FACT SHEET INCOMING DD STUDENTS

ACADEMIC YEAR 2018 – 2019

Contacts

School address	**Louvain School of Management** International Office - Louvain-la-Neuve (LLN) 1, Place des Doyens, Bte L2.01.01 B-1348 Louvain-la-Neuve, Belgium
Website for incoming double degree students	uclouvain.be/en/faculties/lsm/dd-incoming
Contact	**Ms Catherine MARECHAL** - Head of International Affairs For agreement and selection catherine.marechal@uclouvain.be ☎ +32 10 47 83 23 **Mr Dimitri MAQUET** – International Education Advisor For the program dimitri.maquet@uclouvain.be ☎ +32 10 47 21 90 **Ms Estelle TONON** - Double Degree Officer For administrative support estelle.tonon@uclouvain.be ☎ +32 10 47 45 79 or ☎ +32 10 47 83 25

Requirements and Selection

Requirements	As a double degree student will get an LSM Degree, they must fulfill the academic admission requirements as stated by LSM. In order to register at LSM for the **Master's in Management**, they must hold a first cycle university degree (Bachelor's Degree), obtained after three years of study (180 ECTS), in Management or Economics (or any related field), issued by an LSM DD or CEMS partner school. If they have a Bachelor's degree issued by another school, some academic prerequisites are required, namely 18ECTS in Economics, 27ECTS in Management, 24ECTS in Quantitative Methods, 24ECTS in Human and Social Sciences (incl. Law) and 15ECTS in languages (this last point can be compensated by the DD selection interview done in English). In order to register at LSM for the **Master's in Business Engineering**, they must hold a first cycle university degree (Bachelor's Degree), obtained after three years of study (180 ECTS), in Management or Economics (or any related field), issued by an LSM DD or CEMS partner school, including 36 credits in Quantitative Methods, Science and Technology. If they have a Bachelor's degree issued by another school, some academic prerequisites are required, namely 39ECTS in Economics and Management, 36ECTS in Quantitative Methods, Science and Technology, 18ECTS in Human and Social Sciences (incl. Law) and 15ECTS in languages (this last point can be compensated by the assessment during the interview of the student's level of English). In addition to the above admission requirements, there are specific selection criteria for the double degree: • A good grade point average for the Bachelor's degree (preferably "above average") • English proficiency: C1 level (CEFR) assessed during the selection interview • A strong motivation, with a coherent study plan

Selection process	Once you have good candidate.s who is/are interested in the double degree with LSM, you can contact Catherine Maréchal to set a date for the 20-minute joint selection interview (note the UCL application deadlines below depending on the EU or non-EU nationality of the candidate).
	The selection will be done twice: before the start of the Master's program (March-May) and during the first semester of the Master's program (October). A joint selection team will decide the admission in the DD program.

Enrolment at UCL-LSM for selected candidates

Enrolment Process in order to be officialy registered at UCL-LSM	Once the candidate has been jointly selected by the schools, they will need to officially enrol at UCL; this is **a mandatory administrative procedure for all incoming UCL students**.
	Once this administrative procedure is completed, the official **« autorisation d'inscription »** will be delivered to the student. It is with this document only that the selected candidate can apply for a **visa** (for non-European citizens).
	The step-by-step enrolment process will be detailed in an email. Estelle Tonon will send that email at the end of February-beginning of March.
Application Deadlines	**April 30** is the deadline to fill in the online admission form (and upload documents) for non-EU citizens
	August 31 is the deadline for EU citizens
Fees	Administrative fees of 66 euros will be requested for the academic year.

LSM Academic calendar 2018-2019

Term 1 (Fall 2018)

Official start and mandatory 'Welcome Day'.....................	September 17th, 2018
Integration week	September 17th to 19th, 2018
Courses Part 1	September 20th to November 1st, 2018
Last day to confirm registration to courses	September 29th, 2018
Assessment week	November 5th to 9th, 2018
Courses Part 2	November 12th to December 22nd, 2018
January Exam schedule availability & Exam registration period (exact dates to be announced)	Mid-November 2018
Winter break (study period)	December 24th, 2018 to January 3rd incl., 2019
Exam session	January 4th to 26th, 2019

Term 2 (Spring 2019)

Official start of Term 2	February 4th, 2019
Courses Part 1	February 5th to March 15th, 2019
June Exam schedule availability	February 5th, 2019
Assessment week	March 18th to 22nd, 2019
Courses Part 2 (> Easter break - no classes)	March 25th to May 18th, 2019
Easter break	April 8th to April 22nd, 2019
Exam registration period (dates to be announced)	Mid-March
Exam session	June 3rd to June 29th, 2019
Deliberations (date to be confirmed)	End of June 2019

Resit Exam Session for Term 1&2 > IN BELGIUM

August-Sept. Exam schedule availability	May 11th, 2019
Exam registration period (dates to be announced)	Beginning of July 2019
Re-sit Exam session (Term 1&2)	August 16th to September 5th, 2019
Deliberations	September 2019

Master's Program

Exact title of LSM Degree	• « *Master en sciences de gestion, à finalité spécialisée* » for the Master's in Management • « *Master en ingénieur de gestion, à finalité spécialisée* » for the Master's in Business Engineering
Workload for an incoming DD student	A normal minimum workload is 60 ECTS per academic year. Thanks to the bilateral agreement between the two partner universities, LSM will recognise at least 60 ECTS done at the home university. The other more or less 60 ECTS in order to get the LSM degree are usually composed as follows for an incoming double degree student: . A major (30 ECTS) . A course in Corporate Social Responsibility[1] and two seminars (10 ECTS) . A Master's thesis (20 ECTS)
Available Majors	A major worth 30 ECTS is composed of 6 courses of 5 ECTS each. The program is organized fully in English, but the LSM also proposes other majors with courses taught in French. If the student has a B2 level in French, he/she can select those majors as well. Program will be checked to avoid any redundancy. **Available majors** for double degree students registered for the **Master's in Business Engineering at LSM**: > Major in Supply Chain Management (@LLN - entirely in English) > Major in Innovation Management (@LLN - 5courses/6 are in English) > Major in International Finance (@ LLN - entirely in English) > Major in Financial Engineering (@LLN - entirely in English) > Major in Marketing Strategy for Connected Brands (@LLN - entirely in English) > Philippe de Woot Major in Corporate Sustainable Management (@LLN - entirely in English) **Available majors** for double degree students registered into the **Master's in Management at LSM**: > Majeure in European Business (@LLN- entirely in English) > Majeure in Corporate Finance (@LLN- entirely in English) > Major in International Finance (@ LLN - entirely in English) > Major in Marketing Strategy for Connected Brands (@LLN- entirely in English) > Philippe de Woot Major in Corporate Sustainable Management (@LLN - entirely in English)
Mandatory courses	. Corporate Social Responsibility (4 ECTS)[1] . Seminar in Relational and Managerial Competences (3 ECTS) . Seminar in Current Managerial Issues (3 ECTS)
Master's Thesis	A Master's thesis is an individual paper worth 18 ECTS (at LSM) where the student works on a specific topic linking theory and critical thinking, jointly supervised by two professors (one from each institution). The student submits a written Master's thesis and presents it during an oral defense (please note that, at LSM, the oral defense is part of the Master's thesis assessment and is therefore mandatory).
Teaching languages	English and French. A full track in English is possible. Some majors have courses taught in French. If an incoming double degree student wishes to take a course taught in French, he/she must prove a B2 level in French (upper-intermediate).

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[1] If not yet done

UCL Grading system	On a scale between 1-20. A grade of 10 is considered the minimum passing grade.

Grade	20	19	18	17	16	15	14	13	12	11	10	<10
% students	0.4	1.3	3.9	7.1	12.0	14.1	16.2	15.0	13.4	8.9	7.3	-
ECTS Grade	A			B			C		D		E	F

French Language courses	French language courses at **ILV**, the UCL Language school – during each semester are FREE (if part of the course programme): uclouvain.be/en/study/ilv/ucl-student
	French language courses at **CLL** (private school on the LLN Site) – two weeks before each semester & during the semester: www.cll.be

Accommodation & Visa

Accommodation	There is a limited amount of accommodation managed by the university; however, incoming double degree students will have the exceptional possibility to automatically get university housing for their academic year. Concretely, the student will have to, for the ease of colleagues managing accommodation, fill in an online form in March. Detailed information will be given in the same email as the step-by-step enrolment. Estelle Tonon will send that email around the end of February-beginning of March. **UCL Accommodation office** ("Service des Logements de l'UCL") : Address : Rue de la Gare 6, B-1348 Louvain-la-Neuve uclouvain.be/en/study/accomodation
Housing conditions and costs	For an entire academic year: lease from September 15 to July 14 (10 months) for a shared flat or 12 months for a studio/flat. Rent ranges from € 275 to € 330 per month. A deposit is usually required. The accommodation is available as from September 15th! NOT BEFORE. If the DD incoming student arrives before that date, they will have to find temporary housing i.e. kot Erasmus, Youth Hostel, …
Visa to Belgium for NON-EU	Contact the Belgian embassy or the Belgian consulate in your country of origin: diplomatie.belgium.be/en/services/embassies_and_consulates
	From non-European Union countries, ***the ASP student visa*** is compulsory. Chinese exchange students are exempt from the ASP procedure.
	The UCL registrar's office will mail the UCL "***autorisation d'inscription***" directly to the home residence of the student (indicated on the UCL registration form). This document has to be sent to the Embassy/Consulate in order to apply for the visa.
	More info on Visa procedures for studying in Belgium: diplomatie.belgium.be/en/services/travel_to_belgium/studying_in_belgium

Useful Information

Living costs	uclouvain.be/en/study/alimentation-et-vie-courante
Health Insurance	Upon arrival, all students must have a copy of their health insurance certificate (European health card or proof of a private insurance certificate).
Student Services	- Wireless internet connections, e-mail address, computer facilities - Libraries - Data learning rooms with Bloomberg terminals - University Restaurants: uclouvain.be/en/study/alimentation-et-vie-courante - Career counselling via the CIO https://uclouvain.be/fr/etudier/cio/nous-contacter.html - UCL social, psychological and health support: uclouvain.be/fr/etudier/aide - Sports: possibility to take the sports card for 50 euros uclouvain.be/en/study/sport - The Culture card: uclouvain.be/fr/etudier/culture/la-carte-culture-pour-les-

etudiants

Student associations	**Listing of students Associations:** https://uclouvain.be/en/faculties/lsm/lsm-networks.html **ESN:** the ESN team organises, along with the international office, a buddy system, a welcome service, social activities, trips and a lot more for all exchange students **Club LSM**: Brings together LSM students keen to develop activities for the student body in collaboration with companies and other student associations. **LSM Conseil**: LSM Student junior enterprise in engineering and management consulting. **AIESEC**: Facilitates international internship exchanges and support activities that provide practical learning experience for trainees and facilitates the training of AIESEC members and other stakeholders.

EFMD
EQUIS
ACCREDITED

EXCELLENCE & ETHICS IN BUSINESS
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CEMS