, international cooperation...	Ms Maureen Sibomana Erasmus+ bilateral agreements, extensions, international@usaintlouis.be Tel: +32 2 211 79 91 Ms Isabelle de Clerck Head of International Relations Office MoU, international cooperation, ... international@usaintlouis.be Tel : +32 2 792 36 77
Administrative support	Erasmus Trainee erasmus-stagiaire@usaintlouis.be
Summer school Jean Monnet Module	Ms Thérèse Davio therese.davio@usaintlouis.be Tel: +32 2 792 3639 www.usaintlouis.be/iee/1413.html www.usaintlouis.be/iee/2732.html
Website for exchange students	www.usaintlouis.be/si/977.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> <p>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, email address of the student, term of exchange.</p> <ul style="list-style-type: none"> • by May 15 for Autumn semester or whole year • by October 15 for Spring semester <p>to incoming@usaintlouis.be</p> <p>The student submits the application form and all other required documents to Université Saint-Louis - Bruxelles:</p> <ul style="list-style-type: none"> • by May 31 for Autumn semester or whole year • by October 31 for Spring semester <p>The application form is available on the website and will be sent to every selected student.</p> <p>The complete set of scanned documents should be sent as soon as possible to the following address: incoming@usaintlouis.be and erasmus-stagiaire@usaintlouis.be</p>
Documents to submit	<p>Application Documents</p> <ol style="list-style-type: none"> 1. Application Form (including a passport photo pasted on the first page) 2. Learning Agreement 3. Transcript of records (marks of the courses obtained before the exchange period) 4. Copy of ID or passport 5. Copy of the European health insurance card or International health insurance contract (see “Other requirements” below) 6. Contract proving civil liability insurance for the duration of the stay (see “Other requirements” below) 7. An electronic photo (to be sent to erasmus-stagiaire@usaintlouis.be) 8. Official nomination letter or Exchange Certificate from the home university 9. Motivation letter written in French or in English (± 1 page) 10. Language certificate(s): <ul style="list-style-type: none"> • an official one (TOEFL-IELTS-Cambridge for English and DELF or DALF for French) • or issued by a language professor from the home University • or the OLS result <p>If the student intends to attend courses in both languages, they should provide a certificate for each language.</p> <p>Once he has completed the registration procedure, the student will receive a</p>

	student number (“numéro de role”). This is mainly used to access the university’s intranet.
Calendar	<p>French courses : 30th August to 3th September 2021</p> <p>Orientation activities (Autumn semester) : 6th September to 9th September 2021</p> <p>Welcome Day : 10th Septembre 2021</p> <p>1st semester (Autumn semester): 14th September to 22th January 2022 (examination session included)</p> <p>Orientation activities (Spring semester) : 24th January to 28th January 2022</p> <p>Welcome Day : 29th January 2022</p> <p>2nd semester (Spring semester): 1st February to 1st July 2022 (examination session included)</p>

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 from 60 up to 120 credits.
Course catalogue	The course catalogue can be found at www.usaintlouis.be/sl/3539.html (2020-2021)
Learning agreement	<p>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.</p> <p>For European students, the OLA (Online Learning agreement) is highly recommended in the new Erasmus+ programme (2021-2027).</p> <p>For Partners : www.erasmus-dashboard.eu</p> <p>For students : www.learning-agreement.eu</p>
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	<p>< 0/20 - 9/20>: Failure</p> <p><10/20 - 20/20>: Pass</p> <p>www.usaintlouis.be/sl/1057.html</p>
RETAKE SESSION	<p>The retake session for the January and June exams session will automatically take place in August! For students who fail one or more course(s) and who want to obtain their degree quickly or who want to apply for a Master degree, they must be aware they won’t receive their new Transcript before beginning of October!</p> <p>The Erasmus+ students will have to come back to Brussels for their retake session. Whereas for non-European students, we may foresee distance exams.</p>

LANGUAGES	
Courses	<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:</p> <p>www.usaintlouis.be/sl/984.html</p>

Language level	A minimum B1 level is required for all fields of studies except in the Faculty of Law where a minimum B2 level is required for both languages! It is also recommended to have a minimum B2 level for students of Romance Languages.
Intensive French Week	<p>Before the beginning of each semester, we organize a 4-5-day Intensive French Week. Groups will be made for levels from intermediate-beginner to advanced. Complete beginners are invited to take the French as a foreign language course during the semester. The student's level is defined by the result of an online placement test.</p> <p>It is necessary to register. The registration form will be sent by email to all accepted students.</p> <p>Before the second semester (end of January), due to the Academic calendar, we can only offer a 4-day French course (in the morning) combined with cultural activities (in the afternoon), except on the very first day.</p> <p><u>Remark:</u> in case of red colour in use in the University, these activities will be organized online.</p>
French as a foreign language course	<p>The French as a foreign language course aims to help 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 course provides students with an introduction to Belgian culture.</p> <p>Following a proficiency test, students are placed in one of the 4 groups:</p> <ul style="list-style-type: none"> ▪ Beginner group (2hrs/week) ▪ Beginner to intermediate (2hrs/week) ▪ Intermediate to advanced group (2hrs/week) ▪ Advanced group (2hrs/week) <p>Each level is worth 5 ECTS credits/semester <u>provided that the student regularly attends the classes, participates and completes the assignments.</u> Students who are here during the whole year and who complete two levels of the course are awarded 10 ECTS credits.</p> <p>In order to register for that course, students have just to put "FLE" on their Learning agreement without any indication of the level or course code. The level will depend on the result of the placement test.</p>

ACCOMODATION	
Information	<p>One residence called the "Ommegang" is available for the Exchange students. The prices vary from 490€/month to 726€/month (tariffs in 2020-2021). It depends on the size of the room and the equipment. It is very important to book well in advance, as soon as the Application Form has been sent.</p> <p>Please consult our website for all the details (information package and reservation form): www.usaintlouis.be/sl/I045.html</p> <p>For more information, please contact the accommodation service at the following email address: logement@usaintlouis.be</p>
Reservation procedure	<p>I. General Application Form completed and sent back by the student (or the home University) to USL-B (incoming@usaintlouis.be)</p>

	<p>2. Accommodation reservation form to be completed online http://www.usaintlouis.be/sl/1045.html</p> <p>The Accomodation service sends an e-mail with a room proposal.</p> <p>3. Contract sent to the student (to be signed and sent back)</p> <p>4. Payment of the guarantee (= confirmation of the reservation)</p> <p>5. Upon arrival: handing over of the keys, checking the initial state of the room, ...</p>
Booking system	First come, first served system

COST OF LIVING	
Average cost of living per month excluding accommodation	± 700.00€
Sample prices	<p>Lunch at Students' Cafeteria: ± 2.50 – 3.00€ + drinks (0.70€)</p> <p>Sandwich: ± 2.50 – 3.50€</p> <p>Bus ticket: ± 2.50 – 3.00€</p> <p>Cinema ticket: ± 10.00 – 11.00€</p> <p>Photocopying: ± 0.15€ / sheet</p>
Culture card	<p>12.00€</p> <p>http://www.usaintlouis.be/sl/805.html</p>
Sport	<p>Free of charge for sports activities organized at USL-B.</p> <p>USL-B students can also use the Woluwe Sports Center of UCL (Université Catholique de Louvain) with the sports card: 30.00€ for one semester or 50.00€ for one year. (to be paid through the Intranet of the student).</p> <p>More information on our website: http://www.usaintlouis.be/sl/961.html</p>

OTHER REQUIREMENTS	
VISA	<p>For students from another EU member state: prospective students must be in possession of an identity card or passport valid at least until the end of the exchange period.</p> <p>For students from a non-EU country: prospective students wishing to study in Belgium as part of an exchange program must 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 do this, students must go to the Belgian Embassy or Consulate that is closest to their home, and submit their application with the specific registration document delivered by USL-B upon request.</p> <p>For further information: www.usaintlouis.be/sl/1013.html</p>
Health Insurance	All students wishing to participate in an exchange program are required to prove they are covered by a health care insurance.

	<p>European students should obtain the European Health Insurance Card (blue card) at least valid till the end of the exchange period. 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: www.usaintlouis.be/sl/I704.html</p>
Other insurances	<ul style="list-style-type: none"> • Civil liability insurance is compulsory in Belgium. This insurance protects the student from expenses due to damages caused to people or goods for all activities taking place outside of the university or inside but not organized by the University. • Insurance against theft is recommended • Travel insurance, particularly for loss or theft of luggage is recommended

INTRODUCTION TO BELGIAN CULTURE	
Introduction to Belgian Culture Week	<p>September After the intensive French week, an Introduction to Belgian Culture Week is organized in order to give incoming students a taste of their host town and country. The program is composed of conferences in the morning and related visits in the afternoon (Museums, Belgian Parliament, Chocolatiers tour, brewery, ...).</p> <p>The number of students is limited to 80 students in order to make the visits accessible to everyone. 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 incoming students end of June.</p> <p>January An Introduction the Belgian Culture Week is also organized end of January, but parallel to the Intensive French Week. Students can participate in both, as the French courses take place in the morning, and the cultural activities in the afternoon.</p> <p><u>Remark</u>: in case of COVID confinement, activities will be virtual.</p>

ESN COMMISSION AND ARRIVAL	
ESN Saint-Louis Commission	<p>A group of student volunteers makes up the Saint-Louis ESN section. Those students take care of the exchange students and organize activities for them. You may contact them at the following address: esnsaintlouis@gmail.com. They use Facebook to communicate all the information concerning social, cultural or festive events.</p>
Buddy system	<p>Incoming students can request to be assigned a “buddy”. This is a local student who will help them get acquainted with the University, the city and daily life in</p>

	Brussels. Students must tick the box in the Application Form to be assigned a buddy. Then the students from ESN will communicate the name and email address of the buddy to the incoming student.
Arrival	<p>The students should avoid arriving during the night or late at night! If they must, then they will not be able to access their accommodation before the following day and they should stay one night in a youth hostel or hotel!</p> <p>When possible avoid Charleroi airport (also 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 \pm 1 hour.</p> <p>Zaventem airport (or “Brussels International 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”) (\pm 15 min.).</p> <p>Due to the increasing number of incoming students, the members of the ESN Commission or the buddies won’t pick-up anymore the new incoming students upon their arrival. Nevertheless a welcome guide will be sent to them by e-mail before their arrival.</p>
Covid Information	Throughout the year or the semester, according to the evolution of the sanitary situation, students will be informed about the education modalities: courses, seminars, tutorials ... organized online or face-to-face.