

## Apply to B-BRUXEL 04 as an ERASMUS student for 2014-2015

### Instructions to Partner universities

#### 1- *Respect of the agreements*

The agreements have to be strictly respected as regards amounts of students and their studies' subjects, our processes do not allow us to switch the studies 'subjects.

- Please note that "1 year" spots may not be divided into "2 term" spots.
- Learning agreements must be composed by at least 60% of courses from the study's field indicated in the Erasmus+ contract.

#### 2- **Announcement:**

Please send us your nominations, if possible, using our Excel data-sheet, but, please, do not ask the students to fill it themselves; we only accept the nominations coming from the international-erasmus services.

In view to give the possibility to benefit the Erasmus status to the students coming for the first year of their stay at ULB in the field of a special program e.g.: Double diploma, Joint Master, Time, etc, please not to forget to announce them as the Erasmus student through our nomination's process indicating this special status, and in parallel please also contact the concerned faculty and follow their own application's process for this kind of program.

#### **Deadlines:**

1<sup>st</sup> term stays: **01/05/2014**

2<sup>nd</sup> term stays: **01/10/2014**

#### 3- **Applications**

Relevant information will be sent by e-mail only to the students who have properly been nominated by your university. Students should send to our service all the application's documents and inscription's form we will ask them, for:

1<sup>st</sup> term stay: **01/06/2014**

2<sup>nd</sup> term stays: **15/10/2014**

#### 4- **Faculties with de-centralized processes**

Some of our faculties have a de-centralized process for nominations and applications. Students should ideally be announced directly to them, but if that's not possible for you, central office will dispatch these nominations to the appropriate faculty. Concerned students will have the opportunity to register on-line, the partners whose students are concerned by this are directly provided with the appropriate information by the de-centralized offices.

##### - **Faculty of Medicine**

<http://www.ulb.ac.be/facs/medecine/erasmus/actiinter.html>

Administrative contact person: [erasmus.medecine@ulb.ac.be](mailto:erasmus.medecine@ulb.ac.be)

##### - **Faculté des Sciences sociales et politiques** <http://fsp.ulb.ac.be/en/pi-soco.html>

Administrative contact person: *Mrs. Isabelle BEAUCHAMP* ; [isabelle.beauchamp@ulb.ac.be](mailto:isabelle.beauchamp@ulb.ac.be)

- **Solvay Brussels School of Economics and Management**

<http://www.solvay.edu/exchange-students>

Administrative contact person: *Mrs. Anne GEORGES*; [anne.georges@ulb.ac.be](mailto:anne.georges@ulb.ac.be)

**5- Recommended language skills**

As indicated in the contracts we have signed. In general, a B1 level in French is recommended, but no certificate is required.

**6- Accommodation in Brussels**

We have the regret to remind you as every year the accommodation situation in Brussels (as in any big city in Europe) is not simple. Therefore, our university's 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-presentation1.html>

**7- Trainingships - thesis - (final) projects - SMP mobility**

The subject and practical conditions of any kind of personal work be it 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 of 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. Prior to the stay, a written authorization from the ULB Promoter will have to be provided to our service within:

- June 1st the first term (any time between Sept 16 and end of January)

- October 15th for the second term (any time between February and June)