

MASTERS STUDENTS GUIDE
2019-2020



A word from **THE DEAN**



Philip VERGAUWEN

Welcome to Brussels ! Welcome to the ULB ! Welcome to the Solvay Brussels School of Economics and Management (SBS-EM), one of the Faculties, Schools and Institutes of the Université libre de Bruxelles (ULB). The reputation of our School has been growing since the early 20th century, thanks to a mix of three pillars. The first is a strong quality focus – we are AMBA and EQUIS accredited – and permanently assess the quality of our programmes jointly with student representatives, the second is the mix of full-time professors who endlessly generate new knowledge and part-time professors, experts and leaders from our socio-economic environment. Third and not least, the School's reputation is also determined by the dynamism and entrepreneurial spirit of our participants.

We are committed to making our Masters as enriching as possible for you, both on a personal and professional level. Undoubtedly your participation will significantly enhance your skills. By joining the SBS-EM community, you will discover a source of inspiring exchanges stemming from dynamic extra-academic activities and a worldwide network of academic partners the world over.

Throughout the programme of your choice, dedicated faculty and staff will guide you with their enthusiasm and professionalism to make your learning experience as enjoyable and efficient as possible.

This handbook includes key information to find your way around our programmes, their rules, important deadlines, procedures and information about daily life in Brussels. Please read it carefully. It will enable you to benefit even more from your experience at the Solvay Brussels School.

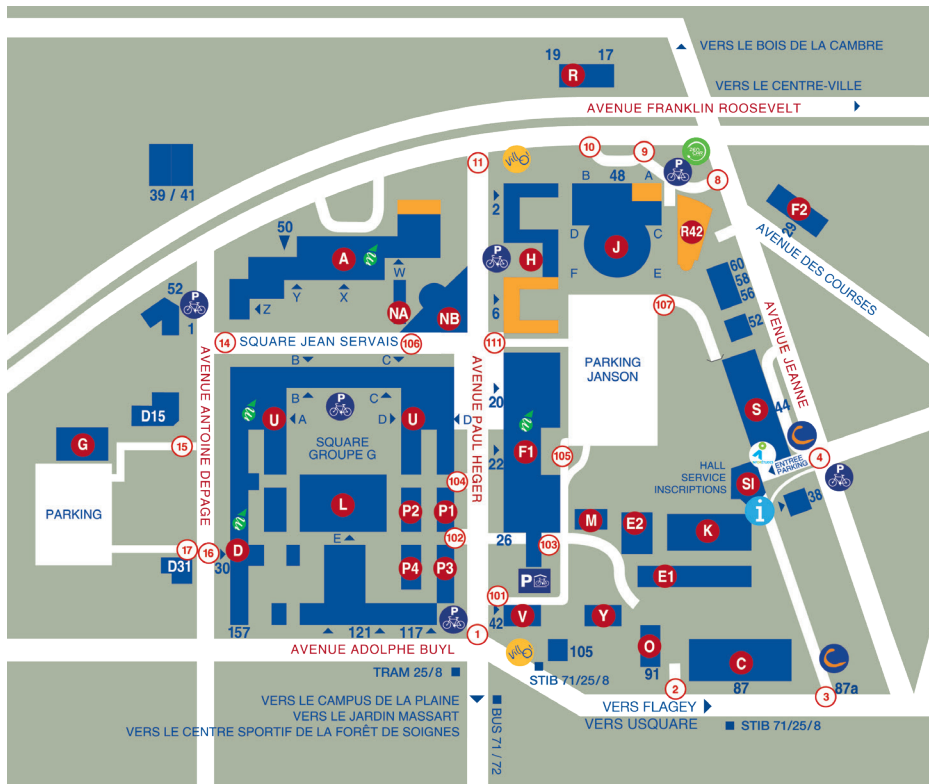
Our entire team and myself wish you a very fruitful learning experience.

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The CAMPUS

CAMPUS MAP



- V Presses Universitaires (handbooks, etc.)
- E1 Sports Halls
- F1 Accommodation Service, photocopies, bookshop, restaurants, travel agency, culture, exhibitions
- M Medical Service
- NB Humanities Library
- S Enrolment office
- U Multimedia library

- H Solvay's Faculty Administration : Bachelors, Masters, international, Career Service
- R42 Solvay's Building : PhD programs, research centers
- AW Solvay's Alumni, Start.Lab

Discover the Solbosch campus on ulb.be/en/solbosch/campus-map

REACHING THE CAMPUS

The Solbosch campus can be reached by bus, tram, train, or bike :

B Buses

71 Stop *ULB*

72 Stop *ULB*

95 Stop *Cimetière d'Ixelles*

B Metro

5 Stop *Delta* + **71** or **72**

B Trains

› *Gare d'Etterbeek* station

› *Gare de Boondael* station

B Trams

7 Stop *Cambre-Etoile*

8 Stop *ULB*

25 Stop *ULB*

Find out the main itineraries and travel times, and learn about the infrastructures available on ulb.be/en/solbosch/directions

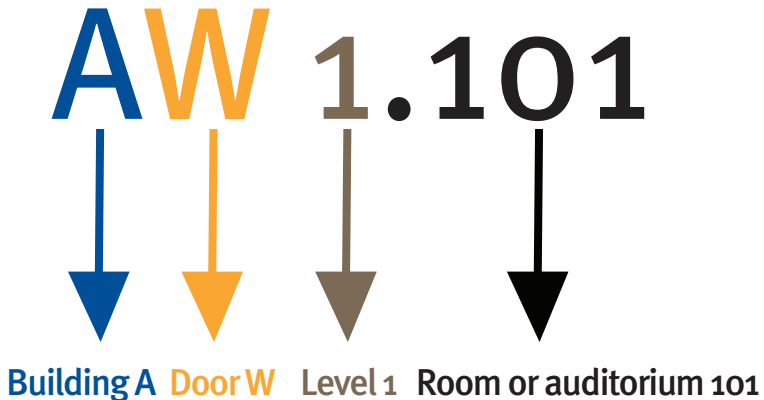
HOW TO FIND AN AUDITORIUM ?

The **first letter** refers to the building.

The possible **second letter** refers to the door.

The **first number** refers to the level.

The **other number(s)** refer(s) to the room.



About ULB - Université libre de Bruxelles

MULTICULTURAL AND INTERNATIONAL

As a multicultural university with one third of students and researchers from abroad, international relations is a daily reality for the Université libre de Bruxelles, just like the city of Brussels itself, one of the world's most cosmopolitan cities.

Its outward-looking position with regard to Europe and the world has resulted in a number of agreements, collaborations and special partnerships being set up with some of the world's top universities.

HIGH TEACHING STANDARDS

The Université libre de Bruxelles has 12 faculties that cover all the disciplines, closely combining academic input and research. It offers almost 40 undergraduate programmes and 250 graduate programmes . It also partners 20 Doctoral schools, with almost 1,600 PhD in progress.

One of the University's main aims is to give its students a solid foundation in critical thinking as well as a taste for research, while at the same time catering to the needs of new publics.

A COMMITTED UNIVERSITY

Ever since its creation, our University has been cultivating the flame of freedom. It has constantly demonstrated its independence and its commitment to the great struggles for democracy, individual liberties and human rights. The Université libre de Bruxelles has developed a large spectrum of student support initiatives: e.g., financial and psychological support, guidance, French classes, etc.

Based on the principle of free enquiry that postulates independent reasoning and the rejection of all dogma, the University has retained its original ideals as a free institution that is firmly engaged in the defence of democratic and human values.



About SOLVAY BRUSSELS SCHOOL

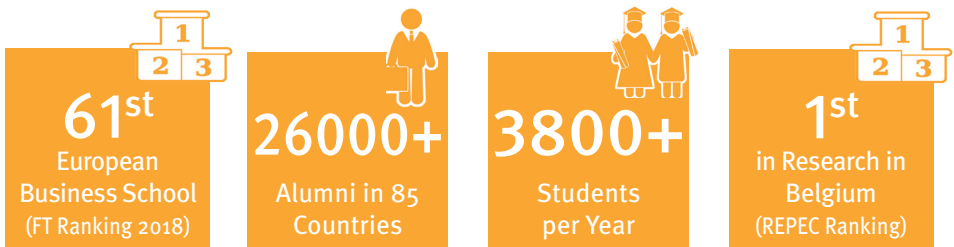
The Solvay Brussels School was **Founded in 1903** by the businessman Ernest Solvay and, since then, has been training men and women to be able to analyse, decide, participate and lead. With over 3700 students, the School offers education services from bachelor degrees to high-level executive education. Its Ph.D programmes ensure an intensive research activity : new knowledge is generated and is used to feed educational programmes. The Solvay Brussels School is an integral part of the Université libre de Bruxelles.

The School is **Internationally Recognized**, as witnessed by its EQUIS and AMBA accreditations, and its fast progress towards AACSB Accreditation.

The Solvay Shool's **Academic Programmes** are based on a **Demanding System** that combines theory and practice. Students therefore benefit from in-depth scientific courses, rigorous education. The curriculum is aimed at stimulating entrepreneurship, analytical ability, decision making, the ability to work as a team and openness to the world.

The **Diversity of Faculty** members ensures the provision of a high-quality education, close to the business world and to international institutions. Our team of professors includes prestigious academic researchers as well as experienced leaders from the professional world. Programmes are constantly revised and adapted to reflect the ongoing development in the fields of economics and management, and relies on various pedagogical methods such as case studies, seminars and group work.

The School has a vast network of **International Partners**, as international exchange is compulsory for most of our Master students, , who also have access to double degrees. Out of our 130 partners, about 50% are outside the EU, and about 75% have at least one international accreditation.



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The **ACADEMIC LIFE**

ACADEMIC CALENDAR

13-09-2019	New Students Welcome day ulb.ac.be/jane
16-09-2019	Beginning of classes - 1 st period
20-09-2019	Opening Ceremony for the start of the Academic year
27-09-2019	Holiday of the French community
31-10-2019	End of the possibility of choosing the optional courses
01-11-2019	National holiday : All Saints Day
02-11-2019	Holiday for the University
11-11-2019	National holiday : Remembrance Day
20-11-2019	Holiday : anniversary of the fundation of the University
21-12-2019	End of courses - 1 st period
23-12-2019	Beginning of Winter Holidays for students
06-01-2020	Beginning of the January exams session
25-01-2020	End of the January exams session
27-01-2020	Beginning of Holidays
03-02-2020	Beginning of classes - 2 nd period
25-03-2020	Holiday for students : Shrove Tuesday
06-04-2020	Start of Spring Holidays for students
18-04-2020	End of Spring Holidays for students
01-05-2020	National holiday : Labour Day
16-05-2020	End of courses - 2 nd period
18-05-2020	Beginning of the June exams session
30-05-2020	Holiday for Belgium (Ascension Day)
10-06-2020	Holiday for Belgium (Pentecost)
25-06-2020	End of of the June exams session
26-06-2020	1 st examination session deliberations
10-08-2020	Beginning of resit session
31-08-2020	Beginning of 2nd examination session deliberation
10-09-2020	End of resit session and deliberations

NET ID AND EMAIL ADDRESS

Every student of the University receives an online personal authentication login (Net ID) and an email address (...@ulb.be)

The e-mail you received to confirm your acceptance indicates you the process to follow to create your Net ID and your official email address.

- › This address is the only address you can use with the Faculty's Administration
- › Official communications are sent to this address only

SCHEDULE-TIMETABLE

The **courses schedule** of the Faculty is available on GeHol : gehol.ulb.ac.be

Please note that the **written exams** schedule will be available on the same website a few weeks before the start of the official exams period.

The **registration for the oral exams** will be available on MonULB (tab «*Ma Faculté*»), a few weeks before the start of the official exams period.



COURSES DESCRIPTIONS

Courses descriptions are available on the courses catalogue :

- › ulb.be/fr/etudier/programme

REGISTRATION FOR OPTIONAL COURSES

It is compulsory to register for the optional courses. Registration is organized each year at the beginning of the first period. Make sure you read the notice of your Faculty administration.

INTRANET : MONULB

MonULB is the official interface between the University or the Faculty's administration and the students. We advise you to **check it regularly**. It can be accessed online or on your smartphone through the mobile app (available on the Playstore and Appstore).

To log on MonULB, use your Net ID provided when enrolling at the University.

› monulb.ulb.be

All the information regarding your studies, your administrative status and all the important news will be communicated to you through this portal. An information posted on the information board on MonULB is considered as read by the student. Make sure to keep up to date.



UNIVERSITÉ VIRTUELLE

The Université Virtuelle (UV) is the online campus of ULB. You will find all the information, material and documentation related to your courses (tests, podcasts, exercices).

To log on the Université Virtuelle, use your Net ID provided when enrolling at the University.

› uv.ulb.ac.be

EXAMINATION

Periods

There are 3 examination periods at ULB :

- › January, for courses ending at the 1st period
- › May-June, for courses ending at the 2nd period. There is no procedure for the registration at these sessions. Your registration to the course automatically enrolls you for the exams.
- › August-September : during resit exams every student has the opportunity to take his/her failed exam a second time during the resit period.

You are required to register for the resit exams.

Assessment methods at ULB are as follows:

- › written exams
- › oral exams
- › papers
- › presentations

The assessment method of each course will be specified by your professors. Do not hesitate to ask for clarification about the calculation of the final grade.

Rules to succeed

A course is considered as having been successfully passed with a grade of at least 10/20. A programme is considered as succeeded if all the courses have been successfully passed.

Exams Results

Your exams results will be available online once they are submitted by your professors.

Official transcript of records

Your official transcript of record can be requested at your secretarial office after the 1st examination session proclamation (end of June) or after the resit period proclamation (September).

Where to study ?

ULB offers over 3,000 seats in its libraries. During the exams, ULB opens specific study rooms. More information in French:

- › bib.ulb.be
- › ulb.be/fr/reussir/pendant-les-etudes

HANDBOOKS, COURSE MATERIAL, BOOKS

Presses Universitaires de Bruxelles

Location : Building V, avenue Paul Héger 42

The PUB offers :

- › Books, readers and syllabi edited and updated by the professors
- › Special prices for students and a discount card
- › Promotions and events

Learn more: pub-ulb.be

Solvay Entraide et Publications (SEP)

Location : R42, at the *Cercle Solvay*

The SEP offers :

- › Official course notes
- › Summaries written by students

Do not hesitate to drop by and to ask any question about the courses!

Please make sure you attend the first class and ask about the support material and where to find it!

YOUR OPINION COUNTS !

This assessment of university teaching is conducted by the ULB and takes place once the period has finished. It is done via two online surveys, one after the January exams and the other after the June exams.

Students are requested to fill in a questionnaire for each course they have taken. The questionnaire will cover three distinct aspects of your courses: course design, teaching and assessment (exams).

CAREER SERVICES

Are you ready for the next big step ?

During this year, you will be launching your career and marketing yourself to your dream organizations. To help you succeed in this, the SBS-EM will support you all the way through its Career Services.

Coordinated at Faculty level, this service will give you access to all the students' career development activities on campus, as well as provide you with tailor-made solutions to your specific needs. From CV writing through coaching and mock interviews, you will be

able to participate in group and individual sessions that will shape the way you highlight your talents forward and find the position and organisation that will allow you to grow further.

Visit our recruitment platform :

› ulb.jobteaser.com

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COMPULSORY MEDICAL VISIT

You might be contacted by the ULB's medical service for a mandatory visit. If you possess a medical certificate or a thorax X-ray photograph proving that you have gone through a tuberculosis screening test in your home country, bring it with you to the medical visit.

FEELING HOMESICK?

When away from home, it can happen that you feel homesick. Living in a new environment and being immersed in a new culture requires adaptation and patience. After the exciting period of discovery, you may be facing homesickness, a feeling of being overwhelmed or frustrated as you try to adapt. Then, being abroad might become more of a burden than a pleasure. However, homesickness is not inevitable. It is a normal feeling, but there are ways to get rid of it:

- › Write a private diary
- › Share your feelings with other foreign students
- › Improve your language skills in order to better communicate with your fellow students
- › Learn about the new culture, try to find things that you can enjoy about living here
- › Get involved in local activities or sports so that you meet people

In more serious cases, seek the help of a professional : psychologists and psychiatrists are at your disposal at Psycampus.

More information : ulb.be/en/campus-life/healthcare-and-well-being

Discovering BELGIUM

In order to acquaint you with our small country, its inhabitants and its organization, please find below some interesting figures.

The Kingdom of Belgium is a federal state organized into :

› **3 cultural and speaking communities :**

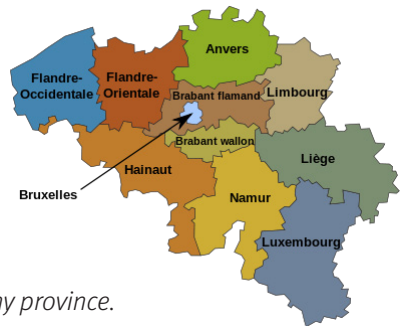
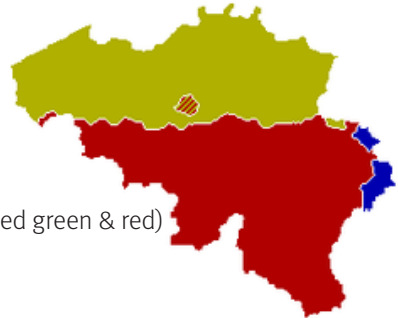
- the Dutch-speaking (green)
- the French-speaking (red)
- the German-speaking (blue)

› **3 regions :**

- Flanders (green)
- Wallonia (red & blue)
- The Brussels-Capital Region (cross-hatched green & red)

› **10 provinces :**

- Anvers
- Brabant Flamand
- Brabant Wallon
- Flandre Occidentale
- Flandre Orientale
- Hainaut
- Liège
- Limbourg
- Luxembourg
- Namur



The Brussels-Capital Region is not part of any province.

› **589 municipalities**

The Brussels-Capital Region includes 19 municipalities ('communes' in French) :

- | | |
|--------------------------------|--------------------------------|
| • Bruxelles-Ville (1000) | • Jette (1090) |
| • Schaerbeek (1030) | • Evere (1140) |
| • Etterbeek (1040) | • Woluwe-Saint-Pierre (1150) |
| • Ixelles (1050) | • Auderghem (1160) |
| • Saint-Gilles (1060) | • Watermael-Boisfort (1170) |
| • Anderlecht (1070) | • Uccle (1180) |
| • Molenbeek-Saint-Jean (1080) | • Forest (1190) |
| • Koekelberg (1081) | • Woluwé Saint-Lambert (1200) |
| • Berchem-Sainte-Agathe (1082) | • Saint-Josse-ten-Noode (1210) |
| • Ganshoren (1083) | |

The 19 municipalities of the Brussels-Capital Region are bilingual French-Dutch, but in practice, 80% of the Brussels' population is French-speaking.

KEY INFORMATION

- › Population : 11 413 203+ inhabitants
- › Surface area : 30 688 km²
- › Federal capital : Brussels
- › Head of State : King Philippe of Belgium
- › National Day : July 21
- › National languages : Dutch, French and German
- › Currency : the Euro (€)
- › Gross Domestic Product : 491,67 billions dollars (2014)
- › Annual growth rate : 1,4 % (2018)
- › Population density : 372 inhabitants / km²
- › Weights and measures : metric system
- › Domestic electricity : 220-230 volts
- › Maximum distance between two points : 280 km
- › Time zone : GMT + 1 hour (Summer time, from the last Sunday of March to the last Sunday of October: GMT + 2 hours)
- › Highest point : Signal de Botrange (694 m above sea level)
- › Average temperature : 9,7^o Celsius
- › Rainfall : 805 mm
- › Sunshine : 1.555 hours (annual average - 2011)
- › National motto : 'Union makes strength'



King Philippe



› National Holidays

- January 1st (New Year's Day)
- Easter and Easter Monday (dates differ each year)
- May 1st (Labour day)
- Ascension Day (6th Thursday after Easter)
- Whit Sunday and Monday (7th Sunday and Monday after Easter)
- July 21st (National Day)
- August 15th (Assumption Day)
- November 1st (All Saint's Day)
- November 11th (Armistice Day)
- December 25th (Christmas)
- State administrations are also closed on November 15th (King's Day)

Belgium is an old country but a recently independent one. Belgian people were mentioned for the first time 2,000 years ago by Julius Caesar in his book about the Gallic Wars. However, Belgium remained only a small part of much larger states for centuries. The country only gained its independence in 1830. It was on the 21st of July 1831 that the first King of Belgians – Leopold I – swore an oath of faith to the Constitution as well as to the Belgian laws.

For more information

- › About **Belgium** : Belgium.be
- › About **Brussels** : Be.brussels



Living in BELGIUM

REGISTRATION AT THE TOWN HALL

As a foreigner, you have to register with the Foreign Office at the city hall of the municipality you are living in. You will be requested to provide your ID card or passport as well as the ULB registration certificate that you will have received during the welcome meeting. This procedure is mandatory and should be done within 8 working days.

At the end of your stay, do not forget to inform the municipality of your departure.

INTERNATIONAL EMBASSIES IN BRUSSELS

Find a list (contact details included) of all the international embassies in Brussels, should you need help from them during your stay in Belgium :

- › diplomatie.belgium.be/en/services/embassies_and_consulates/foreign_embassies_and_consulates_in_Belgium

ACCOMODATION

If you have not found somewhere to live yet, the first thing to do is to take note of the accommodation ads posted on the walls of the university buildings, as well as those at the Housing Office of the ULB, located in the F-building, on the second floor.

More information : ulb.be/en/campus-life/accomodation

You can also walk along the streets in the university neighbourhood and look for the black and orange posters 'à louer' or 'te huur' (for rent).

Many housing opportunities - single or with roommates - can be found on Facebook, in many groups or on its marketplace.

Need help ? Conflict with your landlord?

Here are useful addresses which can provide you with legal information :

- › L'atelier des droits sociaux : atelierdroitssociaux.be
- › Syndicat des locataires : syndicatdeslocataires.wordpress.com

HOME INSURANCE

It is generally stipulated in the rental contract that the tenant must take out tenant liability insurance (to cover him/her against damage caused to the home and to any furniture/equipment provided by the landlord) plus insurance of his/her own personal belongings.

Basic home insurance covers damage caused by fire, water and natural disasters. We recommend that you also take out additional insurance to cover expenses incurred in the event of a claim (e.g. alternative accommodation if the property is uninhabitable) and to cover your own belongings against theft and damage.

The insurance premium will depend on the surface area, the estimated value of the property (including any furniture/equipment provided by the landlord) and the value of your belongings.

It is important that your belongings are insured for the correct value and against theft both in and outside the home.

HEALTHCARE AND HEALTH INSURANCE

Students from EU countries, Norway and Iceland: ask for a European health insurance card (specific to your studies abroad) before coming to Belgium. This will be provided to you by your local health insurance organization. It will prove that you are registered there, that your health care will be covered during your study period and allow you to register free of charge in a Belgian ‘mutuelle’ (Belgian Social Security which refunds medical expenses). If you use the ULB’s medical services you will only pay the fees which will be refunded by your ‘mutuelle’.

Students from other countries: you can register with a Belgian ‘mutuelle’ when you are in Brussels but you will need to pay a monthly fee (while EU-citizens & citizens from Norway or Iceland do not). You can also take out private insurance in your home country on top of it.

SOCIAL SECURITY

Belgian health insurance and the social security system are administered by social security organizations called ‘mutuelles’. They are in charge of reimbursement when receiving medical care in Belgium. It is compulsory for all residents to subscribe to one of them. Without doing so, your health expenses will not be reimbursed. You are free to choose the one that best suits you.

This is the list of the various mutuelles to which you can register :

- › Mutualité libérale : mutualiteliberale.be
- › Symbio : symbio.be
- › Mutualité chrétienne : mc.be

- › Partenamut : partenamut.be
- › Mutualité socialiste : fmsb.be

UTILITIES

Gas and Electricity

There are several energy providers in Belgium. While most people use the provider already supplying gas and electricity to their home, you can change your supplier.

For information on how to choose a supplier, what to do when you move out, and to compare the prices:

- › brugel.be

When you move into your home (and when you leave), you need to complete and sign a form and indicate the meter numbers, meter readings and date on which the meters were read, then send the form to the energy provider.

Usually, there is no charge made for transferring the meters to the next occupant. If, for any reason, gas and electricity have been disconnected in the property you are moving into, you will need to make an appointment with the energy provider to reopen the meters. You should contact the energy provider at least one week in advance.

Water

Vivaqua is the water supplier for Brussels:

- › customers.vivaqua.be

When you move into your home (and when you leave), you need to complete and sign a form and indicate the meter number, meter reading and date on which the meter was read, then send the form to the water company. The form can be found Vivaqua's website:

- › customers.vivaqua.be/wp-content/uploads/2018/02/FRC-FR.pdf

PHONE, INTERNET AND TELEVISION

Cellphone

You can opt for a pre-paid card or take out a subscription. You can find several service provider operating in Belgium.

Up to you to make a market research in order to evaluate the offer that best fits your needs.

Internet, television and phone

You can find several internet service providers. You can choose a package that includes a fixed telephone line and television. Some packages also include a cellphone subscription.

On campus you can access wireless internet using your ULB login and password.

Internal phone network at the ULB

Internal phones are located in the buildings and the classrooms. They are accessible to all for internal calls on campus (to reach the security for instance). Just dial the last 4 figures of the phone number to reach your correspondent.

TRANSPORTATION

Public transport

No matter how close to the ULB your home will be, you will be very likely to use public transport during your stay in Brussels.

› STIB

STIB is the public transportation company operating within Brussels. It offers a network of buses, trams, metros and night buses within the Brussels-Capital Region.

You can choose between single fare, 10 journeys tickets, or an annual unlimited subscription. **A discount is offered on the annual subscription to students below 24 years old.**

Indicative prices:

- Single fare : €2,10
- 10 journeys ticket : €14
- Monthly unlimited ticket : €49
- Annual unlimited subscription : €499
- -24 yo annual unlimited subscription : €50

To reach the airport by bus, a special ticket is required. It costs €4,50.

Tickets can be purchased within the vehicles, in the metro stations, at some bus and tram stations, and in dedicated shops within the main subway stations.

More information: stib.be

› TEC

TEC is operating within Wallonia but also proposes bus lines from Brussels reaching the main cities of Wallonia.

More information : infotec.be

› DE LIJN

De Lijn operates in Flanders but also proposes bus lines from Brussels to the main cities of Flanders.

More information : delijn.be

Train

Trains in Belgium are operated by SNCB.

› National and regional lines

Within Brussels, train can be useful to get around or across the city. The closest train stations to the Solbosch campus are **Etterbeek Gare**, **Boondael Gare**, and **Delta**.

For some national travels you might need to reach the main train stations of Brussels: **Gare Centrale**, **Gare du Midi** or **Gare du Nord**.

› International lines

International lines, which includes high speed trains, can be reached at Gare du Midi.

More information : belgianrail.be/en

Bicycles

To avoid traffic congestion, bicycle is often the fastest way to get around Brussels.

- › The Solbosch campus can be reached through several bicycles paths.
- › A secured bicycle parking lot is available on the campus, and there are many bicycle racks throughout the campus near each building.
- › Several bike sharing services exist in Brussels, with or without dedicated docking stations. A discount is offered to ULB students on Villo! subscription. For more information : monulb.ulb.be

More information : ulb.be/en/solbosch/directions

Taxis

Several taxi companies exist in Brussels. All the official taxis are black, with a yellow stripe, as shown in the picture. Taxis can be booked on the phone or directly in the streets.

› Prices

€2,40 per ride + €1,80 per kilometer within the Brussels Capital Region or 2,70€ per kilometer outside of the Brussels Capital Region.

More information : <https://mobilite-mobiliteit.brussels/en/taxis-in-brussels>

Collecto

STIB, the regional public transport company, offers a collective taxi service called 'Collecto', between 11pm and 6am.



There are around 200 pick-up points around the city (at STIB bus or tram stops) and the taxi will drop you off wherever you want in Brussels. A ride costs 5€ if you have a MOBIB card (the STIB card), or €6 for other customers. The collective taxi has to be booked in advance and the pick-up stop must be indicated.

More information : taxisverts.be/en/collecto-en

Cars Sharing/Renting

Several car-sharing solutions exist in Brussels, with or without docking stations. Zen Car and Cambio stations are located around the Solbosch campus.

More information : mobilite-mobiliteit.brussels/en/node/20

Cars Insurance

A third party insurance is mandatory in Belgium if you have a car, motorbiked or a moped. Third party insurance covers damage caused to other people and vehicles – but does not cover the driver or car responsible for the accident.

To cover any damage you cause to yourself or to your own vehicle, you will need to take out driver insurance (assurance conducteur), also known as 'fully comprehensive' insurance ('omnium'). Car insurance can be arranged through your bank or an insurance broker.

Make sure your driving licence is valid in Belgium. A parking disc is mandatory on most of the ULB area. On some streets, you will have to buy a parking ticket.

RECYCLING

In Brussels, sorting and recycling your rubbish is compulsory. Not doing so can be punished by fines. In order to do so, you need to buy special bags in supermarkets and grocery stores :

- › Blue bags: plastic bottles, flasks, metal packaging, drink cartons
- › Yellow bags: paper and cardboard
- › Orange bag : food waste
- › White bags: residual waste (everything you cannot put in the blue or yellow bag, except glass)
- › Green bags: gardening waste
- › Glass : collection points are available in the streets.

Collection days vary depending on the area you are living in and the bag color.

More information : arp-gan.be/en

BANK ACCOUNT

To pay your rent and your deposit – among others – it might be easier for you to open a bank account in Belgium. In order to do so, you will need the following documents:

- › Passport or identity card
- › Proof of registration at the ULB
- › Certificate from the municipality or a copy of your lease indicating your address in Brussels (if possible)

The costs for opening a bank account are generally free of charge for persons under 25 years and around €40 for others. A ING agency is situated on the campus (build. F1).

POST OFFICE

Find all the information about post offices, opening hours and prices on bpost.be.

You can also buy stamps in the many ‘Point Post’ available in supermarkets, magazine stalls, gas station, etc.

COPIES

Copy machines are available on the Solbosch campus, in the building F1. Other copy machines are also available at the Humanities library (building NB).

More information : bib.ulb.be

STORES, SUPERMARKETS AND MARKETS

Supermarkets

Most stores are usually open from Monday to Thursday and Saturday from 10am to 8pm. On Friday, the opening hours are usually from 10am to 9pm.

Markets

Several markets exist in Brussels, in the different neighborhoods of the city.

More information : visit.brussels/en/category/markets

EXTRA-ACADEMIC LIFE

CAMPUS LIFE

Libraries

Several libraries are available on the Solbosch campus. Your ULB student card is also your library card.

More information : bib.ulb.be

Healthcare and well-being

ULB offers a range of services to improve access to healthcare and improve well-being.

More information : ulb.be/en/campus-life/healthcare-and-well-being

› ULB Medical service

A medical center is located in the Solbosch campus at the building M. It 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.

› PsyCampus

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

› Aimer à l'ULB

'Aimer à l'ULB' is a family planning centre open year-round where you can find information, schedule a consultation on contraception, pregnancy, abortion, sexually transmitted infections, 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.

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.

More information : ulb.be/en/campus-life/culture-sports-leisure

ULB Sports

ULB Sports offers some 50 physical activities on the Solbosch and Erasme campuses.

An annual card will give you access to collective sports lessons and a reduced price for sports infrastructures.

More information : ulb.be/en/campus-life/sports

Food

Several cafes and restaurants are available on the Solbosch campus. They offer a wide range of menus that fit all diets (without pork, vegan, local, organic).

More information : ulb.be/en/campus-life/eating-and-socialising

› Market

Every Tuesday, a local market offers in-season produce from sustainable producers on the Solbosch campus.

More information : ulb.be/en/campus-life/eating-and-socialising

› Shared fridge

A solidarity shared fridge is available on the Solbosch Campus, in the building F1. Unused - but still edible - food can be dropped off and picked up during opening hours for free.

More information : [Facebook.com/frigoULB](https://facebook.com/frigoULB)

Internet and e-mail

Free Wi-Fi access is provided on the ULB campuses. All ULB students receive a ULB e-mail address. Once you have your ULB identification number, you can log on at a computer in the library and submit a 'formulaire de demande d'activation d'un compte' on the ULB website.

VISITING BRUSSELS AND BELGIUM

You can find touristic information on Brussels, Wallonia and Flanders on:

- › The Brussels tourist office : visitbrussels.be
- › The Wallonia tourist office : belgium-tourism.be
- › The Flemish tourist office : toerismevlaanderen.be

CULTURE

- › Find all the cultural events in Brussels on agenda.be/en and guefaire.be
- › Discover the numerous museums in Brussels on brussel museums.be/en
- › Last minute theatre and cinema tickets can be purchased on arsene50.be

LANGUAGE LESSONS

To improve your knowledge of local languages, numerous possibilities are available. Language lessons are organized by the ULB, the local authorities, the French and Flemish communities and private language schools.

At ULB

› French

Foreign students who are enrolled at the ULB may follow French lessons.

More information : ulb.be/en/get-help-with-french/plan-langues

› Dutch & English

F9 proposes Dutch and English group courses to ULB students for free.

More information : folanguages.eu

Outside ULB

› French

The 'Maison de la Francité' has an inventory of all the structures organizing french lessons in Brussels.

More information : maisonde la francite.be/?s=Eo4A

› Dutch

For information about Dutch lessons in Brussels, see huisnederlandsbrussel.be/en

STUDENTS' ASSOCIATIONS

Express

EXPRESS is a non-profit-making association created by students, for students. Since 1991, Express has done everything in its power to ensure that international exchange and Erasmus students spend an unforgettable stay at the ULB.



As soon as you arrive in Brussels, a wide range of activities will help you discover the city and feel at home here. During the whole year, parties, visits, trips, sports and plenty of other activities will make your stay in Brussels an unforgettably wonderful experience. To access these activities and special discounts, you need to get the member card.

More information : erasmus-brussels.org

Cercle Solvay



Vision: To train entrepreneur and free-inquired spirits.

Mission: To provide a fertile and dynamic environment that allows each student to implement its projects at the university level.

Cercle Solvay has the primary purpose of promoting free-inquiry and friendship in the *Université libre de Bruxelles*. If every new student has an idea of what free-inquiry is when enrolling in ULB, his years in Cercle Solvay will allow him to refine those values, which are essential to our student association, our faculty and our university.

The “Cercle Commercial” was created in 1904, a year after the creation of the school. This student association aimed to create an official status of business engineer. Shortly after World War I, the “Cercle Commercial” became Cercle Solvay. In 1959, the Cercle Solvay took the non-profit status. In 2008, Solvay and the Faculty of Economics Sciences merged, and the two related student associations did the same a year later.

Over the years, the Cercle Solvay has evolved, nurtured many student initiatives, and worked for the welfare and development of students. The Cercle Solvay was an escape to the highly demanding courses in order to develop a both friendly and enterprising mind. Each Solvay Alumni who is today an entrepreneur is a source of pride and an example of the learning skills acquired, among others, through the Cercle Solvay experience.

Specifically, the Cercle Solvay publishes the *Caducée*, organizes the annual Bal Orange, tastings and visits to the theater, a Beach Volley, stages a play, cooks for charity during the “Opération Thermos”, raises funds for the Relay for Life and organizes the folkloric activities. Internationally, students can integrate ESTIEM network, go skiing in the Alps, discover a European city or participate in sport competition thanks to Euromasters.

In addition, the Cercle Solvay, the Faculty and the Bureau Etudiant Solvay are working together to offer a recruitment service and support service to education.

The Cercle Solvay invites anyone interested in those initiatives to contact them and join their activities and committees. LinkedIn :

More information :

- › cerclesolvay.be
- › facebook.com/cerclesolvay
- › LinkedIn : cerclesolvayasbl

Bureau Etudiant (BE Solvay)

The Solvay Student Office (or “BE Solvay”) is the biggest student office of the ULB and accounts for more than 60 board members elected each year by the students. It is one of the major drivers of our faculty’s dynamism. Indeed, this entrepreneurial, proactive and fulfilling student network is one of the (main/key) strengths of the SBS-EM.



Historically, the role of the Office is to defend the students’ interest inside their faculty through the student representatives. The Solvay Student Office has an important decisional power through its 22.5% voting power in the faculty council.

In addition to the representational, BE Solvay hosts 9 students “clubs”, they offer a wide range of activities and events, to which every student can take part. Each club focuses on disciplines linked to economics and management and offers a unique possibility of developing skills and knowledge in various fields.

Academic life is not only attending classes alone. Thus, the Student Office launched many mutual aid projects, such as a Tutoring program, group work sessions, the printing and distribution of course’s summaries or the management of clouds full of useful documents.

Finally, the Solvay Student Office, the Faculty and the Cercle Solvay work together to offer a professional recruitment service to students and companies. This service has the aim to help students of the SBS-EM integrate into corporate life. It is a specificity of Solvay that its management is exclusively operated by students.

The commitment of students in student associations is a major step to their blossoming: it allows them to develop their skills while meeting other students and materializing their values.

Find more information on :

- › besolvay.com
- › facebook.com/besolvay

Contact : besolvay@ulb.ac.be

After GRADUATING

ALUMNI

At the end of your studies, let's keep in touch ! Solvay Schools Alumni is a network of 23.000+ people, active in all sectors. The Alumni association provides career service, continuous education and networking opportunities. Numerous activities are organized each year : conference, private talks, congress, job session.

More information : solvayschoolsalumni.net

LEAVING BELGIUM

If you leave Belgium after gradutating:

- › Return your books to the library and pay the potential debts you may have
- › Get your deposit back from your landlord
- › Close your bank account: keep in mind that a bank account remaining open will produce costs that you will have to pay.
- › Cancel your registration at the municipality

EMERGENCY - useful numbers

7 Emergency at the ULB (from a ULB phone)

112 European Emergency Number

101 Police

100 Ambulance - Fire service

105 Red Cross

+32 (0)70 245 245 Anti-Poisoning Center

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 [solvay_edu](https://www.instagram.com/solvay_edu)

 [solvay Brussels School](https://www.linkedin.com/company/solvay-Brussels-School)

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