

### CONTACT

<b>Name</b>	Ms Isabelle Beauchamp   Ms Nora Rohani
<b>Function</b>	Incoming students' coordinator   Assistant Student Mobility Office, Faculty of Philosophy and Social Sciences
<b>Study fields</b>	Political Sciences, Social Sciences, Labor Sciences, History, Art History, Archaeology, Cultural Management, Philosophy, Ethics, Religious Sciences and Secular Thought. <b>Please note that the Specialized Master in gender studies is no longer available to incoming students !</b>
<b>Erasmus code</b>	B BRUXEL 04
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<b>Mailing address</b>	<p><b>ULB   Faculty of Philosophy and Social Sciences Student Mobility Office</b> Avenue Franklin D. Roosevelt, 50 - CP 135, 1050 Brussels, Belgium</p>
<b>Visiting address</b>	<p><b>Student Mobility Office</b> Avenue Paul Héger 15, 1050 Brussels Office H1.133 (Building H, level 3, access 6)</p>
<b>Websites</b>	<ul style="list-style-type: none"> <li>• <b>Student Mobility Office - Faculty:</b> <a href="https://phisoc.ulb.be/fr/venir-etudier-a-la-faculte">https://phisoc.ulb.be/fr/venir-etudier-a-la-faculte</a></li> <li>• <b>Faculty:</b> <a href="https://phisoc.ulb.be/fr/la-faculte">https://phisoc.ulb.be/fr/la-faculte</a></li> <li>• <b>International Welcome Desk - From other Departments:</b> <a href="https://www.ulb.be/en/non-exchange-international-students">https://www.ulb.be/en/non-exchange-international-students</a></li> <li>• <b>Student Mobility Office - ULB:</b> <a href="https://www.ulb.be/en/incoming-mobility/practical-information-for-incoming-students">https://www.ulb.be/en/incoming-mobility/practical-information-for-incoming-students</a></li> </ul>

### 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](mailto: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](mailto:mobilite@ulb.be).

### INFORMATION

#### 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](mailto: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 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).
- **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>

### INFORMATION

#### 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](mailto: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 €