

CONTACT

Name	Ms Isabelle Beauchamp
Function	Incoming students' coordinator Assistant Student Mobility Office, Faculty of Philosophy and Social Sciences
Study fields	Political Sciences, Social Sciences, Labor Sciences, History, Art History, Archaeology, Cultural Management, Philosophy, Ethics, Religious Sciences and Secular Thought. Please note that the Specialized Master in gender studies is no longer available to incoming students !
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Visiting address	Student Mobility Office Avenue Paul Héger 15, 1050 Brussels Office H1.136 (Building H, level 3, access 6)
Websites	<ul style="list-style-type: none"> • Student Mobility Office - Faculty: https://phisoc.ulb.be/fr/venir-etudier-a-la-faculte • Faculty: https://phisoc.ulb.be/fr/la-faculte • International Welcome Desk - From other Departments: https://www.ulb.be/en/non-exchange-international-students • Student Mobility Office - ULB: https://www.ulb.be/en/incoming-mobility/practical-information-for-incoming-students

INFORMATION

Information packs

- **Starter Pack** (by end of May for T1 & AA, by the end of October for the T2): exchange at glance, VISA and Acceptance letters, and [MoveOn application form web link](#) e-mailed to the students once they have been officially announced.
- **Before you come Pack** (by June for T1 & AA, by December for T2): visa letter, guide 1... sent by email once the students have completed the application form on-line MoveOn.
- **Finalisation registration** with the matricule number and **process to create ULB email address** sent by email once the MoveOn application approved.
- **Welcome Pack:** course registration form, guide, goodies ... given on site to the students during the Welcome meeting.

Academic calendar

- **Autumn semester - 1st Term (T1) & AA:**
 2nd week of September: [Welcome week - mandatory](#)
 (Welcome meeting, Academic coordinators' meeting)
 Mid-September: start of courses
 Mid-December: end of course
 Early January: exam session
 3rd week of January: end of exchange
- **Spring semester - 2nd Term (T2) & AA:**
 Last week of January: [Welcome week - mandatory](#)
 (Welcome meeting, Academic coordinators' meeting)
 Beginning of February: start of courses
 End of May to end of June: exam session
 End of June: end of the exchange

Nomination

- **Process:** exchange students' nominations have to be sent by the home university coordinator by email to pipsin@ulb.be. Please use the [Phisoc nomination form in the Excel format](#). (last and first names,, gender, e-mail address, year of study, exchange period, major at ULB).
- **Deadlines:**
 1st term & academic year: [MAY 15th](#)
 2nd term: [OCTOBER 15th](#)
- **For other ULB faculties :** please send the nomination file to the [Student Mobility Office of ULB](#) - mobilite@ulb.be.

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Agreements

- As the ULB doesn't accept free movers, exchange students must be nominated under **operating bilateral agreements**. In case of renewal or extension of an agreement within our faculty, please contact pipsout@ulb.be.
- **Website:** <https://phisoc.ulb.be/fr/relations-internationales>

Application

- **Process:** exchange students have to fill in the MoveOn application form.
- **Deadlines:** within 2 weeks of receiving the **Starter pack** by email.

Language requirement

- **No language certificate (DALF/DELF/etc.)** is required.
- However, ULB is a French-taught university, which means that exchange students must acquire a **B1-B2 level** in French prior to their arrival.
- **French courses:** ULB offers free French courses - 30-hour module (3 credits) or 60-hour module (5 credits) - at the ULB Language Unit.
- **Website:** <https://langues.ulb.be/en/cours-de-francais-langue-etrangere-pour-etudiants-ulb>

Courses

- **Process:** exchange students must take at least 60% in the study field to which you belong (e.g. Political science) in our faculty. They are allowed to choose the remainder (40%) in other study fields or departments or faculties (e.g. a maximum of 40% of your courses in Social Sciences or Law), If they are willing to, Bachelor exchange students are able to choose and/or up to 2 Master's courses if they have the approval of the Professors. They must submit their final courses with official form (Learning Agreement and pink form). Students enrolled in Philosophy: 30% of the 60% of courses must be chosen from the core courses and specific courses. In addition, it is mandatory to take a minimum of 15 ECTS credits worth of courses.
- **Note to PhD students** : If you are nominated for an Erasmus stay, you must take at least one course. If you only wish to write your thesis, we will not supervise your stay! In this case, you'll need to find a supervisor in one of our research centers (<https://phisoc.ulb.be/fr/centres-de-recherche>) and contact the appropriate department (<https://www.ulb.be/en/researchers-and-phds-coming-to-ulb>).
- **Deadline:** exchange students have the opportunity to attend courses during +/- 3 weeks after the start of classes.
- **Websites:** Course catalogue: <https://www.ulb.be/servlet/search?page=&l=0&beanKey=beanKeyRechercheFormation>; Time Viewer (schedule): <https://www.ulb.be/en/schedules>

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Exams

- Exchange students will take their exams in the same conditions as regular students. They 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 1st term courses
 May –June: exams for AA and 2nd term courses
 Mid-August – beginning of September: re-sit exams for the 1st and 2nd term courses
- Should exchange students want to pass **re-sit exams**, they must come back to Brussels.

Results

- **Process:** the official transcript of records is downloadable directly on their intranet (MonULB) once all the records are published.
- **Deadlines:**
 1st term: in the course of February
 2nd term and AA: in the course of July
 Re-sit exams session: by the end of September

Accommodation

- **No student housing** is provided by ULB to exchange students. They must search in the private sector.
- We highly recommend them to find a room before their arrival.
- **Website:** <https://www.ulb.be/en/campus-life/accommodation>

ULB blocked account

- **Contact:** blocked.account@ulb.be
- **Website:** <https://www.ulb.be/en/non-exchange-international-students/information-about-blocked-accounts-for-visa-or-residence-permit-renewal>

Cost of living

- **Accommodation:** +/- 600 €
- **Food:** +/- 300 €
- **Public Transport (-25 years old):** 55 €
- **Books and learning materials:** +/- 50 €
- **Telecommunication:** +/- 40 €
- **Other living expenses:** +/- 70 €