# Belgium – Leuven University College

## Basic information:

Leuven University College is a university college with campuses in Leuven and Diest. Leuven is a Flemish historic city whose roots date back to the time of Julius Caesar. Leuven is the capital of the province of Flemish Brabant. It is situated in the centre of Belgium and about 30 kilometres from Brussels. BEER AND STUDENTS – these are the main characteristics which Leuven is connected with. Leuven is the student city from 1425.

**Leuven University College** comprises four departments:

* Department of Business Studies (you will study there)
* Department of Teacher Education (in Leuven and Diest)
* Department of Health and Technology
* Department of Social Work, Heverlee

## Useful links

* <http://www.leuvenuniversitycollege.be> - official school website
* <https://shared.khleuven.be/content/bijlagen/KHL_broch_internat_LRES_V4.pdf> - brochure

## Transport

* **TGV** (high speed train) – connections to the neighbouring cities like Amsterdam, Paris, Lille, Cologne or even London

<http://www.tgv-europe.be/en/>

* **Travelling by train in Belgium** - <http://www.belgianrail.be/en/Default.aspx> - very cheap for students, special offers – Leuven is about 20 minutes by train from Brussels, 40 minutes from Antwerp and 2 or 3 hours from cities like Paris, Amsterdam and Calais, the university city is also only a 15 minute train ride away from Brussels International Airport
* **Brussels International Airport** (in Zaventem) – 15 minutes by train from Brussels International Airport to Leuven

<http://www.brusselsairport.be/en/>

* 3 different bus transport companies - *De Linj* (responsible for the Flanders network) , *TEC* (responsible for Wallonia network) and *STIB* (Brussels metropolitan transport – buses, trams and metro)
* **De Linj** - <http://www.delijn.be/en/index.htm> - you will use this company in Leuven

### Getting to the Business Department

* By bus – The Heverlee Kazerne bus stop is 200 metres from the department entrance – buses **4, 5**, and **6**. Every 15 minutes there is also a bus from the centre of Leuven. Bus 2 (Naamsesteenweg) – this bus takes you to the department via Naamsesteenweg.
* By train – Heverlee Station is a 10-minute walk from the department. You can get to Heverlee station on the Leuven-Ottignies line.

## Syllabi

<http://onderwijsaanbod.leuven.ucll.be/opleidingen/e/SC_52646823.htm#bl=all> - there you can find syllabus of each course that you can study at this university on this link – just click on the course of your choice

## Business management

The Business management programme is open for exchange students. Please check the school website for current academic year. The courses offered consist of general courses which can be combined with specific courses in the field of Business Management. All courses are taught in English. **Please take into account that a beginner's level of English is not sufficient to successfully take courses and pass exams!!!**

**Academic calendar**:

<https://www.ucll.be/international/programmes/academic-information/academic-calendar>

## Application and registration

Firstly you have to apply at your home university. If you are nominated, Leuven University College will receive an official nomination from your home university stating that you have been selected.

**DEADLINES FOR APPLYING:**

* 15June for Fall semester
* 15November for Spring semester

**What do you have to send and do?**

* Fill in **Student Application Form** - <https://www.ucll.be/international/programmes/admission/exchange-student-admission>

- you can download the form there

* Certified copies (in English, French or Dutch) of all your academic transcripts with the official stamp of your university
* A personal letter of motivation (+- 450 words) in which you explain (in English) why you want to study abroad, why you have chosen Belgium in general and more specific Leuven
* A **deposit of €135** (Introduction Week + first week’s accommodation) or **€55** (Introduction Week) is to be paid into the account of the University College after having received confirmation of acceptance
* Send all these documents by ordinary mail or by e-mail [international@khleuven.be](mailto:international@khleuven.be)

**Address:** Leuven University College  
 International Office  
Attn. Erasmus Mobility Officer  
Abdij van Park 9  
B-3001 Heverlee

## Exam

Contact examinations of all course units of the first semester will take place during the January and June examination period. These examinations are considered first examination opportunities. During the August/September examination period students may use the second examination opportunity for all course units, unless this opportunity has already been exhausted in June based on a decision by the course director or at a student’s request.

## Arrival and accommodation

### Arrival

To kick off the semester the university organizes an Introduction Week for exchange students in September and in February, just before the start of the Fall and Spring semester. All exchange students are invited to attend the welcome sessions. The university provides you with lots of information on Leuven, the university college itself and your specific programme.

To participate in the Introduction Week you have to pay a fee of **€ 170** for the first week’s board and lodging.

**What does this fee include?**

a room at the Youth Hostel for the first week

student card

sports card

Internet access in student room

several meals during introduction week

all activities of introduction week

If you have already found a student room in Leuven and do not require accommodation during the first week, the **fee is €80** which includes all the above minus lodging during the introduction week.

### Accommodation

Upon arrival in Belgium, you will be accommodated at the youth hostel from Sunday night through Friday morning of the Introduction Week (with the €170 fee). On Monday (first day of introduction week) you will be accompanied to the housing office for assistance in finding permanent accommodation.

At the Housing Service you will be given information and guided through the procedure to find permanent housing.

There are two types of housing which exchange students can choose from, namely ***student rooms*** and ***studios***.

**Student rooms**

Students generally rent a room in a student house shared with between 5 and 15 fellow students. Rooms are mostly for 1 person and furnished. The average size of a room is 12 m². Bed linen and kitchen utensils are not provided. Each room normally has a private sink, but showers, toilets and kitchen are shared. Access to the internet (“Kotnet”) is widely available in private student accommodation.

The average rent varies between € 280 and € 350 per month, including expenses for heating, electricity and water (utilities). The price depends on the rental term, size and the private comfort of the room.

**Studios**

“Studio” is the word commonly used in Leuven to refer to a one-room flat, with a private bathroom and kitchenette. Studios usually come furnished and have an average size of 18 m2. According to government regulations the size of a studio for 2 persons needs to be minimum 27m². The size of the bathroom is not included. A studio for 2 persons is not always suitable for 2 friends because it is often equipped for a couple (e.g. it has a double bed). The common rental period for a studio is 12 months but some studios can be rented for a shorter period. The average rent is approx. € 460 per month for a studio for 1 person and € 700 for a studio for 2 persons. The cost for heating, electricity and water (utilities) is usually not included. Access to the internet (“Kotnet”) is widely available in private student accommodation.

**Deposit**

When you conclude a contract, the payment of a deposit is required. For rooms, a deposit of one or two months’ rent is usual. For studios and apartments, deposits generally amount to two months’ rent. This sum can never be considered as rent and can only be used to compensate for damage to the rented property caused by the tenant or by third parties to whom the tenant has granted access.

## Do not forget to pack the following

* Valid identification document: passport / identification card (Note: please check that your passport is valid for the whole period of your stay in Belgium.)
* Debit / credit card
* European Health Insurance Card / Insurance documents
* Letter of acceptance and Copies of important documents
* 2 passport size photos

## Holidays

|  |  |
| --- | --- |
| DATE | HOLIDAY |
| 1 January | New Year’s Day |
| *variable* | Easter (Easter, Easter Monday) |
| 1 May | Labour Day |
| variable | Ascension (39 days after Easter) |
| variable | Pentecost and Pentecost Monday (49,50 days after Easter) |
| 21July | Belgian National Day |
| 15August | Assumption of Mary |
| 1November | All Saints’ Day |
| 11November | Armistice Day (End of WWI) |
| 25 December | Christmas |

## International Contact

* [international@khleuven.be](mailto:international@khleuven.be)

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