

# INCOMING EXCHANGE STUDENTS

## Welcome Guide



## CONTACT

### LSM INTERNATIONAL OFFICE

**Building "Collège des Doyens"**  
Place des Doyens, 1  
B-1348, Louvain-la-Neuve  
Belgium

### OPENING HOURS

**Monday - Thursday**  
8 am to 12 pm

**Wednesdays**  
online - Teams

**Fridays**  
Out of office



### INCOMING EXCHANGE STUDENTS COORDINATOR

Pierre Spineux  
[lsm-incoming@uclouvain.be](mailto:lsm-incoming@uclouvain.be)



### INTERNATIONAL EDUCATION ADVISOR

Sarah Cambier  
[lsm-exchange-advisor@uclouvain.be](mailto:lsm-exchange-advisor@uclouvain.be)

## WELCOME @ LSM !

In this guide, you will find everything you need to know to get your semester at LSM started! The guide is divided into 3 parts.

Please read all the information carefully and pay attention to the different guidelines and deadlines.

1

### Administrative steps



[CHECK LIST](#)



[ACCOMMODATION](#)



[CITY HALL REGISTRATION](#)



[STUDENTS CARDS](#)



[UCLouvain DEPOSIT](#)



[BEFORE YOU LEAVE](#)

2

### Academic steps



[MYUCL ACCOUNT](#)



[LEARNING AGREEMENT](#)



[FRENCH COURSES](#)



[ACADEMIC TIMELINE](#)



[EXAMS](#)

3

### Practical information



[ACADEMIC INFO & TOOLS](#)



[AUDITORIA](#)



[LIBRARIES & WORK ROOMS](#)



[PRINTING, COPIES & SCANS](#)



[PLACES TO KNOW](#)



[SAVE THE LINKS](#)



[SAVE THE DATES](#)

# CHECK LIST

## Before the start of the semester

1. Activate your UCLouvain account and your virtual desk *MyUCL*
2. Send your signed learning agreement to [lsm-incoming@uclouvain.be](mailto:lsm-incoming@uclouvain.be)
3. Register for your courses on your virtual desk *MyUCL*
4. Get your accommodation keys
5. Register to City Hall
6. Get your UCLouvain (student card and access card) from the LSM Incoming Exchange Student Coordinator

## Start of the semester

1. Hand in an Annex to your learning agreement if a change of courses is needed
2. Modify your course registration on your *MyUCL* if needed
3. Log in to Moodle and enroll in your classes: communication platform between students and professors.
4. If needed come to the International Office to have your Certificate of Stay/Arrival signed

## During the semester

1. Study and have fun!!
2. Go to lectures, attendance is mandatory
3. You will be registered for all your exams by default. Dropping some will be possible
4. Organize your exams from abroad if you need to be back at your home university

## End of the semester (before you leave!)

1. Come to the International Office to have your Certificate of Stay/Departure signed
2. If registered at the City Hall, inform them that you are about to leave
3. Get an appointment with your landlord/UCLouvain Housing Service to check out of your apartment
4. Hand in your keys to the landlord/Housing Service

## After the semester

1. Transcript of records will be sent to your home coordinator (mid-February—March for Fall term; mid-July for Sp)
2. Register for the August/September resit exam session if needed (beginning of July)
3. If the resit session, the new transcript will be sent in mid-September

# ACCOMMODATION

Go to your private agency / owner / UCLouvain Housing Service (Rue de la Gare, 6) to sign your contract and get your keys.


## UCLouvain Housing Service

Opening hours (first week > open every day from 10 am):

- Mon. 9 am - 12 pm
- Wed. & Thurs. 9 am - 12 pm

## If you don't have a place to stay yet:

- Go every day to the UCLouvain Housing service to check if any room has been freed up
- Continuously check [the Facebook group](#)
- Contact the student associations:



ESN LLN can help you when you arrive in Belgium if you ask for it. If needed, they will accompany you until you find a place to stay. They will not search for you, but they will advise you on how to find a place. They are on Facebook and have a website ([www.esnlln.org](http://www.esnlln.org)), but you can also send them an email at [esn.lln@gmail.com](mailto:esn.lln@gmail.com).

# CITY HALL

## City Hall registration (mandatory for all non-Belgians)

**When?** As soon as possible after your arrival.

To start the process, you must live in your Belgian accommodation or come at the earliest 1 week before the official start of your contract.

Make sure you bring original documents, the City Hall will make copies.

**How?** By e-mail via [etrangers@olln.be](mailto:etrangers@olln.be)

**Why?** This registration is needed for internet and mobile subscriptions, to open a bank account, for job contracts, etc.

**You need a file containing:**

1. Signed housing contract
2. ID card or Passport (and student visa (APS) for Non-EU students)
3. 2 identical passport-size photos (clear face, white background)
4. 34,3€ administrative fee
5. UCLouvain « Proof of Registration » available on your MyUCL
6. Proof of health insurance valid in Belgium
7. Non-EU students only: If you have a grant, the original proof of fellowship or financial statement (Annex 32)



### NON-EU STUDENTS 4-STEP PROCESS

1. Go to the City Hall with your file to start your registration. You will receive an Annex 15 (temporary Residence Permit)
2. The police will visit your place to check that you indeed live there
3. After the police's passage, go back to the City Hall to ask for your Residence Permit
4. Wait for your activation code (will come by post to your Belgian address) then go back to the City Hall to retrieve your Permit.



### EU STUDENTS 4-STEP PROCESS

1. Go to the City Hall with your file to start your registration.
2. Receive the Annex 8 (proof of registration)
3. The police will visit your place to check that you indeed live there
4. If needed, you can order an electronic ID card

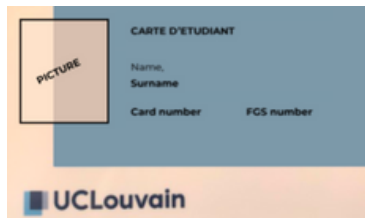
# STUDENT CARDS

To get your student and access card, you first need to upload a picture of yourself on your MyUCL account inside the tab "Ma carte d'accès". Once the picture is validated, you will receive your cards 2 weeks later.



## Student Card:

To show at exams, have discounts, restaurants, cultural places, transports, etc.



## Access Card:

To access computer rooms, and libraries, to charge printing credits, etc.

# UCLouvain Deposit

Proof of registration:

1. Login to your *MyUCL* account
2. Select "Mes Attestations" in your dashboard
3. Print out the document "Regular Registration"

# UCLouvain ACCOUNT

Your MyUCL account gives you access to the course registration page, your Proof of Registration, your schedule, your grades, etc.

You should have received an automatic email from the Enrolment Office with your NOMA and UCLouvain account ID.

1) Activate your account ([guide](#))

[Go to this page](#) to start the process

1. Select NOMA
2. Put your NOMA #
3. Put your date of birth "dd month year"
4. Click ok

2) Login to your MyUCL using your UCLouvain account ID

Your UCLouvain ID is usually your last name (or a combination of the first letter of your name followed by your last name).

If you figure out any problems while activating your account please refer to the IT guide sent by your coordinator.

## BEFORE YOU LEAVE

### Accommodation

- UCLouvain Housing Service: Make an appointment to check out of your apartment and hand in your keys
- Private owners or agencies: Check the process with them directly

### City Hall

Go back to the City Hall to deregister and tell them that you are leaving. EU students, bring your Annex 8 and electronic ID if you ordered one. Non-EU students, bring your Residence Permit and 1 ID picture.

# LEARNING AGREEMENT


You have 1 week from the start of the classes to check your course schedule and make modifications to your learning agreement.

To check your schedule: use the ADE platform

(<https://uclouvain.be/fr/etudier/horaires.html>: enter your course codes separated by a coma; login: étudiant, password: student).

If you need to change your courses:

- Fill out a new learning agreement on Mobility Online, have it signed by your home coordinator then upload it again
- Register for your courses on Moodle (a communication platform between students and professors)



**Reminder:** If you have classes from other UCLouvain faculties (non-LSM courses), you need to introduce yourself to the professor in the first lecture in order to confirm that you can follow this course! All schedule issues (courses and/or exams) have to be handled by you and the faculty organizing the course(s) in question. LSM has no information regarding other faculties courses.

# FRENCH COURSES

Institut des Langues Vivantes (ILV) - UCLouvain language centre

ILV offers French lessons to incoming exchange students. Several courses are offered for different levels:

<b>Beginner</b> LFRAN1001 (A1) LFRAN1201 - LFRAN1203 (A2)	<b>Intermediary &amp; Advanced</b> LFRAN1301 - LFRAN1303 - LFRAN1304 (B1) LFRAN1401 - LFRAN1403 - LFRAN1404 - LFRAN1405 (B2) LFRAN1501 (C1)
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To know more about the different options, go to the ILV info session and meet with the teachers.

## Useful information

The course(s) free if included in your Learning Agreement

Max 10 ECTS: a basic course + a complementary one

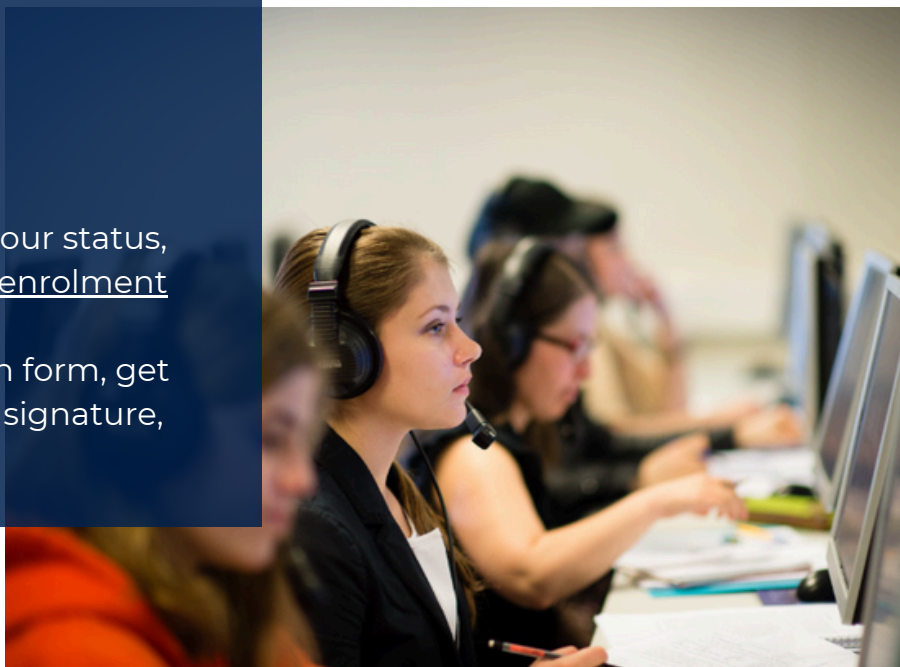
A placement test (online) is mandatory to confirm your level

The Erasmus Student Network (ESN) organises several activities to help students improve their French.

To check all the deadlines and information about the French courses, please consult the Welcome session presentation received by e-mail.

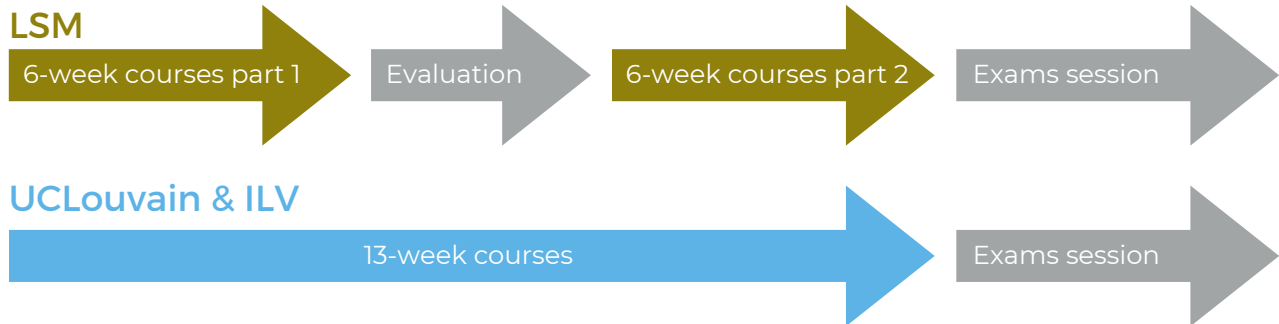
## Steps to enroll at ILV

1. Watch the online videos - information session
2. Check the schedule
3. Take a placement test
4. Clarify your status
5. Choose a course for your level
6. Enroll for class. According to your status, download the corresponding enrolment form.
7. Fill in the personal information form, get your UCLouvain coordinator's signature, and give it to your teacher



# ACADEMIC TIMELINE

## LSM Calendar VS. Other UCLouvain faculties & ILV



### Fall Semester

Sept. 15 - Nov. 01: Part 1 courses  
 Nov. 03-07: Evaluation week  
 Nov. 10 - Dec. 19: Part 2 courses  
 Jan. 5 - Jan. 23: Exams session

### Spring Semester

Feb. 2 - Mar. 13: Part 1 courses  
 Mar. 16-20: Evaluation week  
 Mar. 23 - May 15: Part 2 courses  
 June 1 - June 26: Exams session

## Good to know...

### During the semester

- Attendance is mandatory and active participation is often part of your final grade. Professors communicate with students via Moodle.
- You will be registered for all of your exams by default. Your grades will be available on your MyUCL after the exam session.
- January exam session: LSM offers the possibility to have an abroad exam in case of academic reasons.

### At the end of the semester

- A Certificate of Stay/Departure may be asked of your LSM coordinator. Make sure you do not have any more pending documents that need to be signed.
- Cancel all pending registration (internet, sport, City Hall)

### After the semester

- Your transcript of records will be sent by email to your home coordinator by mid-February / mid-July / mid-September.

## EXAMS

	EVALUATION WEEK & EXAM SESSION
When?	After the first 6 weeks of Part 1 classes for the evaluation week At the end of the semester for the exam session
What?	Can be oral or written, group presentation, reports, MCQ, etc. Professors announce their evaluation method during the first class.
Grades	Passing grade = 10/20, available on your MyUCL at the end of the January/June exam session.
Schedule	Available on ADE (info may be updated, check it regularly) Exam session: Available on ADE as of November
Registration	In November/March. Automatic for all courses you are officially enrolled to.
Resits	In August/September for students : who got a grade below 10/20 or who could not attend the first session <b>To register:</b> fill out the form sent to you at the end of the semester. The new transcript of records will be available as of mid-September.
Abroad exam(s)	For January session (for academic reasons) and Resit exams only. Written exams (max. 4 during the resits) are organised between the LSM coordinator and your home coordinator. Oral exams are organised between the student and the professor directly.

# ACADEMIC INFO & TOOLS

## UCLouvain Email

Your UCLouvain email address is the **only official channel of communication between the university and you** (official emails, Moodle emails, communication with professors, etc.).

If needed, you can automatically transfer all incoming emails to your personal email address to avoid missing out on important information.

To access your emails (Office 365):

- through your UCLouvain dashboard and the email widget
- through the direct link [portal.office.com](https://portal.office.com)
- login: `name.surname@student.uclouvain.be` and your UCLouvain account password

## Moodle

Most professors use Moodle to organize their courses and communicate with their students. Most often, professors will put slides, exercises, and other reading and teaching material on the platform.

Sometimes, an enrolment key is needed to register for the course. If this is the case, professors will tell you the key during the first lecture.

You can access Moodle through your UCLouvain dashboard or via the direct link [moodle.uclouvain.be](https://moodle.uclouvain.be) (logins: your UCLouvain ID and password).

## Microsoft Teams

UCLouvain may use Microsoft Teams as a distance learning platform. You have access to an account with your UCLouvain email address.

## Intranet

The LSM intranet contains lots of useful information regarding exam schedules, the electronic calendar, guidelines, etc.

You can access it with your UCLouvain ID logins.

# ACADEMIC INFO & TOOLS

## Auditoria

Auditoria are labeled by letters corresponding to the building and numbers corresponding to the classroom (e.g. MONT01 = building Montesquieu, ground floor). Buildings most frequently used by LSM students: Agora (AGOR), Doyen (DOYE), Leclercq (LECL), Montesquieu (MONT), and More (MORE).

You can find an interactive map of every Louvain-la-Neuve auditorium [HERE](#)

## Auditoria labels & addresses:

A : Auditorioires des Sciences, Place des Sciences  
AGOR : Auditorioires Agora, Agora 4  
BARB : Auditorioires Sainte-Barbe, Place Sainte-Barbe, 1  
COUB : Auditorioires de Coubertin, Place P. de Coubertin  
DESC : Collège A. Descamps Grand Place  
DOYE : Auditorioires Doyens, Place des Doyens  
DUP : Collège Dupriez, Place Montesquieu, 3  
ERAS : Collège Erasme Place du Cardinal Mercier 31  
ESOP : ILV, Traverse d'Esopé, 1  
ILV : Institut des langues vivantes, Traverse d'Esopé, 1  
LECL : Collège J. Leclercq, Place Montesquieu, 1  
MONT : Auditorioires Montesquieu, Place Montesquieu  
MORE : Collège Thomas More, Place Montesquieu, 2  
SCES : Auditorioires des Sciences, Place des Sciences, 2  
SOCR : Auditorioires Socrate, Place du Cardinal Mercier, 10-14  
STUD : Studio, Place Agora  
SUD : Auditorioires Croix du Sud, Place Croix du Sud

## Places to know

Check out the interactive map of LLN at [map.olln.be](http://map.olln.be)



# LIBRARIES AND OTHER ROOMS

## Main Libraries

Bibliothèque des sciences économiques, sociales, politiques et de communication (Place Montesquieu, 5):

<https://uclouvain.be/fr/bibliotheques/bspo>

Bibliothèque des sciences et technologies (Place Louis Pasteur, 2):

<https://uclouvain.be/fr/bibliotheques/bst/horaires.html>

Bibliothèque de droit (Place Montesquieu, 2):

<https://uclouvain.be/fr/bibliotheques/bdrt/horaires-contacts.html>

Bibliothèque des arts et des lettres (Place Cardinal Mercier, 30):

<https://uclouvain.be/fr/bibliotheques/bflt/horaires-des-services.html>

Libraries are only accessible with your UCLouvain access card. This card is also needed if you wish to check out books from the libraries.

## Group work rooms

Be aware that some need to be booked in advance and others are free to use.

Rooms with no booking required:

- BSPO: 1 room on the 1st floor, 3 on the 4th floor
- BDRT: 12 rooms on the 3rd floor and 6 on the 4th floor

Rooms where booking is required:

- BST: Online booking via <https://reservation.affluences.com/site/625>
- LSM (Doyen building): rooms A.017 —> A.023 (ground floor): online booking via <https://affluences.com/uclouvain-lsm>
- BPEM: online booking via <https://sites.uclouvain.be/reservations-BPEM/day.php?area=3>
- BFLT: online booking via <https://uclouvain.be/fr/bibliotheques/bflt/formulaire-de-reservation-des-salles.html>

## Computer rooms

Students can access 24-hour computer rooms in the Socrate building via the Avenue Ladeuze.

Some rooms are also accessible in the Doyen building (-1 level) via the elevator in the main lobby or the side entrance in the Lanterne Magique street.

You can find all computer rooms in Louvain-la-Neuve via <https://sites.uclouvain.be/sgsi-apps/shib-inforeserve/prod/logisalles.php?fac=SSH&main=salles>

Just like libraries, computer rooms are only accessible with your access card.

## Printing, Copies and Scans

### UCLouvain computers and copiers (computer rooms and libraries)

Once activated, your UCLouvain account is automatically credited with 1€ (+/- 25 pages) of printing/copying through any UCLouvain computers.

If you need, you can recharge your credits in UCLouvain libraries.

To print using library copiers or computers, you need to use the link <https://myprint.uclouvain.be/welcome.htm>

### Printing shops in Louvain-la-Neuve

- FacCopy (Place Agora, 9 - LLN)  
Mon. - Thurs. & Sat. 9:00am to 06:00pm / Frid. 9:00am to 05:00pm
- La DUC (Grand Rue, 2 - LLN) (also for syllabi)  
Mon. - Thurs. 10:00am to 06:30pm / Frid. & Sat. 10:00am to 06:00pm

## WIFI

There is Wi-Fi service throughout the campus via the Eduroam service.

If you are a student from an EU university, you should be able to log in with your home university logins.

Otherwise, and for all other students, you can connect to Eduroam using your UCLouvain e-mail address and UCLouvain password.

A guide is available on [www.uclouvain.be/wifi](http://www.uclouvain.be/wifi) to help you if you have connection issues.

Issues can occur on Apple MAC. If so, you should reset your Key Chain. More information is available on the website:

<https://intranet.uclouvain.be/fr/myucl/services-informatiques/wifi-guides-de-configuration.html>

## Save the links

LSM Incoming Exchange Students Webpages:

[www.uclouvain.be/en/faculties/lsm/incoming-exchange-student.html](http://www.uclouvain.be/en/faculties/lsm/incoming-exchange-student.html)

LSM Intranet: [intranet.uclouvain.be/fr/myucl/facultes/lsm](http://intranet.uclouvain.be/fr/myucl/facultes/lsm)

LSM Website: [www.uclouvain.be/lsm](http://www.uclouvain.be/lsm)

UCLouvain account dashboard: [intranet.uclouvain.be/fr/dashboard](http://intranet.uclouvain.be/fr/dashboard)

Courses schedule: [uclouvain.be/fr/etudier/horaires.html](http://uclouvain.be/fr/etudier/horaires.html)

LSM Exams Info (schedules, rules, etc.):

[intranet.uclouvain.be/en/myucl/faculties/lsm/exams](http://intranet.uclouvain.be/en/myucl/faculties/lsm/exams)

LSM Calendar: [intranet.uclouvain.be/fr/myucl/facultes/lsm/calendrier-facultaire](http://intranet.uclouvain.be/fr/myucl/facultes/lsm/calendrier-facultaire)

LSM Job Events: [intranet.uclouvain.be/lsm/evenementsemploi](http://intranet.uclouvain.be/lsm/evenementsemploi)

LSM Job Teaser: [lsm.jobteaser.com](http://lsm.jobteaser.com)

## Save the date



1. Course registration and learning agreement modification deadline: September 26/February 15

2. Evaluation week schedule available: November/ March

3. Definitive exam session schedule available: December/May

4. Automatic registration to exams (you need to verify if everything is correct): November/March

5. Grades available on your MyUCL: February 02 / June 30

→ Transcript of records: mid-February / mid-July (sent to your home coordinator)

6. Resit exams:

Schedule available: June

Registration to resit: June 29 -July 3

Exams: August 17-September 04

Grades available on your MyUCL: September 05

→ Adjusted Transcript of records (after resit exams): mid-September