

PROGRAMME INTERNATIONAL SOCO

**Faculté des Sciences Sociales et Politiques /Solvay
Brussels School of Economics and Management**

Avenue Franklin D. Roosevelt 50 – CP141
B-1050 Bruxelles
T +32 2 650 45 76 – F +32 2 650 42 85
socoip@admin.ulb.ac.be
<http://dev.ulb.ac.be/soco/ip/index.html>

Brussels, Thursday 5th of March 2009.

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. Facts and figures...

- 4 departments (5 BA and 9 MA programs)
- 6,000 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
- Solvay Brussels School of Economics and Management :
 - ✓ 04.0 Business Studies, Management Science
 - ✓ 11.2 Statistics

- ✓ 14.3 Economics
- 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**, either by email or by post to:

Ms. Anne GEORGES
 SOCO International Programme
 Faculty of Social Sciences and Politics / Solvay Brussels School of Economics and Management
 Université Libre de Bruxelles
 Avenue Franklin D. Roosevelt 50 – CP141
 B - 1050 Brussels
 BELGIUM

Email: anne.georges@ulb.ac.be

- **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)

Nomination deadlines

1st term & academic year: **July 1st**

2nd term: **October 10th**

3.2. Registrations...

- **to the university:**
 - ✓ personal **login and password** is **e-mailed** to the students together with **Info Pack 1**
 - ✓ **obligatory online registration** 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 post** 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 7th**: start of the academic year: Welcome Meeting (**MANDATORY**) + beginning of the Express Introduction Week
- September 14th: beginning of the courses
- December 19th: end of the courses and beginning of Christmas Holidays
- January 4th: beginning of the exams
- **January 23rd**: end of the exams and of the 1st term exchange period
- **January 25th**: start of the 2nd term: Welcome Meeting (**MANDATORY**) + beginning of the Express Introduction Week
- February 1st: beginning of the courses
- April 5th - April 16th: Easter holidays
- May 17th: beginning of the exams
- **June 19th**: 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. A vast majority of 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**.

The only **exception** is Solvay BS-EM, which 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 have some basic knowledge of French. In order to apply for these courses, exchange students will need to register during 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 further questions.
- 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 post 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 (dates to be confirmed):

- 1st term: **September 7th, 2009**
- 2nd term: **January 25th, 2010**

PARTICIPATION TO THIS MEETING IS MANDATORY

6.4. Contacts

SOCO International Programme Office

Ms. Anne GEORGES
Coordinator
anne.georges@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
Tel : +32 2 650 42 85

Mailing address :

Faculty of Social and Political Sciences/Solvay Brussels School of Economics and Management

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. EXAMS

- Exchange students will take their exams in the **same** conditions as regular 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, for very serious reasons, your students not be able to come back to Belgium in order to retake their exams, please note that we can possibly organize distance exams (conditional to the professors' agreement).

For any question regarding the exams, please contact anne.georges@ulb.ac.be.

8. RESULTS

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