

UNIVERSITÉ LIBRE DE BRUXELLES



2019-2020

# University resources

Student's handbook



## Free inquiry

The L in ULB stands for 'libre', or 'free'. What does this mean for us? It refers to an attitude of free inquiry, as adopted by a free man, who bows down to no dogma and no totalitarian idea of any sort. It signifies our moral commitment to always keep our freedom of conscience. This means that through their teachings, our University's professors will develop your critical thinking skills and train you to engage in free inquiry.

*'The Université libre de Bruxelles bases its teachings and research on the principle of free inquiry. This means that in all matters, independent judgement prevails over arguments of authority.'*

(Article 1 of the ULB statutes)

Ever since its creation, our University has been feeding the flame of freedom; it has constantly demonstrated its independence and its commitment to the great struggles for democracy, individual liberties and human rights.

[www.ulb.be/solidaire/engagee.html](http://www.ulb.be/solidaire/engagee.html)



## Student information

---

Surname: .....

First name: .....

Home address: .....

Student accommodation address: .....

.....

Phone number: .....

GSM: .....

Mobile: .....

E-mail: .....

Emergency contact: .....

.....

# Table of contents

## Being a ULB student

<b>First things first</b> .....	8
Check the information on your student card .....	8
Activate your Net ID .....	8
Log in to the MonULB .....	8
The MonULB mobile app .....	8
Check your class timetable on GeHol .....	8
Access the Virtual University .....	9
Check your course details .....	9
How can you help us improve of our services? .....	9
<b>What do you need to know?</b>	
<b>Your rights and obligations</b> .....	10
General Study Regulations and disciplinary regulations .....	10
Teaching mission statement .....	11
Paying registration fees .....	11
Certificates .....	11
Forms .....	12
Exams board decision & results .....	12
French Language Proficiency .....	12
<b>ULB organisation</b> .....	13
ULB organisation and management .....	13
The Board of Governors and its chair .....	13
The Academic Council and the rector .....	14
The Faculty Councils and the deans .....	14
Student participation and elections .....	14
FEF and UNECOF .....	15
<b>ULB programme structure</b> .....	15
‘Landscape’ decree in the French Community of Belgium: what you need to know .....	15
In brief .....	15
How does it work? .....	16
What’s next? .....	16
<b>Student services</b> .....	17
<b>A – Your everyday life on campus</b> .....	17
Settling in and enrolling .....	17
Getting to the campuses .....	17
Access .....	18

Student accommodation .....	19
Restaurants and shops .....	20
Emergencies, IT Security and Insurances .....	21
<b>B – Getting support throughout your studies</b> .....	23
The Student Welfare Office (SWO) .....	23
Students with disabilities (CEFES-IN_ULB) .....	24
ULB Refugee Welcome desk .....	24
‘InFOR-études’ service .....	24
The medical Center .....	25
‘Aimer à l’ULB’ non-profit association .....	25
PsyCampus .....	25
Childcare Services .....	26
Working .....	26
Tutoring (‘Schola ULB’ non-profit association) .....	26
<b>C – Improve your chances of academic success</b> .....	27
Promoting success .....	27
Online lecture notes .....	27
Access to computer rooms .....	27
ULB Library and Learning Centres .....	27
Library card and payment/access card .....	29
Places to study .....	29
Language Plan and other resources .....	29
The archives and the special collections .....	30
The Éditions de l’Université de Bruxelles .....	30
The Presses Universitaires de Bruxelles, non-profit book shops and restaurants .....	31
The Student Mobility Office .....	31
<b>D – ULB, an intense experience</b> .....	32
Staying informed .....	32
The Office of Student Representatives (BEA) .....	32
Student societies and associations .....	32
Reducing Your environmental Footprint .....	33
The Student Green Office .....	33
ULB Culture .....	34
The ULB Museum Network .....	34
PointCulture ULB .....	34
ULB Sports .....	35
Today a student, tomorrow an alumnus! .....	35
<b>E – Useful links</b> .....	35

On the reverse, you will find a list of Faculty resources.



## What you will need to do on arrival:

1. Check the information on your student card
2. Activate your personal Net ID
3. Log in to the MonULB portal
4. Check your class timetable on GeHol
5. Visit the Virtual University

ULB  
and you

## First things first

### Check the information on your student card

After paying your tuition fees, you have received your student card. It is essential that you check all the information on the card. Any incorrect information may result in inconveniences or problems later on (you may be refused entry to the library, barred from sitting exams, or have your diploma revoked).

Please check your surname, first name, and the code representing your year of study. Other documents are also available on your MonULB portal.

Should you spot an error, please submit a request for correction directly on your portal, under 'mon secrétariat virtuel', 'mes données personnelles'.

### Activate your personal Net ID

All students who are (pre)enrolled at ULB are assigned a University e-mail address, and are granted access to a number of tools described below. It is imperative that you activate this Net ID, in order to have access to the University's official communications channels that are the MonULB portal, the Virtual University, and your ULB e-mail account.

All ULB students may use the computers located in the computer rooms and the libraries. In order to activate your Net ID (your personal user account), go to <https://idsapp.ulb.ac.be/pam/pamsignup.php?language=fr>

### Log in to the MonULB portal

**The MonULB portal is one of ULB's official channels through which it communicates and provides information to students.** It lets you access, at any time, all the services and resources made available by the Université libre de Bruxelles. MonULB also provides you the following information : list of courses, electronic bulletin board, class timetable, e-mail account, Virtual University, virtual secretariat, access to computer equipment, etc. You can even customise your portal, by adding pages related to services of particular interest (libraries, athletic activities, etc.).

Find out about all the features offered by MonULB by going to [www.monulb.be](http://www.monulb.be). Please note that the username and password used to access the portal are the same you use to access your ULB e-mail account. You must therefore have an active e-mail address in order to log in to MonULB.

### The MonULB mobile app

ULB has developed its own mobile app for its students! You can download it for free on the App Store, the Windows Store and Google Play. With the app, you can check your class timetable, receive faculty announcements, or get your exam marks as soon as they are available, directly on your smartphone or tablet.

### Check your class timetable on GeHol

GeHol is where you can find all your class and exam timetables. It will let you check the class schedule for your programme (and more specifically for your 'series' if you are enrolled in workshop classes), or for a specific course or teacher. You can also check your personal schedule by clicking directly on the 'Mon Horaire' tab (MonGehol).

**PLEASE NOTE:** schedules and classrooms can change short notice. You are therefore advised to log in to the portal very regularly.

### Access the Virtual University

The Virtual University (<http://uv.ulb.ac.be/>) is ULB's official virtual campus. You can find all information and documents related to your courses (class notes, assignments, online tests, tutorials, podcasts, MOOCs, etc.). You can log in by simply using your Net ID (your user ID for ULB's online resources). Once you are logged in, you will automatically have access to your course list.

Contents hosted on the Virtual University are protected by copyright. Do not distribute them online (e.g. on social networks) without authorisation, especially since certain social networks (such as Facebook) claim copyright on all data published by their users!

### Check your course details

Course descriptions ('fiches de cours') are provided based on the decree of 7 November 2013, which requires that each course in a given study programme be described as comprehensively as possible, with information on the course title, on how students will be evaluated, etc., in order to improve transparency for students as they plan their studies. This information is also very helpful for exchange students, who fill in a learning agreement before they leave their country, and who therefore need this information as early as possible.

Course descriptions are available on the online course catalogue ([www.ulb.be/programme](http://www.ulb.be/programme)). You may click on each course name to access the information described above.

#### **Note: You are also strongly encouraged to attend:**

- the special student orientation day (JANE), held on Thursday, September 14, on the Solbosch campus and on Monday, September 18 on the Erasmus campus (orientation day for the ULB health cluster). You will receive plenty of practical information that will make your new life as a student much easier! For more information, please visit: [www.ulb.be/jane](http://www.ulb.be/jane)
- the first day of class, on Monday, September 18.

### How can you help us improve the quality of our services?

#### **Please fill in the survey for new students!**

Throughout your studies at ULB, you will be asked to take part in surveys that will help improve the University's programmes. You will be notified by e-mail, as well as through the platform dedicated to ULB surveys on university life.

#### **Two examples:**

- We want to hear about your early experience as a new ULB student! We would appreciate if you took 10 to 15 minutes to fill in the survey on your first days at the University, which will help us understand how you chose a programme, which activities helped you make this choice, and how to prepare for your studies. Other questions will relate to you and your family's previous experience. Your answers are important to us, because they will help us adjust our information and support systems to students' needs.

- You will also be called upon to provide feedback on your courses; the surveys will be available as soon as classes end, after the January and June exam sessions. Each student is sent an anonymous questionnaire for each course they have attended, letting them provide feedback on teaching methods, course content, and evaluation methods. Answers are processed and sent to each teacher and assistant, as well as to the Faculty's education committee. It is essential that both students and teachers participate in this process, so that ULB may improve the quality of its teaching activities.

You can find all these surveys on your account at [www.monulb.be](http://www.monulb.be)

## What do you need to know? Your rights and obligations

### General Study Regulations and disciplinary regulations

Please note that, by registering, you have agreed to read the General Study Regulations. They can be found at the following address:  
[www.ulb.ac.be/ulb/greffe/documents/etudiants.html](http://www.ulb.ac.be/ulb/greffe/documents/etudiants.html)

How does ULB deal with disciplinary issues, fraud, or plagiarism? The University's disciplinary regulations are quite explicit as to the severe sanctions that can be applied. They can be found at the following address:  
[www.ulb.be/ulb/greffe/documents/docs/REGLEMENT-DISCIPLINE-ETUDIANTS.pdf](http://www.ulb.be/ulb/greffe/documents/docs/REGLEMENT-DISCIPLINE-ETUDIANTS.pdf)

*Some faculties may apply their own specific regulatory provisions. Please read the regulation on examinations and exam boards at the following address: [www.ulb.ac.be/ulb/greffe/documents/reglements-examens-jurys.html](http://www.ulb.ac.be/ulb/greffe/documents/reglements-examens-jurys.html)*

**Note: Regarding plagiarism**, a tutorial aimed at raising awareness was developed by ULB's archive and library service; you may access it at [www.bib.ulb.ac.be/fr/aide/eviter-le-plagiat/index.html](http://www.bib.ulb.ac.be/fr/aide/eviter-le-plagiat/index.html)

In addition, all students must comply with the safety provisions relevant to the learning activities in which they take part. During internships, exchange programmes and all activities hosted outside the ULB campus, students must comply with all regulatory provisions defined by the partner involved.

## Teaching mission statement

ULB's teaching mission statement (2012) describes the ideal that ULB is striving for in terms of teaching. It is divided into three parts: the first presents the goals of ULB's teaching activities and defines the profile that the University intends for its graduates; the second discusses teachers' rights and responsibilities; and the last part pertains to students' rights and responsibilities. The teaching mission statement is available in French and English.  
[www.ulb.ac.be/enseignements/chartepedagogique/](http://www.ulb.ac.be/enseignements/chartepedagogique/)

### Registration fees

Registration fees must be paid as soon as possible after registration has been approved. Certificates of registration will be available on the portal and your student card will be sent by mail once your payment has been received by the University's Financial Department.

Deadlines:

- 10% of the total payment must be made before of 31st October 2018 at the latest !, so that the certificates and your student card be delivered; failure to meet this deadline will result in your registration being cancelled;
- the remainder must be paid by January 4, 2019, failing which you will no longer be able to attend classes or sit exams until the end of the academic year; in addition, the academic year will be counted as failed on your record, and you will remain liable for your debt. As long as you have not settled this debt, you will not be able to enrol in another higher education institution.

Specific rules for scholarship students are presented in the section dedicated to student social services.

## Certificates

You will likely need a number of certificates throughout the academic year. Certificates of registration (used to apply for a public transit pass, family allowance, mutual insurance, etc.) may be downloaded directly from your MonULB portal, in the 'Mes inscriptions' tab.

Any other certificate, such as documents proving you have passed your exams, completed a study programme, earned credits, abandoned your studies, and so on, may be requested from the Registration Department. You can do this in two ways: visit the Registration Department with your ID and/or student card, or use the online request form: [smileyee-prd.ulb.ac.be/admissions/cmdattest.php](http://smileyee-prd.ulb.ac.be/admissions/cmdattest.php).

Additional information can be found on the Registration Department's website: [www.ulb.be/enseignements/inscriptions/attestation.html](http://www.ulb.be/enseignements/inscriptions/attestation.html)

## Forms

A number of forms are available on the Registration Department's website: [www.ulb.be/enseignements/inscriptions/index.html](http://www.ulb.be/enseignements/inscriptions/index.html); under 'Inscriptions particulières', you will find a guide for the registration process for 'atypical' situations, such as late registration or registration to multiple programmes, and you can find the relevant forms.

We also encourage you to read the 'Documents utiles' section, where a number of other forms are available.

If you have questions or if anything is not clear, you can find answers on the Registration Department's pages on 'Helpful links', 'Registration from A to Z', as well as in the FAQ section.

[www.ulb.be/enseignements/inscriptions/SIE-liens-utiles.html](http://www.ulb.be/enseignements/inscriptions/SIE-liens-utiles.html)

[www.ulb.be/enseignements/inscriptions/SIE-glossaire.html](http://www.ulb.be/enseignements/inscriptions/SIE-glossaire.html)

[www.ulb.be/enseignements/inscriptions/FAQ.html](http://www.ulb.be/enseignements/inscriptions/FAQ.html)

## Exam board decision and announcement of the results

The academic authorities appoint an exam board for each course of study. This committee is in charge of suggesting and approving each student's study programme for each year of their course of study, as well as of confirming earned credits, declaring the successful completion of a study programme, and awarding the academic degree corresponding to the course of study. The exam board makes a decision based on the results of the evaluations that test the student's knowledge in each course unit they attended during the academic year. The Panel deliberates independently and its decisions are collective and motivated. The exam board's decisions are made public during the official announcement of the results, and are then displayed for the fifteen days following the announcement. After the results are announced, students will be given a copy of their transcript upon request.

Regulations relating to the examinations and the exam board are available on the ULB registry's website: [www.ulb.ac.be/ulb/greffe/documents/reglements-examens-jurys.html](http://www.ulb.ac.be/ulb/greffe/documents/reglements-examens-jurys.html)

## French language proficiency

Students who wish to enrol in a Bachelor programme or sit the entrance exam for a Master programme with a focus on teaching or a secondary education teacher qualification and who have not earned their secondary school diploma in an institution where classes are given in French must pass a French proficiency exam, unless they are specifically exempted from this requirement.

To learn more about registration, practical details, exam dates, but also exemptions, please visit [www.ulb.ac.be/enseignements/inscriptions/connaissance-francais.html](http://www.ulb.ac.be/enseignements/inscriptions/connaissance-francais.html)

## ULB organisation

### ULB organisation and management

**Article 1** of the ULB statutes provides that the Université libre de Bruxelles bases its teaching and research activities on the principle of free inquiry. This means that in all matters, independent judgement prevails over arguments of authority.

**Article 2** stipulates that the University's organisation is founded on internal democracy, independence, self-sufficiency, and solidarity. Internal democracy means that the exercise of fundamental freedoms is guaranteed within the University, and that the bodies that make up the university community have a say in the University's management and monitor said management.

In accordance with these two articles, the University's management is based on the principle of **active participation of each of its components**. The University's most prominent central bodies are **the Board of Governors and the Academic Council**. Academic power is devolved to Faculties and independent teaching and research centres, which themselves have a Faculty council, a School council or an Institute council. Each of these bodies has its own advisory boards. **Student delegates** are involved in the University's decision-making at all levels.

**A plenary assembly** of 46 full members (gathering the Board of Governors and the Academic Council) meets at least once a year; among other things, it approves the University's annual budget and activity report.

### The Board of Governors and its chair

With Pierre Gurdjian as its chairman since January 1, 2016, the Board of Governors is in charge of the University's general management, its finances, its assets and its infrastructures. It drafts the budget and the annual accounts, and determines the structure of its personnel and services. Four of the Board of Governor's twenty members are students, three are representatives of Belgium's social, political, economic and cultural life who have demonstrated their attachment to ULB. The Rector also sits on the Board.

The members of the Board of Governors elect a chair, who may not be chosen among members of the university community employed by ULB at more than 33 per cent. The chair is elected for a four-year term, which can be renewed once for four more years.

The Board of Governors has appointed **several standing advisory committees**, such as the Student Social Affairs Committee (CASE), the Cultural Committee (COCU), the IT Council, the Hospital committee and other bodies. Each of these carries out preparatory tasks such as drawing up reports suggesting decisions.

The Board of Governors appoints the director-general, who oversees the University's administration, whether at Faculty, School, Institute, or General Department level.

## The Academic Council and the rector

With Rector Yvon Englert at its head, the Academic Council defines and implements the University's academic and scientific policy: teaching, research, international relations, continuing education, etc. It also appoints the members of the academic and scientific staff. It has twenty-six members, six of whom are students.

The Academic Council also includes several standing advisory committees, such as the Board of Studies, the Research Council and the International Relations Council. It also has a Documentary Information Council and other bodies. All of these prepare reports in their areas of competence.

The rector is elected by the academic staff for a four-year term, which can be renewed once for four more years. The last election was held in May, 2016. The new rector, Yvon Englert, came into office in September, 2016 (succeeding Didier Viviers), having previously worked in one of the University's institutions dedicated to hard sciences: the Faculty of Medicine.

The rector is also the disciplinary authority for the academic staff, scientific staff, and students.

## The Faculty Councils and the deans

ULB has twelve Faculties and institutions: the Faculty of Philosophy and Social Sciences, the Faculty of Philology, Translation, and Communication, the Faculty of Law and Criminology, the Solvay Brussels School of Economics and Management, the Faculty of Psychology and Education, the Faculty of Architecture, the Faculty of Sciences, the Brussels School of Engineering, the Faculty of Medicine, the Faculty of Pharmacy, the Faculty of Motor Sciences, and the School of Public Health.

Within the limits defined by the Board of Governors and the Academic Council, these institutions are managed by a Faculty council, a School council or an Institute council, headed by a dean or a chair. These councils have the same structure as the Board of Governors and the Academic Council, with representatives from all categories of staff, including students. Just like the Board of Governors, the councils have their own advisory Faculty committees.

For the sake of comprehensiveness, we will also mention the Interfaculty School of Bioengineers (affiliated to both the Faculty of Science and the Brussels School of Engineering), as well as the Institute for European Studies.

## Student participation and elections

Since 1968, in the spirit of true democracy, students take part in the University's decision-making structures. Through the Student Council, they appoint members that will sit on the Board of Governors and the Academic Council, and, therefore, on the advisory committees. They also elect representatives who sit on the Faculty councils, School councils or Institute councils.

By having a say in their institution's management, Students are in an ideal position to understand that freedom necessarily implies responsibility. Candidates are expected to run at each level of power, and elections are valid only if a certain participation threshold is achieved.

## Your vote is essential for each FEF and Unécof election

Students are also represented at the level of the French Community of Belgium (which is in charge of academic regulations), through associations that gather various local organisations. Two such associations are currently officially recognised: the Federation of Francophone Students (FEF) and the Union of Students in the French Community of Belgium (Unécof).

FEF: [www.fef.be](http://www.fef.be)

Unécof: [www.unecof.be](http://www.unecof.be)

## ULB programme structure

### 'Landscape' decree in the French Community of Belgium: what you need to know

In November, 2013, the French Community of Belgium adopted a decree, commonly known as 'Décret Paysage' ('Landscape' decree), which redefines the landscape of higher education in the French Community of Belgium. In addition to changes in the structure of higher education institutions (e.g. creation of the Academy for Research and Higher Education, or ARES, in charge of coordinating higher education in the French Community of Belgium; creation of five 'geographic hubs', etc.), the 'Landscape' decree defines a new structure for study programmes, which are no longer based on years of study but rather on a course credit system.

The 'Landscape' decree continues a process that began over 10 years ago, with the 'Bologna' decree, which reformed higher education in Belgium in order to harmonise academic systems at EU level and thus to promote student and graduate mobility across Europe.

The 'Landscape' decree does not alter the general structure of study programmes, which are still divided into three tiers – bachelor, master and PhD –, nor the students' workload, which is still measured in credits – one credit being 30 weeks of learning activities such as preparing for lectures, carrying out lab work, completing assignments in the library or working on individual projects.

### In brief

One year of studies for a full-time student is 60 credits (i.e. 1,800 hours of work on average). Initial training programmes are divided into two tiers:

- the first tier, consisting in 180 credits, leads to a bachelor's degree. This basic education offers a general approach to the discipline, and lets you develop the abilities involved in academic training: self-reliance, critical thinking, creativity, etc. This programme is not geared towards a professional activity.
- the second tier consists in 120 credits and leads to a master's degree (except in the fields of medicine and veterinary medicine, where the second level consists in 180 credits, and in other areas where 60-credit masters are offered).

During the master's programme, you will expand the knowledge you acquired during the bachelor programme, and pick a specialisation. The master's programme may involve a specific focus: teaching focus, if you plan to work in

education; research focus, if you plan to work in scientific research; and professional focus, if you intend to work in the private sector.

This programme involves writing a master's thesis, which is personal final project worth 15 to 30 credits. A bachelor's degree grants you direct access to the corresponding master's programme, but you may also enrol in other programmes at the end of your bachelor's. A wide range of new programmes will be available to you.

### How does it work?

The academic authorities define a curriculum for each bachelor's and master's programme. This includes required courses and, possibly, optional courses of your choice. Each course (also referred to as a Course Unit or CU) is worth a certain number of credits, which represent the student's workload.

At ULB, all CUs are worth either 5 or a multiple of 5 credits, except for courses organised by non-University partners. For every course you pass, you will be awarded the appropriate number of credits. When you have accumulated enough credits (180 for the bachelor programme, 120 for the master's programme), the exam board will meet and award you the corresponding degree.

With this credit system, the courses you take in a given year will consist in the CUs that you have not passed and must take again, and the CUs that are available to you based on what you have already learned (the progressive nature of learning means that certain CUs must be completed before the next one may be taken). Generally speaking, your programme for a given academic year consists in a list of CU worth a total of 60 credits; this number may be lower if you are in your final year, or if you were granted a programme reduction by your exam board.

Please note that when you enrol for the first time in a bachelor programme, your first year's course load must consist in the 60 first credits of the bachelor programme, unless you are granted a programme reduction. Only when you have passed at least 45 credits of the first year's programme will you be able to take second-year courses.

### What's next?

Once you have completed your studies and hold a master's degree, you may seek further qualifications by enrolling in an advanced master's programme (at least 60 credits minimum, open only to students who have previously earned a 120-credit master's degree).

Students who so wish may complete their education with doctoral studies.

<b>BACHELOR</b>	<b>The first step in a student's academic career,</b> this 180-credit programme leads to a bachelor's degree (BA)
<b>MASTER</b>	<b>Intended to prepare students for the professional world,</b> this 120-credit programme (180 in medicine or veterinary medicine) leads to a master's degree (MA).
<b>Advanced MASTER</b>	<b>This specialised master-level</b> includes 60 credits or more, and completes a previous master programme

## Student Services

### A - Your everyday life on campus

#### Settling in and enrolling

Even after you've enrolled, the Registration Department remains a valuable resource, which you can call upon to obtain a certificate, replace a lost student card, change or quit your study programme, or be evaluated by an academic board from the French Community of Belgium.

#### Service des inscriptions (Registration Department)

Solbosch campus – Building S, 4th floor – Avenue Buyl, 87A – 1050 Brussels (enter through the reception and registration lobby) – Tel: +32 2 650 20 00 – E-mail: [inscriptions@ulb.ac.be](mailto:inscriptions@ulb.ac.be) – [www.ulb.be/inscriptions](http://www.ulb.be/inscriptions)

#### Getting to the campuses

ULB is spread over a number of locations and campuses in Brussels and Wallonia. Below you will find a presentation of each of these, as well as maps and public transport information:

#### Lecture halls

ULB's lecture halls are identified as follows:

Campus name – Building name – Building entrance – Floor – Room number

For instance, S.UJ2.120: Solbosch campus, building U, door D, floor 2, door 120. Certain lecture halls are named after important figures; this name will be displayed between brackets, under the room number.

#### Solbosch Campus:

[www.ulb.be/campus/solbosch/plan.html](http://www.ulb.be/campus/solbosch/plan.html)

The Solbosch campus is ULB's main campus. This is where the University's administration and general services are located. Most Faculties in the field of human sciences are located on the Solbosch campus, as is the Brussels School of Engineering, the human sciences library, and some of ULB's museums: the museum of zoology, the Allende exhibition hall, the museum of mineralogy, and the Michel de Ghelderode museum.

#### La Plaine campus:

[www.ulb.be/campus/plaine/plan.html](http://www.ulb.be/campus/plaine/plan.html)

The La Plaine campus is located about a kilometre away from the Solbosch campus. It houses the Faculty of Sciences and the Faculty of Pharmacy, the museum of medicinal plants and pharmacy, and the physics and chemistry 'experimentariums' where pupils from primary and secondary schools can see these disciplines in action.

#### Erasmus Campus:

[www.ulb.be/campus/erasme/plan.html](http://www.ulb.be/campus/erasme/plan.html)

The Erasmus campus is where the Erasmus Hospital is located, as well as

ULB's health cluster, which includes the Faculty of Medicine, the School of Public Health and the Faculty of Motor Sciences (the Faculty of Pharmacy is located on the

La Plaine campus). It is also home to the School of Nursing (co-administrated with the Ilya Prigogine institute of higher education), the museum of medicine and the museum of human anatomy and embryology.

### ULB-Flagey:

<http://www.ulb.be/campus/flagey/plan-archi.html>

ULB-Flagey is where part of the activities and classes for the Faculty of Architecture (La Cambre-Horta) are held.

### ULB-Uccle:

<http://www.ulb.be/campus/uccle/plan-traduction.html>

ULB-Uccle houses the Translation and Interpreting Department (ISTI-Cooremans) of the Faculty of Letters, Translation and Communication.

### Charleroi-Gosselies campus:

[www.ulb.ac.be/campus/biopole/plan.html](http://www.ulb.ac.be/campus/biopole/plan.html)

The campus located on the Gosselies aerospace cluster is home to **Biopark Charleroi Brussels South**, which is home to academic research institutes, technology centres, businesses, research promotion or incubation organisations, and a biomedical training centre. It includes: the Institute of Molecular Biology and Medicine (IBMM), the Institute for Medical Immunology (IMI), the Centre for Microscopy and Molecular Imaging (CMMI), the Plant Biotechnology Laboratory (LBV), several spin-off companies, a business incubator (i-tech incubator) and the Biopark Formation training centre.

### Charleroi-City campus:

ULB created this campus in September, 2015, in the heart of the **Zénobe-Gramme university centre**, with a view to developing its activities in this new location: teaching, research, training, and science outreach.

## Access

### Pedestrian access

ULB's campuses can be accessed on foot, and pedestrian areas are defined within their perimeter.

In order to find out the best itinerary and have a map of footpaths, you can get a map from ULB's Environment and Mobility Department or on the Bruxelles Mobilité website, featuring a wealth of information for pedestrians and cyclists.

For more information: [www.ulb.be/mobilite/transports-pietons.html](http://www.ulb.be/mobilite/transports-pietons.html)

### Bicycle access

Each ULB campus has bicycle parking facilities (secure parking, covered areas, or simply inverted U racks).

Locations can be found at: [www.ulb.be/mobilite/Velo.html#parking-velo](http://www.ulb.be/mobilite/Velo.html#parking-velo)

If you need advice on how to get around, what parking facilities are available,

where to get refreshments on campus, how to rent a bicycle or use the bicycles sharing service, where to find a repair station, and what bicycle-related events are planning on campus, or if you simply wish to subscribe to ULB's newsletter for cyclists, please visit: [www.ulb.be/mobilite/Velo.html](http://www.ulb.be/mobilite/Velo.html)

### Bicycle sharing

ULB has entered a partnership with Villo, Brussels' bicycle sharing service, which you can use to get around Brussels. All ULB members (students and staff) are entitled to a 50% discount on their Villo subscription!

Go to your MonULB portal to find information about cycling at ULB, dedicated events, and the 'Vélo Campus' mailing list.

### Access for persons with reduced mobility (PRM)

As a part of its sustainable mobility policy, ULB strives to ensure accessibility and comfort for all users. Two services are also available to students: SIPP (prevention and safety department), and CEFES. For more information on accessibility and special facilities: [www.ulb.be/fr/plans-et-acces/accessibilite-pour-tous](http://www.ulb.be/fr/plans-et-acces/accessibilite-pour-tous)

All this information, and much more, can be found at: [www.ulb.be/fr/plans-acces](http://www.ulb.be/fr/plans-acces)

### Car sharing

ULB has entered partnerships with several car sharing companies (including Cambio, Zen Car, and Zipcar), in order for members of the university community to enjoy discounts.

<http://www.ulb.ac.be/mobilite/transports-voitures-partagees.html>, [www.cambio.be/cms/carsharing/en/](http://www.cambio.be/cms/carsharing/en/), or [www.zencar.eu/en](http://www.zencar.eu/en)

### Carpooling

Looking for a ride? ULB has entered a partnership with a ride sharing platform, which offers a number of advantages for those seeking commuting partners. Registration is free with a ULB e-mail address.

For more information: [www.ulb.be/mobilite/transports.html](http://www.ulb.be/mobilite/transports.html)

### Access by car or motorbike

As a part of its mobility policy, the University encourages its staff to commute using public transport. However, the University has reserved parking for certain staff members and students. Master's students may apply for a parking permit with the General surveillance service. All ULB campuses also offer parking facilities for motorbikes. For more information on ULB's parking policy and parking spots, please visit [www.ulb.be/mobilite/stationnement.html](http://www.ulb.be/mobilite/stationnement.html)

## Student accommodation

In order to create the best environment for its students, ULB offers a wide choice of student accommodation in its own halls of residence and private halls of residence, either on one of its three campuses (Solbosch, La Plaine, Erasme) or off-campus (with over 2,400 rooms or flats).

Prices vary depending on amenities and comfort.

You can choose from many kinds of accommodation: student rooms (known locally as 'kots') in ULB residence halls, private residence halls, or in shared flats or houses; bedsits; flats (furnished or unfurnished); studios; multiple occupancy flats or houses; or intergenerational housing.

You can apply for a room in ULB hall of residence or a private hall of residence by filling in the appropriate online form ([http://smileyee-prd.ulb.ac.be/CITES\\_PROD](http://smileyee-prd.ulb.ac.be/CITES_PROD)).

**The ULB Accommodation Office** is the central repository for accommodation offers, and it provides information on the terms and practices of renting. You may use the Accommodation Office's database to find accommodation.

All relevant information can be found at [www.ulb.be/logements](http://www.ulb.be/logements)

### ULB Accommodation Office

Solbosch campus – Building F1 – Avenue Paul Héger, 22 – 1050 Brussels – Tel: +32 2 650 21 73 – E-mail: [office.du.logement@ulb.ac.be](mailto:office.du.logement@ulb.ac.be) – [www.ulb.be/logements](http://www.ulb.be/logements)

## Eating and socialising

### Restaurants and shops

Several university restaurants are located on the main ULB campuses, offering varied menus at very affordable prices. In order to receive a student discount, just show your student card at the till. Depending on which campus you are studying at, you may also find sandwich shops and private businesses selling snacks, books, stationary, or photocopies, as well as a bank, a travel agency, an Oxfam shop (on the Solbosch campus), and many shops in the surrounding area.

### University restaurants

Location, weekly menus, etc.: [www.ulb.be/services/etudiants/restaurants.html](http://www.ulb.be/services/etudiants/restaurants.html)

## Emergencies and insurance

### IT security, insurance, and data protection (General surveillance and lost and found property)

Thinking about others means thinking about oneself... and vice versa! If anything happens, know how to respond: whether for a medical issue (your own or someone else's), a serious accident, a fire, an assault, a suspicious object or lost property, please contact the General surveillance service. These emergency phone numbers can be called from ULB internal phones or emergency call stations:



**7** for the Solbosch, La Plaine and Charleroi campuses

**22** for the Erasmus campus

**112** for the other campuses.

From a mobile phone: **02 650 26 14**

Information on emergency call stations across all campuses:

<https://www.ulb.be/fr/vie-sur-les-campus/secours-securite>

### General surveillance service

Solbosch campus – Avenue Buyl, 157 (administration) and 121 (on-call 24 hours a day), 1050 Brussels – Tel: +32 2 650 26 14 – E-mail: [sg@ulb.ac.be](mailto:sg@ulb.ac.be)

[www.ulb.be/services/etudiants/surveillance-generale.html](http://www.ulb.be/services/etudiants/surveillance-generale.html)

### IT security

ULB is very serious about protecting your personal data. You can do your part by following a few simple rules:

#### Learn to spot fraudulent e-mails:

If you are urged to click a link or open an attachment, make sure it isn't a phishing e-mail. ULB will never send you a message requesting your ID and/or password. Never share them with anyone;

If a contact sends you a very brief message with an attachment, be careful: it could be a virus. If you have any doubts, do not open the attachment or respond to the message. Contact the sender by telephone to verify their identity;

- make sure the link points to a ULB web page ([www.ulb.ac.be/page\\_xyz](http://www.ulb.ac.be/page_xyz)), either by hovering your cursor over the link (computer) or by making a long press on the link (smartphone).
- make sure the link points to a ULB web page ([www.ulb.ac.be/page\\_xyz](http://www.ulb.ac.be/page_xyz)), either by hovering your cursor over the link (computer) or by making a long press on the link (smartphone).

**Remember to use your @ulb.ac.be e-mail address appropriately :**

- use only your @ulb.ac.be e-mail address when communicating with ULB;
- use your @ulb.ac.be e-mail address only for academic purposes;
- limit the number of third-party websites to which you register using your @ulb.ac.be e-mail address.

**Protect your passwords :**

- choose strong passwords (with uppercase and lowercase letters, numbers, and symbols);
- never share your passwords with anyone;
- do not use the same password for all your accounts (Google, Facebook, LinkedIn, etc.) and do not use your ULB password on a third-party website;
- remember to change your password regularly;
- install a security suite on your computer (ULB recommends McAfee Endpoint Security, which includes antivirus protection but also protection against harmful behaviours and a web monitoring module);

**General Data Protection Regulation**

On April 27, 2016, the European Parliament adopted the General Data Protection Regulation, whose purpose is to protect natural persons with regard to the processing of personal data and to the free movement of such data. The Regulation entered into force on May 25, 2018, and all data processing within ULB is carried out in accordance with its provisions.

The ULB regulation on student data protection can be found on the registry's website: [www.ulb.ac.be/ulb/greffe/documents/rgpd.html](http://www.ulb.ac.be/ulb/greffe/documents/rgpd.html)

For any question regarding the use of your personal data, you may contact ULB's Data Protection Officer at [rgpd@ulb.ac.be](mailto:rgpd@ulb.ac.be).

- use strong passwords with 8 or more characters of various types: uppercase and lowercase letters, numbers, and symbols;
- never use a ULB password on a third-party website (Gmail, Facebook, LinkedIn, etc.), and remember to change your password regularly;
- install virus and spyware protection software on your computer, and set an automatic virus scan.

**The insurance department**

Regularly enrolled ULB students are insured – subject to the limits and provisions of the insurance contracts taken out by the University: for injuries resulting from any ULB activity; for any civil liability they may incur based on Belgian or foreign law due to damages to third parties caused by error, negligence, omission, recklessness, or other factors for which they are responsible; and for assistance (illness, accident, repatriation) during their travels in any foreign country for the purposes of their academic activities. Insurance coverage for injuries and assistance is offered on top of any legal services provided by the students' health insurance.

**Student insurance**

[www.ulb.be/services/etudiants/assurances-etudiants.html](http://www.ulb.be/services/etudiants/assurances-etudiants.html)

**B - Getting support throughout your studies****The University is at your service!****Student Welfare Office (SWO)**

Having trouble paying your tuition fees? Issues with your CPAS (Public Social Assistance)? Want to know more about funding your studies? Looking for a student job? Need help navigating the administrative processes?

The Student Welfare Office is there to welcome and support you throughout the year. Its staff will lend you an ear, tell you about your rights, and point you to the relevant departments. The SWO can also provide administrative support for other institutions (e.g. the Wallonia-Brussels Federation, CPAS, family allowances, etc.).

In addition it can offer financial support under various forms: contribution to the cost of your course materials, reduced rent, reimbursement of transportation costs, etc. You must apply for this support on the MonULB portal under 'Mon secrétariat virtuel' – 'Ma demande d'aide financière'.

Reduced tuition may also be granted under certain conditions. Applications must be submitted between July 1, and October 31, 2018. Appointments can be made on the MonULB portal ('Mes paiements').

**Transgender students**

The Student Welfare Office gives transgender students the possibility to get their preferred name officially recognised at ULB. At any point during the academic year, you can simply visit the SWO's main office.

Tel.: +32 2 650 20 14

E-mail : [sse@ulb.ac.be](mailto:sse@ulb.ac.be)

[www.ulb.ac.be/dscu/servicesocial/transgenres.html](http://www.ulb.ac.be/dscu/servicesocial/transgenres.html)

**Students with specific needs** (students with disabilities, illnesses, or learning disabilities, students working as artists or high-level athletes, student entrepreneurs) may also benefit from special support. Do not hesitate to contact the SWS if you have any concerns or to find whether you qualify for any benefits. You may also be directed to other ULB services, as appropriate.

**ULB Student Welfare Office**

Solbosch campus – Building S, 5<sup>th</sup> floor – Avenue Buyl, 87A – 1050 Brussels –  
Tel: 02 650 20 14 – E-mail: [sse@admin.ulb.ac.be](mailto:sse@admin.ulb.ac.be) – [www.ulb.be/dscu/servicesocial/index-sse.html](http://www.ulb.be/dscu/servicesocial/index-sse.html)

**If you apply for a room in a hall of residence**, the SWS may put you on a priority list if you are in an unexpected and extraordinary situation. The SWS may also arrange for a discount on your rent.

**ULBJob is the central hub where job offers are published** for students who partially rely on their own income to meet their expenses. Students who must take time off their job during the exam revision period may qualify for an allowance that will compensate for lost revenue.

## Students with disabilities (CEFES-IN-ULB)

You may wish to enrol in a study programme and have specific needs related to a diagnosed deficiency, a specific learning disability or a debilitating illness, and you believe that this situation may have an impact on your studies. While the university curriculum is the same for all students, you are entitled to reasonable accommodations, specific aid, and support, depending in your needs. You may therefore request the status of Student with Specific Needs (SSN) or Student with a Disability (SWD).

More information at [www.cefes.be](http://www.cefes.be) (Students with disabilities)

## ULB Refugee Welcome Desk

The ULB Refugee Welcome Desk offers support to all students through all the steps involved in studying at ULB, both before and after enrolment. The Welcome Desk works in close collaboration with a contact person in each faculty.

[www.ulb.be/deskrefugees/index.html](http://www.ulb.be/deskrefugees/index.html)

## The 'InfOR-études' service

The advisers at InfOR-études can answer any question you might have about studies, student life, ULB services, the University's study programmes, job prospects in each field, etc., at any time, all year long.

Not sure what to study? Want to transfer to a different programme, or need help choosing the right master? Our team of advisers will provide information and guidance throughout your academic career.

### InfOR-études

Solbosch campus – Building S, 4th floor – Room S.4.102  
Avenue Buyl, 87A – 1050 Brussels (enter through the reception and registration lobby)

Student and visitor reception:

From July 1 to September 30: Monday through Friday, 9.00-12.00 and 1.30-4.00.  
From October 1 to June 30: Monday through Friday, 9.00-12.30, and Wednesday, 1.30-4.00.

You can also reach us on the phone, at +32 2 650 36 36:  
Monday through Friday, 1.30-4.00.  
E-mail: [infor-etudes@ulb.ac.be](mailto:infor-etudes@ulb.ac.be)  
[www.ulb.be/de/infor-etudes](http://www.ulb.be/de/infor-etudes)

## Healthcare and well-being

### The Medical Centre

The ULB Medical Centre is located **on the Solbosch campus** and offers consultations, both in general medicine (including blood work) and specialised medicine (dermatology, gynaecology, psychiatry, cardiology, gastroenterology, sport medicine). Nurses and physiotherapists are also present. Medical consultations are fully covered by your health insurance. The Medical Centre is open Monday through Friday, from 8 a.m. to 6.30 p.m. (6 p.m. during holidays).

**On the Erasme campus**, in addition to consultations with specialists at Hôpital Erasme, the emergency centre for general medical consultations (CMGU Erasme) offers consultations with general practitioners from Monday to Friday, 6 pm to 11 pm (closed on weekends and holidays); no appointment is required, and you can be examined very quickly (typical wait time is less than 30 minutes).

### ULB Medical Centre

**Solbosch campus** – Building M – Avenue Paul Héger, 28 – 1050 Brussels – Tel: +32 2 650 29 29 – [www.ulb.be/services/etudiants/service-medical.html](http://www.ulb.be/services/etudiants/service-medical.html)

**Erasme campus** – Building 15 (next to Hôpital Erasme's ER entrance) – Route de Lennik 808 – 1070 Anderlecht  
Tel: +32 2 555 69 07  
[www.cmgu-erasme.be/](http://www.cmgu-erasme.be/)

### 'Aimer à l'ULB' non-profit association

'Aimer à l'ULB' is a family planning centre open year-round where you can find information, schedule a consultation on regarding contraception, pregnancy, abortion, sexually transmitted infections (testing and treatment), get emergency contraception and pregnancy tests, consult with a psychologist or a psychotherapist, find legal advice or family mediation services, or take part in educational activities on sexual and emotional health.

'Aimer à l'ULB' is a confidential service and open to every student, Monday through Friday, from 9 a.m. to 7 p.m. and Saturday from 9.30 a.m. to 12.30 p.m., including during holidays.

### Aimer à l'ULB

Solbosch Campus – Avenue Buyl, 38 – 1050 Brussels +32 2 650 31 31 Fax: +32 2 649 86 47  
[www.ulb.be/services/etudiants/aimer-a-ulb.html](http://www.ulb.be/services/etudiants/aimer-a-ulb.html)  
[www.aimerulb.be](http://www.aimerulb.be)

### PsyCampus

PsyCampus is a counselling service that will help you with any personal or family issues, or issues related to student life.

### PsyCampus

Solbosch Campus – Avenue Buyl, 127 – 1050 Brussels – Tel: 02 650 20 25 – E-mail: [psycampus@ulb.ac.be](mailto:psycampus@ulb.ac.be) – [www.ulb.ac.be/services/etudiants/psy-campus.html](http://www.ulb.ac.be/services/etudiants/psy-campus.html)  
[www.ulb.ac.be/assoc/ssm/index.html](http://www.ulb.ac.be/assoc/ssm/index.html)

## Childcare services

### Day nurseries

The University has a day nursery for students on the Solbosch campus, where they can leave their children aged 2 months to 3 years. The Erasmus hospital also has a nursery for children aged 0 to 3. Places are attributed based on availability, according to criteria defined by Belgium's Office of Birth and Childhood.

### ULB Nursery

Solbosch campus – Building G – Avenue Depage, 15 – 1000 Brussels – E-mail: creche.solbosch@ulb.ac.be – Tel: +32 2 650 24 42 - 40 02 – [www.ulb.be/services/etudiants/creche.html](http://www.ulb.be/services/etudiants/creche.html) [www.ulb.ac.be/dscu/creche](http://www.ulb.ac.be/dscu/creche)

### Crèche Erasme (non-profit association)

Erasmus campus – Building 6 – Route de Lennik, 808 – 1070 Brussels – Tel: +32 2 555 64 57 [www.erasme.ulb.ac.be](http://www.erasme.ulb.ac.be) (search for 'crèche')

## Working

### ULBJob

From babysitting, to tutoring and from secretarial work to IT, ULBJob is a central hub where students can find job offers to supplement their budget.

#### ULBJob

Solbosch campus – Building S, 5th floor – Avenue Buyl, 87A – 1050 Brussels – E-mail: [ulbjob@ulb.ac.be](mailto:ulbjob@ulb.ac.be) – [www.ulb.be/services/etudiants/ulb-jobs.html](http://www.ulb.be/services/etudiants/ulb-jobs.html)

### Tutoring ('Schola ULB' non-profit association)

'Schola ULB' is looking for students in their first year of the bachelor programme, who are interested in tutoring small groups of pupils in primary and secondary schools throughout Brussels. If you want to make a difference for equal opportunities, please visit our website.

Tel: +32 2 650 36 44 – E-mail: [info@schola-ulb.be](mailto:info@schola-ulb.be)

## C - Improve your chance of academic success

### Promotion of succes

At ULB, your success is our priority. Not only do academic studies involve an entirely new way to learn, but they also cover more material than secondary school, and require that you become self-disciplined. All these factors, and others, could make your work as a student somewhat more challenging than what you were used to. Each Faculty has developed a number of tools to support you, and you will find – both within the Faculties and at the ULB level – services and people who can help you navigate the various ways in which the University can assist you in your studies:

- an information and guidance service; - key people and Faculty coaches; - remedial courses; - guidance; - the Academic Methodology Centre (CMU); - online assignments to review what you have

- learned in secondary school; - information retrieval training (Sherpa project) and support for your research and projects (EUREKA service) in the ULB libraries (see below); - language tutoring at F9 Languages in Brussels (see below, 'The Language Plan'); - etc.

Do not hesitate to contact your faculty office or the Study Information service ('InfOR-études'), or to visit [www.ulb.be/fr/etudier/reussir](http://www.ulb.be/fr/etudier/reussir), to learn more about these resources.

### Online lecture notes

ULB was a pioneer in e-learning in the French Community of Belgium, launching its virtual campus in 1998. Since then, students and professors have had access to a central platform that is both flexible and accessible, both for online learning and to supplement lecture classes.

The 'Landscape' decree requires that universities make available, on their intranet, a number of course materials (including lecture notes). ULB offers these materials as electronic files, on its Virtual University (see page 9). The documents offered in the folder entitled 'Supports de cours disponibles aux PUB' on the VU are also available printed and bound from the university press ([www.ulb.ac.be/pub](http://www.ulb.ac.be/pub) + see below). Grant holders are entitled to a free copy of these materials from the university press. All they need to do is apply for a 'COF' card from the Student Welfare Office.

### Access to computer rooms

Students may use the computer rooms in the Solbosch, La Plaine, Erasmus and ULB-Flagey campuses (the computer rooms are managed by the Student Computer Service or PADI). Access to the computer rooms is subject to a general regulation, and some of them have additional rules.

<http://padi.ulb.ac.be>

### ULB libraries and Learning Centres

Based on an assessment of its students' learning needs, ULB is currently deploying Library and Learning Centres on its campuses. Designed to go beyond the traditional purpose of libraries and function as true living spaces, the Library and Learning Centres let students not only access document col-

lections, but also use work and study infrastructures that are suited to their practices. They also include support services that can help students throughout their studies at ULB.

- **S&SAME:** as its name suggests, S&SAME ('Sesame') gives you the keys to finding your way around the libraries and campuses and locating your classrooms, computer rooms, or any other useful service.

- Online help and tutorials: the 'Questions' service will allow you to get practical information on how the libraries work, introduction on how to search for documents, using an online form available at [www.bib.ulb.ac.be](http://www.bib.ulb.ac.be).

- **EUReeKA:** EUReeKA helps you with information retrieval, whether you are searching for an article or a book, or compiling a list of available publications while preparing an assignment. Please feel free to go see your library's EUReeKA service if you need assistance and you will be pointed towards tutoring or training on information retrieval, as appropriate. You will also get basic information on how to create a cohesive bibliography, how to avoid plagiarism, and how to download, save and/or print the documents you have found.

- **Online help and tutorials:** the 'Questions' service will allow you to get practical information on how the libraries work, or an introduction on how to search for documents, using an online form available at [www.bib.ulb.ac.be](http://www.bib.ulb.ac.be).

Our support is complemented by in-class **training sessions on information retrieval**.

Want to learn about documentary research at your own pace, from home?

**Follow our free online course, 'What's Up Doc?'**

Documentary research tutorials for all!



The course is offered twice a year (in October and February). Given over 8 weeks, it teaches you about the methodology of documentary research, with practical exercises using research tools. Support is provided on a forum throughout the course's duration.

- Lastly, an online tutorial on documentary research for your dissertation (in human sciences) is available on the Virtual University (folder entitled 'Formations transversales').

In addition to the support resources mentioned above, libraries offer areas and tools specifically designed to provide an ideal setting in which you can study, prepare assignments or simply read the documents you will be using. In particular, you will find : areas where you can work or study (individually or in groups) in whichever way works best for you ; meeting rooms and classrooms ; PCs that you may use to browse electronic collections go online ; a Wi-Fi network ; photocopiers and, in certain libraries, a scanner and/or an all-in-one printer/copier/scanner.

During your studies, you will need to look up information on your chosen field and search through the literature in order to prepare your assignments or your master's thesis. Our role is you provide you with the printed or electronic documents that will be helpful to you throughout your studies at ULB. If the book or article you are looking for is not available at ULB, do not hesitate to ask our document research service, in order to find documents whether or not they are in the collection of ULB libraries (this is a paid service).

**You can visit the libraries on the following campuses:**

#### **Solbosch Campus**

Human Sciences Library: Building NB – Tel: +32 2 650 23 77

Science and Technology Library: Building D, Avenue Depage, 30 – Tel: +32 2 650 20 54 – Law Library: Building H, 2nd floor – Tel: +32 2 650 39 25

#### **La Plaine Campus**

Pharmacy Library: Building BC – Tel: +32 2 650 51 48

#### **Erasmus Campus**

Health Sciences Library: Buildings GE and D – Tel: +32 2 555 61 70 / 46 89

#### **ULB-Flagey**

Architecture Library: Place Flagey, 19 – Tel: +32 2 643 66 68

#### **ULB-Uccle**

Translation and Interpretation Library: Rue Hazard, 34 – 1180 Brussels – Tel: +32 2 650 62 29

#### **ULB - Gosselies**

Institute of Molecular Biology and Medicine (IBMM): Rue des Professeurs Jeener et Brachet 12, Niveau 1 - Local AS1.303, Tél: 02 650 96 71

**All libraries [www.bib.ulb.ac.be](http://www.bib.ulb.ac.be)**

#### **Library card and payment'access card**

Your student card doubles as a library card. You may also purchase an anonymous payment and access card from the libraries, which you can use to access various services (Health Sciences Library, car parks, computer rooms, etc.) and pay for photocopies in the ULB libraries.

#### **Places to study**

Finding a quiet place to focus and study can be difficult. The University is aware of this issue, and has created open areas on campus where student can study individually in a positive and respectful atmosphere: in addition to the study areas available year-round in the libraries, special study rooms are open during the revision and exam periods. For rooms and timetables, see [www.monulb.be](http://www.monulb.be) and [www.ulb.ac.be/dscu/lieux-etude.html](http://www.ulb.ac.be/dscu/lieux-etude.html).

#### **The Language Plan**

The Language Plan is a unique opportunity by which ULB can help its bachelor students learn Dutch and English, which are part of the bachelor programmes. In order for all students to be able to keep up with courses in foreign languages, F9 Languages in Brussels offers free beginner classes, remedial classes, and language development classes, starting at the beginning of the 1st year of the bachelor programme in English, Dutch, and French as a foreign language.

[www.ulb.be/enseignements/planlangues/index.html](http://www.ulb.be/enseignements/planlangues/index.html)

#### **Conversation groups**

The CIDLV (interfaculty centre for language learning) runs conversation groups in English, Italian, Spanish, French, and Dutch, following a simple principle: one day, one language, one hour. Open to all members to the university community, these groups are completely free. No registration is required, you can simply show up at the scheduled time in front of the room (note that a maximum of

12 students can participate). Conversations are hosted by a native speaker, and topics are picked based on the participants' interests. In order to take full advantage of these conversation groups, students should have reached at least the A2 level as defined by the CEFR (Common European Framework of Reference for languages).

[www.ulb.be/enseignements/planlangues/index.html](http://www.ulb.be/enseignements/planlangues/index.html)

### Tandem language learning

This learning method consists in mutually developing foreign language skills, by pairing up with a student whose native language you wish to learn. In return, you will your partner learn your own native language. How is this set up? You schedule 15 two-hour sessions with your partner, and produce a few written papers. An assistant will support you and keep track of your progress.

<http://tandems.ulb.ac.be/new/>

### French as a foreign language (FFL)

In order to help its international students develop their knowledge of French, ULB offers a wide range of French courses, both before regular classes start and during the academic year.

[www.ulb.ac.be/enseignements/cours-francais/](http://www.ulb.ac.be/enseignements/cours-francais/)

### Audio visual equipment rentals

The University's classroom management department has audio visual equipment that members of the university community may borrow and use for academic activities held on ULB campuses, including data projectors, recorders, DVD players, monitors, etc.

[www.cte.ulb.ac.be](http://www.cte.ulb.ac.be)

### The archives and the special collections

The ULB archives department collects, processes, and preserves the University's official and administrative documents, as well as many historical collections. The special collections include rare and valuable documents, related in particular to the history of books and printing, as well as archival collections from various donors. The archives and the special collections also preserve a large collection of works of art.

Both are open to all members of the university community.

For more information:

Tel: +32 2 650 25 22 (archives) – +32 2 650 23 24 (special collections)

E-mail: [archives@ulb.ac.be](mailto:archives@ulb.ac.be) - [www.bib.ulb.ac.be/fr/bibliotheques/archives-de-lulb](http://www.bib.ulb.ac.be/fr/bibliotheques/archives-de-lulb)

[www.bib.ulb.ac.be/fr/bibliotheques/reserve-precieuse/index.html](http://www.bib.ulb.ac.be/fr/bibliotheques/reserve-precieuse/index.html)

### The Éditions de l'Université de Bruxelles

The Éditions de l'Université de Bruxelles publish hardcover and paperback research books, textbooks, and essays in many areas of human and social sciences as well as in EU law.

The Éditions' books are sold in major book shops.

[www.editions-universite-bruxelles.be](http://www.editions-universite-bruxelles.be)

### The Presses Universitaires de Bruxelles non-profit (book shops and restaurants)

The Presses Universitaires de Bruxelles (PUB) publish course notes ('syllabus') created in close collaboration with ULB teachers themselves, in a more eco-friendly format. The PUB's three shops also carry a selection of books recommended by professors, ULB products, and a number of scientific, medical, legal, social, and architectural books, as well as novels.

The PUB are also currently developing a project for electronic course notes: Syllabus21.

In addition, the PUB offer a high-quality printing services for student projects, theses and dissertations, posters, etc.

Finally, the PUB also run three restaurants: 'L'Architecte' in Flagey, 'Les Presses' in Erasme, and 'La Maison' in La Plaine.

### PUB

#### Solbosch campus

Building V

Avenue Paul Héger 42, 1000 Brussels

Tel: +32 2 649 97 80 (Solbosch)

E-mail: [communication@pub-ulb.be](mailto:communication@pub-ulb.be)

[www.pub-ulb.be](http://www.pub-ulb.be)

#### Erasme campus

Building F1

Route de Lennik 808, 1070 Brussels

Tel: +32 2 555 64 29 (Erasme)

E-mail: [erasme@pub-ulb.be](mailto:erasme@pub-ulb.be)

[www.pub-ulb.be](http://www.pub-ulb.be)

#### Flagey campus

Faculty of Architecture

19 Place Eugène Flagey, 1050 Brussels

Tel: +32 2 648 34 36

E-mail: [flagey@pub-ulb.be](mailto:flagey@pub-ulb.be)

[www.pub-ulb.be](http://www.pub-ulb.be)

### The Student Mobility Office

Student mobility programmes allow students to spend an entire academic year, or part of an academic year, in a foreign university in Europe, Canada, Japan, or other countries. This is a fantastic opportunity for you to broaden your cultural horizons and to improve your linguistic skills.

#### Student Mobility Office

Solbosch campus – Building S, 5th floor

'Outgoing' and 'incoming' students: Tel: +32 2 650 42 23

'Outgoing' students: Tel: +32 2 650 44 43

'Incoming' students: Tel: +32 2 650 25 16

E-mail: [mobilite@ulb.ac.be](mailto:mobilite@ulb.ac.be)

[www.ulb.ac.be/sme](http://www.ulb.ac.be/sme)

## D - ULB, an intense experience

### Staying informed

**Join us on social networks:** Facebook, Twitter, Instagram, etc.

**The News & Agenda** section will offer daily news on the University's activities, with news flashes, podcasts, videos, and various links!  
www.actus.ulb.be

**'Esprit Libre'** is ULB's quarterly magazine (offered on racks throughout the campus and available online). It reflects our University's dynamism in terms of research, teaching, events, and social engagement.

**The student newsletter**, sent directly to your student e-mail, provides a monthly overview of the latest news on campus, practical information for students, etc.

**ULB Connect** is the newsletter for English speakers.

**'Events'** is ULB's printed calendar (also offered on racks across the campus), which will help you plan ahead for the many activities (talks, theatre plays, exhibitions, conferences, athletic events, etc.) that punctuate the academic year.

**Radio Campus** is ULB's radio station, broadcasting on 92.1 FM. It lets students create their own radio programmes, or read the news on the air.

**For information on our information media:**  
www.ulb.be/dre/com/infopub.html

### Getting involved

#### The Office of Student Representatives (BEA)

The OSR represents ULB students and protects their rights in various decision-making bodies. It provides an interface between students and the academic authorities as well as the Wallonia-Brussels Federation, through the Federation of Francophone Students (FEF, to which it belongs).

It is also charged with keeping students informed of their rights and supporting them in any appeal process they might launch, for instance when enrolling or applying for social assistance. In addition, the OSR supports student projects on campus, with regular subsidies.

#### Office of student representatives

Solbosch campus – Avenue Héger, 42 (4th floor) – 1050 Brussels –  
U.B.2.169-171 – E-mail: ulb.bea@gmail.com – <http://bea.ulb.ac.be/bea>

#### Student societies and associations

With student initiation ceremonies, conferences, charity projects, film screenings, or other activities, student societies and associations are an essential part of University life. Student traditions are often fun, and never mandatory.

More than 80 student societies and associations (gathering students from one or several faculties or according to their political affiliation, their country of origin, or their socio-cultural interests) are currently registered with the University's Board of Governors. You will surely be contacted by one of these societies during your studies: it's up to you whether you join!

**Student societies:** [www.ulb.be/ulb/folklore/folklore.html](http://www.ulb.be/ulb/folklore/folklore.html)

## Reducing your environmental footprint

### Sustainable consumption

ULB has water fountains available to all, snack shops that offer vegetarian meals, weekly markets selling local produce, and an Oxfam store (on the Solbosch campus).

Learn more about what ULB has to offer:

[www.ulb.ac.be/environnement/Campus-AlimentationDurable.html#Fontaines](http://www.ulb.ac.be/environnement/Campus-AlimentationDurable.html#Fontaines)

## Biodiversity

### ULB vegetable gardens

The Solbosch and Erasme campuses each have a student-run vegetable garden. These community projects support organic agriculture and promote biodiversity: [www.ulb.ac.be/environnement/CampusEspacesVerts.html](http://www.ulb.ac.be/environnement/CampusEspacesVerts.html)

### Tree circuit

The Solbosch campus is home to over 45 remarkable trees, identified by informational plaques. The Environment and Mobility Unit offers a map dedicated to these trees, enabling you to see the campus from a fresh perspective!

[www.ulb.ac.be/parcoursarbres/index.html](http://www.ulb.ac.be/parcoursarbres/index.html)

### Waste recycling

To each piece of waste its place! No less than 16 recycling processes are active at ULB. Containers for plastic, metal, cardboard, paper, and general waste are installed inside and between the buildings. Other types of waste can be brought to dedicated collection points.

More information in the University's eco-guide on waste: [www.ulb.ac.be/environnement/Campus-Dechets.html](http://www.ulb.ac.be/environnement/Campus-Dechets.html)

### ULB's repair café

Instead of throwing things out, why not repair them? The Brussels School of Engineering's student association hosts ULB's monthly repair café.

Find a list of all repair cafés in Belgium, at [www.repairtogether.be/](http://www.repairtogether.be/).

### Student engagement – The Student Green Office

Students are also involved in sustainable development at ULB. The Student Green Office is part of the institution, and its members are students committed to a sustainable university. Its role is to implement sustainable development projects and awareness-raising campaigns across ULB's various campuses.

Many projects have been carried to fruition by the SGO: scrap paper collection campaigns for use during the pre-exam review period, awareness campaigns, cycling events, annual sustainability day, etc.

Want to get involved? Contact the SGO!

Environment and Mobility Unit

Tel.: +32 2 650 38 17

E-mail: [environnement@ulb.ac.be](mailto:environnement@ulb.ac.be)

[www.ulb.be/environnement](http://www.ulb.be/environnement)

## Culture and Entertainment

### ULB Culture

ULB Culture plans, hosts and supports cultural events on ULB's main campuses: exhibitions, plays, concerts, films, etc. It also offers various cultural workshops, allowing students to join a choir or an orchestra, or to take part in world music, theatre, film, and musical creation. The association rents out or offers cultural venues (the Delvaux hall and the rehearsal hall), and manages the University's main exhibition room, the Allende hall.

Through ULB Culture's cultural partnerships, members of the university community can take advantage of discounts all year long. If you sign up for the ULB Culture newsletter, you may take part in contests with free tickets given out each month!

### ULB Culture

Solbosch campus – Building F1, 4th floor – Avenue Paul Héger, 22 – 1050 Brussels – Tel: +32 2 650 37 65 – E-mail: [culture@ulb.ac.be](mailto:culture@ulb.ac.be) – [www.ulb.be/culture](http://www.ulb.be/culture)

### The ULB Museum Network

The **ULB Museum Network** includes over 10 University museums and collections, spread out over 4 campuses in Brussels (Auderghem, Erasmus, La Plaine, Solbosch) and 2 locations in Wallonia (Charleroi-Parentville, Treignes). The Network publishes three issues of its newsletter every year, which can be found on its webpage along with all information related to its members' activities and its own.

### ULB Museum Network

[www.ulb.be/musees/](http://www.ulb.be/musees/)

### PointCulture ULB

Located at the heart of the Solbosch campus, PointCulture ULB is the place to be for lovers of music, films, and video games. New events are held every week in a friendly environment: concerts, music sessions, talks, exhibitions, screenings, etc. In other words, a place for students to fully experience culture! Free registration with a valid ID card and student card.

Open Tuesday, Wednesday, Friday and Saturday, from 11 a.m. to 6.30 p.m.

PointCulture ULB - Ixelles

Solbosch campus – Building U

Tel: +32 2 737 19 61

E-mail: [ulb@pointculture.be](mailto:ulb@pointculture.be)

[www.pointculture.be/ulb](http://www.pointculture.be/ulb)

## Staying fit!

### ULB Sports

For just €50 per year, ULB Sports lets you take part in some 50 physical activities on the Solbosch and Erasme campuses, as well as in other places (e.g. swimming pools).

These include: team sports (rugby, basket-ball), individual sports (badminton, fencing), music classes (zumba, salsa, Body Sculpt) and much more (cheer-leading, tai chi, etc.)!

Find out our complete offering on ULB Sports' website: [www.ulbsports.eu](http://www.ulbsports.eu)

Note that your mutual insurance company may contribute to the registration cost.

### ULB Sports also offers:

- For elite athlete students with specific needs:

ULB Sports can provide academic, athletic, and social support in order to help you combine your studies and your athletic career.

- ULB OWLS:

Are you a member of a sports club? Join us and proudly represent ULB in inter-university competitions!

- ULB 10-kilometre race (Sunday, April 28, 2019):

This will be the 8th year this friendly race is held, with proceeds going to scientific research at ULB. More information: [www.10kmlb.org/bienvenue/](http://www.10kmlb.org/bienvenue/)

## Today a student, tomorrow an alumnus!

You aren't there yet, but it's never too early to think about the future! Once you have graduated, you can stay in touch with your classmates, keep up with the latest breakthroughs in your field, receive information about your alma mater, and much more, by registering as a ULB Alum!

[www.uae-ulb.be](http://www.uae-ulb.be)

## E-Useful links

**Official documents, statutes, regulations, etc.**

[www.ulb.be/fr/gouvernance/documents-officiels-1](http://www.ulb.be/fr/gouvernance/documents-officiels-1)

**Information about studying at ULB**

<https://www.ulb.be/fr/etudier/s-informer-s-orienter>

**Information security**

<http://secu-info.ulb.ac.be/reglesulb/reglesulb.html>

**A socially-committed university**

<https://www.ulb.be/fr/l-universite/l-ulb-s-engage>

**For information on our information media:**

[www.ulb.be/dre/com/infopub.html](http://www.ulb.be/dre/com/infopub.html)

