

**YOUR STAY AT THE FACULTY OF LAW AND CRIMINOLOGY
(those arriving in the second semester)**

1) Welcome to the ULB and to the Faculty of Law and Criminology

Ms. Isabelle BETTENS, the **ADMINISTRATIVE COORDINATOR** for the Faculty of Law and Criminology's exchange programmes, is organising a welcome session on

- Friday 31 January (10am)
- Monday 3 February (10am)

In room H.1.304.

To register, please send an email to erasmus.droit@ulb.be stating the day on which you prefer to attend.

During this session, you will receive a document pack (including your student card) as well as crucial advice both on academic and administrative matters. Note that your student card will only be issued to you when your registration is complete (i.e. on payment of €12). **Remember to bring your certificate of stay and your certificate of attendance.**

A further group welcome session, followed by a question and answer session, will be held at the Faculty of Law and Criminology **on Monday 10 February at 12:15 in room H.1.304**. During this session, you will meet Dr David BEST and Prof. Emmanuel SLAUTSKY, two of the Law Faculty's **ACADEMIC COORDINATORS for the Erasmus+ programme**. Ms. Isabelle BETTENS will also attend to deal with any questions of an administrative nature. This session will be followed by a drinks and snacks reception.

Prof. Philippe MARY and Prof. Dominique DE FRAENE are **the academic coordinators for Criminology**.

2) Setting up your 'mobility programme'

You have all already drawn up a **programme of courses under the title 'proposed mobility programme'**. This may only be changed in exceptional circumstances (e.g. for a change in the teaching period of the course, restrictions posed by prerequisites to follow a given course, etc.).

At the beginning of the academic year, and from the very first class, we advise you to contact the lecturer delivering each of the courses that you wish to follow. In this way, you can find out more detailed information about the course content, level of difficulty, necessary prerequisites, type of evaluation that you will be required to sit/submit (oral exam, written exam, written work, etc.). **This is a very important step and should not be neglected.** Some courses are given via seminars and/or come with prerequisites and are therefore not accessible to all students. Only the lecturer delivering the course can give you full details about the detailed organisation of their course.

Once you have all this information, you will know **if you have to make changes to the ‘proposed mobility programme’**. If so, **you will complete the section ‘Exceptional changes to the proposed mobility programme’**, which must be sent **by email to erasmus.droit@ulb.be by Monday 24 February at the latest**. Note that **this document must be signed in advance by your sending university**.

We also remind you that **at least 60% of the courses chosen under your ‘proposed mobility programme’ must be taken in the Faculty of Law and Criminology** (course xxx-C-xxx, the letter C indicating that the course comes under the Faculty of Law and Criminology). Law courses offered by the Institut d’études européennes (Institute of European Studies, IEE) (course xxx-O-xxx, the letter O indicating that the course comes under the IEE) can also be included in this 60%.

The **other 40%** can cover paralegal issues but we strongly advise you to choose them in the Faculty of Law and Criminology. French language courses given by the university can also be included in this 40%.

Note: the Criminology courses (CRIM-C-xxx) are counted in the 40%.

French language courses are accessible to all Erasmus students: <https://www.ulb.be/fr/plan-langues/les-tests-de-niveau-de-francais>

- Courses of 60 hours in length (5 ECTS): fill in the form at the following link: <https://www.ulb.be/fr/plan-langues/formulaire-d-inscription-au-test-de-niveau-de-francais>

Registration is compulsory. The level test is compulsory if you wish to follow courses of 60 hours in length. Note that registration for the level test closes on 4 February. Level tests are scheduled on 4 and 5 February. You will receive the date of your test by email.

- Courses of 30 hours in length (3 ECTS): you just need to show up for a test on 6 February at 12 noon in the *Lameere* auditorium (U.B2.252A). No registration is required. Note that the test is compulsory if you wish to follow the courses of 30 hours in length.

In addition, you now have the option of following courses given by our partner university in Brussels, namely the Vrije Universiteit Brussel (VUB) (course xxx-Y-xxx, the letter Y indicating that the course comes under the VUB).

Please note, however, that your ‘mobility programme’ must be made up of a **majority of ULB courses** and can include **a maximum of two VUB courses**.

For courses given at the ULB, some are accompanied by **practical work groups** (TP/tutorials). **You are not obliged to attend the practical work groups (unless explicitly asked to by the teacher) but, if you decide to do so, you are then obliged to attend and to take part in all the group’s sessions** for which you have registered. Your attendance and participation will be assessed and the mark obtained will be incorporated into the final exam mark.

Finally, ECTS credits cannot be awarded for a final dissertation and therefore this cannot be included in the ‘mobility programme’.

Please note that some teachers upload their course materials to the *Virtual University* platform (UV: <http://webctapp.ulb.ac.be>). To have access to this material, you must send an email to uv@admin.ulb.ac.be citing the courses (accompanied by their course codes) that you will take during your Erasmus stay. You must also specify that you are an Erasmus student in Law.

3) Registration for exams

For *Erasmus* students, there are three exam sessions: the 'January-February' session, the 'May-June' session and the 'August-September' session.

- ✓ The 'January-February' session is open to students studying at the ULB during the first semester or the whole year.

- ✓ The 'May-June' session is open to students studying at the ULB during the second semester or all year.

- ✓ The 'August-September' session allows you to sit exams in the 'second session'.

Registration for the first two sessions ('January-February' and 'May-June') is automatic. This means that you will sit all exams covered by your course programme. It is not possible to pick and choose, for example to decide *not* to sit one or other exams scheduled in your programme. Note that not sitting an exam will automatically imply a record of your absence (you will be marked 'absent') on the transcript of marks that will be sent to your university at the end of your *Erasmus* stay.

Registration for the third [*repeat*] 'August-September' session is not automatic. It allows students who have failed an exam to sit this exam again. You therefore have to take the step of registering for it in case of failure in preceding sessions if you want to re-sit the failed exam .

For each session, the exam timetable will be published on the web platform *MonULB*.

4) Exam transcript, Certificate of attendance

Once your stay is over, the 'transcript of records' will be emailed to your university. You will be put in copy of this email.

A certificate confirming the length of your stay must be collected from Ms. Isabelle BETTENS a week before your departure, at the earliest.

5) General information

MonULB must be consulted on a regular basis. *MonULB* provides **information relating to the courses for which you have registered** (cancellation of the upcoming classes, change in the timetable, specific information etc.), **the exam timetables** and **your exam marks**.

You must also regularly consult **the email address** that you have sent to the **Mobility Office**: important information will be sent to you at this address throughout your stay. **Neglecting to take note of an item of information communicated by official email may not be used as an excuse and you are solely responsible for any negative consequences that such an omission on your part may lead to.**

We also inform you that you have access to the computers in the different libraries of the ULB (Law Library (Building H), Library of Human Sciences (Building NB) etc.).

Contact person for Law: Ms. Isabelle BETTENS

Telephone: 02 650 36 13 (or from abroad: +32 2 650 36 13)

Email: erasmus.droit@ulb.be

Office: H.3.224 – opening hours: **Monday morning (9.30am to 12.30), Tuesday morning (9.30am to 12.30) and Wednesday morning (9.30am to 12.30)**; students will not be received outside these times (except via an appointment agreed by email in advance).

Contacts for Criminology (by appointment only):

Prof. Philippe MARY

Telephone: 02/650 38 68

Email: Philippe.Mary@ulb.ac.be

Prof. Dominique DE FRAENE

Telephone: 02 650 46 40

Email: Dominique.De.Fraene@ulb.ac.be

6) Useful links

- Faculty of Law and Criminology: <http://www.ulb.ac.be/facs/droit/>
- Catalogue of courses: <https://www.ulb.be/fr/programme/ba-droi#programme> and <https://www.ulb.be/fr/programme/ma-droi>
- *MonULB* portal: <https://mon-ulb.ulb.ac.be/cp/home/displaylogin>
- ULB timetables and teaching rooms (GeHoL): <http://gehol.ulb.ac.be/gehol/>
- *Virtual university*: <http://webctapp.ulb.ac.be>
- ULB email (webmail): <https://webmail.ulb.ac.be>

French as a foreign language course/*Français langue étrangère* (FLE/Erasmus) :

<https://www.ulb.be/fr/plan-langues/formulaire-d-inscription-au-test-de-niveau-de-francais>

- ULB student network (Documents, discussions, exam questions, podcasts, associations, academic and cultural agenda etc.) : <http://www.respublicae.be>
- Facebook page for International relations at the Faculty of Law: <https://www.facebook.com/ulbdroitri>