

Institutional Factsheet: B LEUVEN01

1. Institutional Information

1.1. Institutional details

Name of the institution	KU Leuven
Erasmus Code	B LEUVEN01
EUC	27945
Institution website	www.kuleuven.be
Online course catalogue	www.kuleuven.be/education/ects/package.html Courses in/through Dutch: onderwijsaanbod.kuleuven.be/

1.2. Main contacts

Contact person	Ms Elke TIMMERMANS
Responsibility	Institutional coordinator
Contact details	Address: KU Leuven – International Office, Naamsestraat 63 bus 5001, B-3000 Leuven, Belgium Phone: +32 16 32 37 67; Fax: +32 16 32 40 22; e-mail: elke.timmermans@int.kuleuven.be

Contact person	Ms Carina CONVENTS
Responsibility	Incoming Erasmus students
Contact details	Address: KU Leuven – International Admissions and Mobility, Naamsestraat 63 bus 5410, B-3000 Leuven, Belgium Phone: +32 16 32 40 27; Fax: +32 16 32 37 73; e-mail: carina.convents@kuleuven.be

2. Detailed requirements and additional information

C. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level according to CEFR
Student Mobility for Studies	Any	English, Dutch or language of instruction of the specific programme	B1
Staff Mobility for Teaching	Any	English, Dutch or language of instruction of the specific programme	C1

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

D. Additional requirements

All incoming students are obliged to register through the online application system > www.kuleuven.be/application

All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility: www.kuleuven.be/admissions/

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Programme. More information about these activities can be found on the website: www.kuleuven.be/welcome/

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute:
ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities: www.kuleuven.be/english/student services/studentwithdisability

E. Calendar

Nomination Deadlines: Applications/information on students nominated must reach our institution by:

Autumn term (please specify)	See http://www.kuleuven.be/application (currently: 30 April)
Spring term (please specify)	See http://www.kuleuven.be/application (currently: 1 October)

Decision Response: As receiving institution the University of Leuven will send its decision within 12 weeks.

Transcripts of Records: A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished.

Termination of Agreement: In the event of unilateral termination, a notice of at least one academic year will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Additional information

A) Grading system:

www.kuleuven.be/education/regulations/index.php

Distribution of exam results at Faculty of Arts: www.kuleuven.be/education/ects/positioning/faculties/letteren.html

ECTS is used in all study areas for both incoming and local students.

B) Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Contact person	Mr Christophe PRINCE
Responsibility	Migration specialist
Contact details	Phone: +32 16 324024 Fax: +32 16 323773 christophe.prince@kuleuven.be
Website	www.kuleuven.be/admissions/travelling/visa

C) Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms Carina CONVENTS
Responsibility	Case administration incoming exchange students
Contact details	Phone: +32 16 324027 Fax: +32 16 323773 carina.convents@kuleuven.be
Website	www.kuleuven.be/english/services/insurances/

D) Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Ms Katrien DEVILLÉ
Responsibility	Head, Housing Office
Contact details	housingservice@dsv.kuleuven.be ; Phone: +32 16 32 44 00 www.kuleuven.be/english/student services/accommodation/contact.html
Website	www.kuleuven.be/english/student services/accommodation