Resource person

Your first contacts with ULB were through the Student Mobility Office which manages exchange programs for the whole institution. The SMO will continue to take care of the general aspects of your stay (proof of arrival, proof of departure, etc.) but for any question specific to the Faculty of Sciences, don’t hesitate to contact

Renaud MARTEL (Mr.)
International Relations and Mobility Office
Secretariat of the Faculty – Plaine Campus, building BC, room 1C3.205
Tel. +32.(0)2/650.55.53 (55.53 from any phone inside the university)
Renaud.Martel@ulb.ac.be

Changes to your learning agreement

The provisional learning agreement you sent along with your application was pre-approved by your ULB academic coordinator and has been returned to you by e-mail before your arrival. If you wish, you can modify your study program until October 15th (for students arriving in September) or until March 15th (for students arriving in February).

• Get in touch with your ULB academic coordinator as soon as possible (the SMO provided you with his/her name and data but they are also available on this web page: http://www.ulbruxelles.be/enseignements/cpe/coordonateurs-sciences.html). Your coordinator will help you finalize your choice of courses.
• Browse through the Programme Catalogue on the web, and check course schedules on the GeHoL platform (GeHoL = “Gestion des Horaires et des Locaux”) accessible from the web page of the Faculty.

Maybe you will need to go to some classes before making a final choice. In that case, make a second appointment with your academic coordinator, but be sure to respect deadlines (October 15th/ March 15th)!

A copy of your definitive study program, with the changes approved by your ULB coordinator, must be sent to Renaud MARTEL. You will be registered to all courses mentioned in the document. These courses will appear in your MonULB web portal with the necessary information: schedule, access to on-line teaching material (“université virtuelle”), etc.

Exams

You will automatically be registered to the exams corresponding to the courses in your program. In case the exam is oral, you will be in the list of students and have an appointment at a certain date and time.

Transcript of Records

Renaud MARTEL will send an official transcript of records by post to your academic coordinator in your home university. For practical reasons, an electronic version will also be sent to him/her by e-mail, with a copy to your own e-mail.

Enjoy your stay!