07/02/2018 – Welcome of international students
Who are you?

- International students in mobility (no graduation at ULB)

YOU ARE “PURE” ULB STUDENTS
(deliberations rules, programs, ... are those from ULB)
< Agreement between ULB and your home University

You are allowed to follow all BRUFACE courses and you benefits of the same “advantages” as BRUFACE students
CONTACTS at ULB – Administrative Matters

Service de mobilité étudiante

Elisabeth Olivares-Fontt: Elizabeth.Olivares.Fontt@ulb.ac.be
(non-EU) mobilite@ulb.ac.be
02.650.6768

Luis-Manuel Gomez-Garcia: Luis-Manuel.Gomez.Garcia@ulb.ac.be
(EU) mobilite@ulb.ac.be
02.650.2516

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<thead>
<tr>
<th>S.5.115</th>
<th>Morning</th>
<th>Afternoon</th>
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<td>Tuesday</td>
<td>10 h - 12 h</td>
<td>14 h - 16 h</td>
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<td>Thursday</td>
<td>10 h - 12 h</td>
<td>14 h - 16 h</td>
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### CONTACTS at EPB – Administrative Matters

**Secretariat**

Rose-Marie Brynaert: Rose-Marie.Brynaert@ulb.ac.be  
international.polytech@ulb.ac.be  
02.650.4085

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<tr>
<th>UB4.159</th>
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</table>
CONTACTS at ULB – Academic Matters

VICE-DEAN FOR INTERNATIONAL RELATIONS
Prof. Marie-Paule Delplancke

RESPONSIBLE FOR STUDENT MOBILITY
Prof. Pierre LAMBERT  pierre.lambert@ulb.ac.be

ACADEMIC COORDINATORS

<table>
<thead>
<tr>
<th>Field</th>
<th>Coordinator académique</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural Engineering</td>
<td>Prof. Rika Devos</td>
<td><a href="mailto:ridevos@ulb.ac.be">ridevos@ulb.ac.be</a></td>
</tr>
<tr>
<td>Biomédical</td>
<td>Prof. Olivier Debeir</td>
<td><a href="mailto:odebeir@ulb.ac.be">odebeir@ulb.ac.be</a></td>
</tr>
<tr>
<td>Chemistry &amp; Materials Sc.</td>
<td>Prof. Michel Verbanck</td>
<td><a href="mailto:Michel.Verbanck@ulb.ac.be">Michel.Verbanck@ulb.ac.be</a></td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>Prof. Pierre Gérard</td>
<td><a href="mailto:piergera@ulb.ac.be">piergera@ulb.ac.be</a></td>
</tr>
<tr>
<td>Computer Sc. and Eng.</td>
<td>Prof. Gauthier Lafruit</td>
<td><a href="mailto:gauthier.lafruit@ulb.ac.be">gauthier.lafruit@ulb.ac.be</a></td>
</tr>
<tr>
<td>Electromechanical Eng.</td>
<td>Prof. Alessandro Parente</td>
<td><a href="mailto:alparent@ulb.ac.be">alparent@ulb.ac.be</a></td>
</tr>
<tr>
<td></td>
<td>Prof. E. Garone</td>
<td><a href="mailto:Emanuele.Garone@ulb.ac.be">Emanuele.Garone@ulb.ac.be</a></td>
</tr>
<tr>
<td>Electronics and Information Tech.</td>
<td>Prof. Dragomir Milojevic</td>
<td><a href="mailto:Dragomir.Milojevic@ulb.ac.be">Dragomir.Milojevic@ulb.ac.be</a></td>
</tr>
<tr>
<td>Physique</td>
<td>Prof. Alain Dubus</td>
<td><a href="mailto:adubus@ulb.ac.be">adubus@ulb.ac.be</a></td>
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Course Program – Learning Agreement

- Maximum two weeks after the beginning of the courses (first week of October)
  USE THE DOCUMENT THAT WAS SENT SIGNED TO YOU IN AUGUST

- Afterwards: take contact (email) with your academic coordinator to validate your course program.

- All modifications must be accepted by both your ULB and Home institution coordinators and, after agreement, sent to the secretariat!

- Give your Learning Agreement to Rose-Marie Brynaert (secretariat EPB): official list of courses that you have to follow at ULB and which defines the TRANSCRIPT of RECORDS that will be transmitted to your home University!

- Check in MonULB that the list is correct!
Expectations regarding your LA:

Around 30 ECTS per semester with a minimum of 15 ECTS
(60 ECTS for one year with a minimum of 30 ECTS)

Max ¼ of your courses outside the **catalogue of the EPB**
(\textit{the courses of other Faculties/institutions (VUB) included in our catalogue are not taken into consideration for this quota}).

For courses outside the catalogue of EPB: agreement of the tenured lecturer is required.

**Examinations:**

Only one examination in January / June

Second session in August – **Registration is necessary**
Back to your home University? – take contact with Professor to organize your examination in your home country.

To succeed: > 10/20
Learning Agreement (course program): roadmap

Agrees (email) with your home institution academic coordinator on a course program (help of ULB coordinator). Do not send the document to your home University!

Update your learning agreement → Signature of your ULB academic coordinator

Document to your home University → Bring the document to Rose-Marie Brynaert (secretariat)

Check your program in monULB → Encoding of your course program

Who?:
Blue: Student
Green: University
Sending of your Transcript of Records:

Before your departure:

Check your grades in MonULB

Give the correct contact person/address to Mme Rose-Marie Brynaert
Course Program

CHIM-H315

« Field » of the course

Faculty to which the course is associated:

H : ULB - EPB
Y : VUB – Faculty of Engineering
F: ULB – Faculty of Sciences
S: ULB – Business School

Study year
1 – BA1
2 – BA2
3 – BA3
4 – MA1
5 – MA2
Rooms

Campus:
S = Solbosch
P = Plaine
VUB = VUB
E = Erasme
Communication Platforms

**ULB**

Enrolment / course program: MonULB

Timetables: Gehol
https://gehol.ulb.ac.be/gehol/Vue/Accueil.php

Program Catalogue:

Teaching material: UV

**VUB**

Timetables: Cumulus
http://splus.cumulus.vub.ac.be:1184/2evenjr/studs etIR_IR_evenjr.html

Teaching material: PointCarré
To help you

- Student representatives:
  BEP (students’ representatives)
  db.erasmus@bepolytech.be
  [http://www.bepolytech.be/contact/delegues-annees](http://www.bepolytech.be/contact/delegues-annees)
  Facebook: BEP – Erasmus/International Exchange 2014/2015 BRUSSELS

![Bureau des Etudiants de Polytechnique](image)

Cercle polytechnique (Students’ Union)
[www.cerclepolytechnique.be](http://www.cerclepolytechnique.be)

- Accommodations:
  [http://www.ulb.ac.be/logements/services-publicetprive.html](http://www.ulb.ac.be/logements/services-publicetprive.html)