

PROGRAMME INTERNATIONAL SOCO

Faculté des Sciences Sociales, Politiques & Economiques/ Solvay Business School

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<http://dev.ulb.ac.be/soco/ip/index.html>

Brussels, Wednesday, March 19th, 2007

Dear Colleagues,

Please find below some useful information on administrative procedures for your **2008-2009** exchange students who will be welcomed to our **Faculty of Social Sciences, Politics & Economics/Solvay Business School**.

1. THE 'UNIVERSITE LIBRE DE BRUXELLES'



- Founded in 1834
- A comprehensive university : covering all disciplines at all levels
- 7 Faculties
- 4 Schools and Institutes
- 1 Teaching Hospital
- 20,000 students (30% foreign students)
- 350 Erasmus-Socrates partnerships
- 330 institutional agreements

2. THE SOCO FACULTY

2.1. Some numbers...

- 5 departments
- 5,000 regular students
- about 300 incoming students/year
- about 280 outgoing students/year
- 207 partners

2.2. Departments and fields of study...

- Social Sciences :
 - ✓ 04.5 Industrial Relations and Personnel Management
 - ✓ 14.0 Social Sciences
 - ✓ 14.2 Sociology
 - ✓ 14.5 Social Work
 - ✓ 14.7 Anthropology
 - ✓ 14.9 Others - Social Sciences
- Politics :
 - ✓ 14.1 Political Sciences
 - ✓ 14.6 International Relations, European Studies, Area Studies
- Economics :
 - ✓ 11.2 Statistics
 - ✓ 14.3 Economics

- Solvay Business School :
 - ✓ 04.0 Business Studies, Management Science
- Labor Sciences:
 - ✓ 04.5 Industrial Relations and Personnel Management
 - ✓ 14.5 Social Work
 - ✓ 14.9 Others - Social Sciences

3. ADMINISTRATIVE PROCEDURES

3.1. Nominations...

- SOCO exchange students' nominations have to be sent **by the home university coordinator** to the 'SOCO International Programme' office:
 - ✓ either by e-mail: florence.rommelaere@ulb.ac.be
 - ✓ or by current mail: Ms. Florence ROMMELAERE
SOCO International Programme
Faculty of Social Sciences, Politics & Economics/Solvay Business School
Université Libre de Bruxelles
Avenue Franklin D. Roosevelt 50 – CP141
B - 1050 Brussels
- **students' data required:**
 - ✓ last and first names (please specify)
 - ✓ gender (M/F)
 - ✓ e-mail address
 - ✓ exchange period:
 - 1st term (September - January)
 - 2nd term (February - June)
 - full academic year
 - ✓ field of study + Socrates code (if applicable)



Nominations deadlines:

1st term & academic year: July 1st

2nd term: October 10th

- For other ULB faculties, please send your students' applications to the ULB "Cellule Programmes d'Echange":
 - ✓ either by e-mail: mobilite@ulb.ac.be
 - ✓ or by current mail: Mr. Luis Gomez/Cellule Programmes d'Echange
Université Libre de Bruxelles
Avenue Franklin D. Roosevelt 50 – CP183
B - 1050 Brussels

3.2. Registrations...

- **to the university:**
 - ✓ personal login and password e-mailed to the students together with *Info Pack 1*
 - ✓ on-line form to be completed by the students (no other form accepted)
 - ✓ registration opening: 1st term & academic year: **May 15th** - 2nd term: **October 10th**



- ✓ the on-line form includes the accommodation request but does NOT include registration to the courses
- ✓ *Info Pack 2* including acceptance letter sent by current mail to students AFTER the on-line registration



On-line registration deadlines:
1st term & academic year: July 15th
2nd term: December 15th

- **to the courses:**
 - ✓ form included in *Info Pack 3* (given during the welcome meeting)



Courses registration deadlines:
1st term and academic year courses: October 10th
2nd term courses: February 20th

Students will have the opportunity to attend courses during \pm 3 weeks before submitting their final courses registration form. Please note: changes are not permitted after the deadlines!.

4. EXCHANGE CALENDAR *(to be confirmed)*

- **September 8th**: start of the academic year: Welcome Meeting (**MANDATORY!**) + beginning of the Express Introduction Week
- September 15th: beginning of the courses
- December 20th: end of the courses and beginning of Christmas Holidays
- January 5th: beginning of the exams
- **January 24th**: end of the exams and of the 1st term exchange period
- **January 26th**: start of the 2nd term: Welcome Meeting (**MANDATORY!**) + beginning of the Express Introduction Week
- February 2nd: beginning of the courses
- April 6th - April 17th: Easter holidays
- May 18th: beginning of the exams
- **June 20th**: end of the exams and of the 2nd term exchange period
- Mid-August – beginning of September: resit exams

1 term = 5 months
Full academic year = 10 months

5. LANGUAGE

The Université Libre de Bruxelles is a French-speaking university. SOCO courses are taught in **French**. It is thus highly recommended that exchange students coming to the ULB acquire at least a basic knowledge of French prior to their arrival (**except Solvay BS exchange students**).

The Solvay Business School offers courses both in French and in English:

- BA programme (3rd year): French
- MA programme: about 1 course out of 3 in English
- IMMS (International Master in Management Science): fully in English

Students are being given the opportunity to improve their knowledge of French thanks to free French language courses. These courses are aimed at students who already possess the basics in French. In order to apply to the courses, exchange students need to register at the same time as they proceed with their on-line registration.

6. INFORMATION

6.1. Websites

- SOCO Incoming Students: www.soco-exchange.be
The SOCO International Programme website should answer most of the questions your exchange students can have. Therefore, we strongly recommend them to read it carefully. The SOCO IP Office will of course remain available for any questions which answer cannot be found on the website.
- SOCO Faculty: www.soco-ulb.be
- ULB: www.ulb.ac.be

6.2. Information packages

- *Info Pack 1* (as from mid-April): e-mailed to the students once they have been officially announced.
- *Info Pack 2* (as from mid-May): sent by current mail once the students have registered on-line.
- *Info Pack 3*: given to the students during the welcome meeting.

6.3. Information meeting

An information/welcome meeting is organized for all SOCO exchange students before the beginning of the courses:

- 1st term: **September 8th, 2008**
- 2nd term: **January 26th, 2009** (date to be confirmed)

Participation to this meeting is MANDATORY.

6.4. Contacts

SOCO International Programme Office

Ms. Florence ROMMELAERE
Coordinator
florence.rommelaere@ulb.ac.be
Tel: +32 2 650 45 76
Fax : +32 2 650 42 85

Ms. Nathalie DESOIL
Assistant
socoip@admin.ulb.ac.be
Tel: +32 2 650 45 84
Fax : +32 2 650 42 85

Mailing address :

Faculty of Social Sciences, Politics & Economics/Solvay Business School
Université Libre de Bruxelles
Avenue Franklin D. Roosevelt 50 – CP141
B - 1050 Brussels

For any question regarding the exchange agreement:

Cellule Programmes d'Echange

Ms. Marie NAVEZ
Head of ULB Exchange Programme Office
mnavez@admin.ulb.ac.be
Tel: +32 2 650 42 23 – Fax: +32 2 650 42 43

Mailing address:

Université Libre de Bruxelles
Avenue Franklin D. Roosevelt 50 – CP183
B - 1050 Brussels

7. PROGRAMMES

	Social Sciences	Politics	Economics	Labor Sciences	Solvay BS
Bachelor programmes	⊖	⊕	⊖	⊖	⊖
Master of Science programmes	⊕	⊕	⊕	⊕	⊕
Postgraduate programmes	⊖	⊖	⊖	/	⊖

⊕ Open

⊖ Closed (unless specific exchange agreement)

Details available on <http://www.soco-ulb.be/en/programmes-ouverts-etudiants-echa.html>

8. EXAMS

- The exams are the same for the regular and the exchange students
- Exchange students 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)
 - ✓ Mid-May – end of June (Exams for the academic year and 2nd term courses)
 - ✓ Mid-August – beginning of September (Resit exams for the 1st and 2nd terms courses)

Should your students not be able to come back to Belgium to retake their exams, please note that we can possibly organize their exam by fax or e-mail (conditional to the professors' acceptance).

For any question regarding the exams, please contact florence.rommelaere@ulb.ac.be.


9. RESULTS

The official transcripts of records are sent to the home institution together with a copy for the students in the course of March for the 1st term exchange students and beginning of July for the 2nd term and academic year exchange students.

Should you have any other questions, please do not hesitate to contact us.

We look forward to welcoming your students,

Yours sincerely,



Florence Rommelaere
Coordinator, SOCO IP Office