

INFORMATION FOR INCOMING EXCHANGE STUDENTS

2024 – 2025



Welcome to our Faculty of Arts!

In this brochure you will find information to prepare your stay at KU Leuven, **campus Leuven**. The document is filled with hyperlinks to KU Leuven webpages. Should you still have questions, then do not hesitate to contact us.

IMPORTANT

The **Translation and Interpretation programmes**, taught at our campuses **in Antwerp and Brussels**, are officially part of KU Leuven. Their exchange activities, however, are administered separately.

Thinking about doing an exchange at one of our other campuses? Go to our dedicated pages for exchange students in [Antwerp](#) or in [Brussels](#).

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WHO CAN APPLY?

- In general, we accept all **students nominated by their home university** under the existing exchange agreements. Please note KU Leuven **does not accept free-movers**: if your university does not have an exchange agreement with KU Leuven, ask the **Institutional Coordinator** of your home university to contact us.
 - European universities: Ms. Nadine Kerstens (nadine.kerstens@kuleuven.be)
 - Asian universities: Dr. Anna Boeles Rowland (anna.boelesrowland@kuleuven.be)
 - North/Latin American and Australian universities: Ms. Annelies Kindt (annelies.kindt@kuleuven.be)
- Once the Faculty of Arts had accepted your nomination, you will receive a first email with more information from the faculty.

HOW CAN YOU APPLY (AFTER NOMINATION)?

- Are you a **prospective student**? Please, fill out your [online application](#). See below when your online application must be completed.
 - Do you wish to attend KU Leuven during **the first term (Fall term)**?
 - Deadline: 30 April 2024
 - *The first semester starts on Monday 23 September 2024*
 - Do you wish to attend KU Leuven during **the second term (Spring term)**?
 - Deadline: 1 October 2024
 - *The second semester starts on Monday 10 February 2025*
 - Would you like to study at our university during **the full academic year**?
 - Deadline: 30 April 2024
 - *The academic year starts on Monday 23 September 2024*

WHAT ARE THE IMPORTANT DATES IN 2024 – 2025?

Fall term		Spring term	
Start registration Period	Fri. 16 Aug. 2024	Start Registration Period	You will receive an email concerning the registration!
Orientation Days	Week of 16 Sept. 2024	Orientation Days	Week of 3 Feb. 2025
Start Classes	Mon. 23 Sept. 2024	Start Classes	Mon. 10 Feb. 2025
All Saint's & All Souls' Day *	Fri. 1 Nov. 2024 Sat. 2 Nov. 2024	Easter Break	Sat. 5 Apr. 2025 (start) Mon. 21 Apr. 2025 (end)
Armistice Day *	Mon. 11 Nov 2024	International Labour Day*	Thu. 1 May 2025
End Classes 1st Semester	Sat. 21 Dec. 2024	Ascension*	Thu. 29 May 2025
Christmas Break**	Sat. 21 Dec. 2024 (start) Sun. 5 Jan. 2025 (end)	Pentecost Monday*	Mon. 9 Jun. 2025
Exam Revision Period (no classes)	Mon. 6 Jan. 2025 (start) Sun. 12 Jan. 2025 (end)	End Classes 2nd Semester	Sat. 24 May 2025
First Semester Exams (some faculties start earlier!)	Mon. 13 Jan. 2025 (start) Mon. 3 Feb. 2025 (end)	Exam Revision Period (no classes)	Sat. 24 May 2025 (start) Sun. 8 Jun. 2025 (end)
Candlemas*	Fri. 2 Feb. 2025	Second Semester Exams (some faculties start earlier!)	Mon. 10 Jun. 2025 (start) Mon. 1 Jul. 2025 (end)
Mid-year Break (no classes)	Sat. 1 Feb. 2025 (start) Fri. 9 Feb. 2025 (end)	Examination Retakes	Mon. 18 Aug. 2025 (start) Mon. 8 Sept. 2025 (end)

* No classes, all offices closed

**All offices are closed during first week of Christmas Break

WHAT TO DO BEFORE ARRIVAL?

To prepare your stay in Leuven, we suggest you go through the checklist below:

Fill in the [online application form](#)

[Find housing](#) in Leuven

We strongly recommend you to get this organized before your arrival.

If you want to apply for a room in one of the university residences, then take into account the strict deadlines and [apply online](#) in time!

- If you want to rent a room at the Loyola International [Nachbahr Huis](#) contact Ms. Christel Snels (christel.snels@kuleuven.be).
- Have a look on [Kotwijs](#), to see what kind of accommodation is available. Please note rooms offered on Kotwijs are not accommodated by the Housing Service. You will need to contact the student or landlord of the room and sign a lease with them.
- Always make sure your landlord uses a [university-approved contract](#). You will always need to sign a contract in Dutch (the legal status) and the same contract in English (for information only). Do not sign anything if you are not sure your landlord is using a university-approved contract! Don't hesitate to contact the [KU Leuven housing service](#) for general advice about housing and rental contracts.
- Avoid [Internet fraud](#) !!

(only for non-European students) **Apply for a visa** at the Belgian Consulate or Embassy in your home country. More information to be found [here](#). Please note that you will need to [proof your solvency](#).

Check if you are covered by your [health insurance](#) for the whole duration of your stay.

Students with a disability can apply for accommodations. [Here](#) you can find the procedure and the deadlines. In order to benefit from these accommodations, you need the disability student status before you can apply for accommodations.

- We advise you to start the [recognition procedure](#) before you enroll at KU Leuven.
- Want to be fully prepared as a student with a disability? [Download the checklist here](#).
- Contact person for the Faculty of Arts: Ms Sofie Frederickx (sofie.frederickx@kuleuven.be).

Register for the **compulsory** [Living in Leuven Info Session](#) (be it for online, or in person attendance).

Sign up for the [Orientation Days](#).

We advise you to sign up for [the Buddy Programme](#) as well. It helps you to integrate with more ease at our university and in your new hometown Leuven. The Buddy Programme can be a big help at the beginning of your stay, when you still have a lot of unanswered questions. But it also helps you to meet fellow (Belgian) students.



WHEN CAN YOU REGISTER AT KU LEUVEN?

- Admitted students will receive **an invitation** by email to **start the [registration process](#)**. The registration period starts on 16 August 2024. (tip: decide beforehand whether you will need a [sports card](#), a [culture card](#) and/or a [bus pass](#)).
- As soon as you have received the confirmation of your registration, you can [activate your KU Leuven account](#). Through this activation you will receive access to the central IT services such as KU Locket, which includes your student file, personal KU Leuven email address and the electronic learning platform Toledo.

HOW TO GET TO LEUVEN?

- You can find all information on travelling to Leuven on KU Leuven's webpage on [Transportation](#).
- Within Leuven, but also in most other Belgian cities, we recommend walking and [cycling](#) as your primary means of transportation.
- All Belgian cities are well connected by [public transportation](#)
- You can download the [train app](#) to find timetables and to plan your travel route.

IMPORTANT

Asking for directions? Make sure you mention **Leuven** and not "Louvain".

- Leuven is where KU Leuven is situated.
- Louvain will bring you to Louvain-la-Neuve, which is a city in Wallonia



WHAT TO DO UPON ARRIVAL?

It's better to **arrive a few days before the Orientation Days start**. Use these extra days to explore the city and settle into your accommodation.

The Faculty of Arts will also organise welcome activities which will start on Monday, 16 September 2024. The programme will be made final in September.

Check in to your room or contact the [Housing Service](#) if you need any help or information

Visit the Faculty of Arts before the start of your term/year at KU Leuven. We can provide you with last-minute updates and information. And... we cannot wait to finally meet you!

The Faculty of Arts building, also called "Erasmushuis" is only a **10 minute walk** from the railway station.

Address: Blijde Inkomststraat 21, 3000 Leuven

Office Ms. Nadine Kerstens: room 01.12 (first floor).

Register at the City Hall. Click [here](#) for more information on the procedure.

Incoming students are **required to register** at the City Office of the municipality where they reside **within the first 8 days after their arrival in Belgium**.

If you want to **learn a language, sign up as soon as possible** at [ILT](#) (Dutch for Foreigners) or [CLT](#) (all other languages). Places are limited, groups get fully booked easily! To get more information on both language centres, see page 13 in this brochure.

International students are always welcome at [Pangaea](#) and they can use the [computer rooms](#) in the Dekenstraat 2.

Once you have arrived in Leuven, you can send/give us your **Certificate of Arrival**. We will fill it in and sign it. Don't forget to mention your name and date of arrival.

WHY REGISTER FOR ORIENTATION DAYS?

The academic year starts on 23 September 2024. The classes in the second semester start on 10 February 2025. The [Orientation Days](#) will always be organized **one week prior to this day**.



The Orientation Days are a very useful way to **get to know Leuven, the university and fellow students**. As from June, all information on the upcoming Orientation Days will be updated. On the webpage, you can **sign up** for activities with mandatory registration.

IMPORTANT

- At the Faculty of Arts, we organize a **mandatory Academic Information Session**. This will be held before the start of the academic year or second term.

In 2024-2025, these sessions will be held on:

- **Friday, 20 September 2024**, 10:30 – 12:00
- **Friday, 7 February 2025**, 9:00 – 10:30 (only for new students)

Topics that will be dealt with during the session:

- **How to choose courses, where to find information, timetables, etc.**
- **How to sign up for courses and for exams**
- **How to use the online learning environment (Toledo) and KU Leuven webmail**
- **Exams (types of exams, how to prepare well for exams, etc.)**

HOW TO COMPLETE YOUR ACADEMIC PROGRAMME?

When coming to KU Leuven, you will need to select the courses (and exam dates) you would like to follow. In short, you should:

1. Erasmus students: Fill in your learning agreement and send it to nadine.kerstens@kuleuven.be.
Non-European students: Fill in your preliminary course registration form and send it to anna.boelesrowland@kuleuven.be (students coming from an Asian university) or to annelies.kindt@kuleuven.be (students coming from a North/Latin American or an Australian universities).
2. Attend the first class of the courses to make sure that the chosen courses are a good fit for you. During that first class, the lecturer will explain the learning goals and the study materials. She/He will give more information about the evaluation format.
3. Complete your ISP (= Individual Student Programme) and select your exam dates in your IES (= Individual Exam Schedule) with the help of Ms. Nadine Kerstens. More information will follow during the Academic Information Session.
4. If necessary, change your Learning Agreement (only for Erasmus+ students)

ONLY FOR ERASMUS+ INCOMING EXCHANGE STUDENTS

- **As an ECTS Label University, we require all Erasmus+ students to submit a Learning Agreement before their arrival:**
 - **Fill in the part ‘*Before Mobility*’**
 - **Have it signed by all three parties: student, home university and host university**
- **KU Leuven allows you to change your Learning Agreement during the beginning of the semester:**
 - **Fill in the part ‘*During Mobility*’**
 - **Have it signed by all three parties: student, home university and host university**
 - **Always check with your home university if those changes are allowed**

WHICH COURSES MAY YOU CHOOSE?

- Students do **NOT register for courses immediately upon arrival**, but use the first weeks to ‘shop around’ before making their final course selection and register with the mobility coordinator in the Faculty of Arts.
- The deadline to sign up for courses and finalize the Individual Study Programme (=ISP) and exam schedule is the **third Wednesday of the semester**. Courses in the ISP must coincide with the courses in the Learning Agreement (only for Erasmus+ students).

This year’s deadline for course registration is:

- Wednesday, 9 October 2024 (first term/Fall term)

- Wednesday, 26 February 2025 (second term/Spring term)
- Incoming exchange students, nominated at the Faculty of Arts, must take **at least 50% of their credits at the Faculty of Arts** (i.e. course codes starting with **F**). Our courses are taught in Dutch or in English (and sometimes in another language). You can find the language of instruction in the ECTS file of each course.
- The selection of courses to choose from may be limited by your home university. Make sure **you know what your home university's guidelines are about the course selection** before coming to Leuven.
- The selection you make may also be limited or set in terms of study load. A full time course load at KU Leuven consists of
 - 60 ECTS credits for a fulltime year stay
 - 27 to 33 ECTS credits for a fulltime term stay.

Your coordinator at your home university is in the best position to tell you if and how far you are allowed to deviate from these norms.

- Students are also allowed to take courses at other faculties (with a maximum of 2 courses per faculty). You must meet their requirements before you get permission to take the course(s).

Listed below, you will find the most important guidelines per faculty. **Have a look on each dedicated website** to get all the latest information about the faculty's courses, requirements and prerequisites.

Faculty of Arts (Course codes starting with F)

Please note that the list of courses may be subject to some changes in the transition period between 2 academic years. The list is to be considered final for the upcoming academic year from mid-July.

Courses (mostly) taught in English

- You may only select courses with course code starting with **F** from this list. For courses with a course code starting with another letter, please check the official lists of courses of the other faculties (see below).
- Courses are divided in **Undergraduate** and **Graduate** courses per discipline
 - **Second year bachelor students** are **never** allowed to follow courses taught on **master level**.
 - **Third year bachelor students** are allowed to follow **some of the courses** taught on **master level**. Ask Ms. Nadine Kerstens if you are allowed to follow the master course you selected.

Courses taught in Dutch

- Students with a good level of Dutch can also select courses taught in Dutch
- All bachelor students are only allowed to take courses on Bachelor level

Courses of the Master of History

- Bachelor and Master students **with a major in history** are allowed to select courses from the section '*Optional Courses*'
 - Bachelor students may choose 2 courses per semester
 - Master students are allowed to follow all optional courses

Courses only for exchange students of the Faculty of Arts (Campus Leuven)

- Some of these courses are the first part (or the second part) of a course, taught during the whole academic year. Only students who are staying here for one semester are allowed to follow these courses.
- Be aware that the "Independent Study" modules need to be **pre-approved before the start of the semester** by the home coordinator and the mobility coordinator of the Faculty of Arts. Students, interested in one of these modules, must secure permission for the project from a faculty member willing to supervise the work/internship. Please read carefully the section of the 'aims' and the 'previous knowledge'
- Exchange students are not allowed to follow:
 - F0ZP0A European History and Culture-Travel Course (first semester)
 - F0ZP1A European History and Culture-Travel Course (second semester)

Faculty of Business and Economics (FEB) (Course codes starting with D)

[Courses for exchange students at the Faculty of Business and Economics](#)

Proficiency in English is recommended for all courses. Your English level must be advanced

- Level B2 for Bachelor courses
- Level C1 for Master courses

Students with a good command of Dutch can also choose Dutch-taught FEB courses

Who can register for master courses?

- Bachelor students with a **minimum of 120 credits obtained** can register for **some master courses**, on condition they meet the prerequisites.
- Bachelor students with a **minimum of 180 credits obtained** can register for **all master courses**, on condition they meet the prerequisites.

→ All bachelor students, who want to follow a master course, have to hand in a copy of their Transcript of Records, preferably before the start of the semester. The mobility coordinator of the Faculty of Arts has to ask the permission of the Faculty of Business and Economics. Without the correct documentation, the student will not be allowed to follow the master course.

- Master students, on condition they meet the prerequisites.

Faculty of Psychology and Educational Sciences (Course codes starting with H)

[Courses for Erasmus exchange](#)

Please make sure you meet all requirements listed in the course description, including the 'Previous knowledge' part.

- **Master students** can take courses freely but have to read the previous knowledge requirements carefully.
- **Bachelor students** have to check if they have acquired enough ECTS credits by the start of their exchange period for Master level courses. For those courses a minimum of 114, 120 or 170 previously acquired ECTS credits are necessary.

All bachelor students have to hand in **proof** by means of a (copy of the) Transcript of Records or other overview of completed courses **by the third Wednesday of the semester**. Without the correct documentation we will assume the bachelor student has acquired less than 114 ECTS credits and (dis)approve courses accordingly.

Faculty of Law (Course codes starting with C)

[Courses for exchange students at the Faculty of Law](#)

All offered **courses** are **on Master's level**, except for the course *International and European Human Rights Law* (C00J0B)

- **Only master students** are allowed to take courses at the Faculty of Law
- Exchange students of the Faculty of Arts are **not allowed** to take the courses *International Arbitration* (C08B5B) and *Advanced Negotiation* (C03K5B).
- We advise students to **only choose** a course in which the method of evaluation consists of a **paper** (e.g. Criminal policy, The court of justice,...) if their **English language proficiency is at least B2** with sufficient academic writing skills.

Each course title will link you to its ECTS sheet. Please read this information carefully when deciding on your program. It provides a short description of the content and information on the method of evaluation. Do check as well the required prior knowledge (e.g. European taxation, International taxation, ..) to determine whether you will be able to enroll for the course

Faculty of Social Sciences (Course codes starting with S)

[Courses for exchange students at the Faculty of Social Sciences](#)

The course list is divided into 3 sections:

- The **first section** is **only for bachelor incoming exchange students enrolled at the Faculty of Social Sciences**. Students of the Faculty of Arts are **not allowed** to follow these courses.
Exception: You are a bachelor student with a solid background in social sciences and you want to follow one of these courses. Send your CV and a motivation letter to nadine.kerstens@kuleuven.be . We will present your request to the Faculty of Social Sciences and will keep you informed of their answer.
- Courses of the **second section** are **also open for Bachelor students of the Faculty of Arts**. All these courses are taught on bachelor level.
- The **third section** courses are **only open for Master students** and can only be taken **when you meet all requirements** listed in the course description, including the 'Previous knowlegde' part.

Faculty of Theology and Religious Studies (Course codes starting with A)

Students of the Faculty of Arts are only allowed to follow courses with course code starting with A mentioned on these lists:

- Course list [Bachelor of Theology and Religious Studies](#)
 - Open for all students
- Course list [Master of Theology and Religious Studies](#)
 - Only open for master students

Students of the Faculty of Arts are not allowed to follow:

- courses related to the Bachelor essay
- courses related to the Master thesis
- the course 'Practical and Empirical Methods (B-KUL-A07L0A)'
- courses concerning 'General research skills'.

Institute of Philosophy (Course codes starting with W)

- Bachelor students are allowed to follow courses of the [Bachelor of Philosophy](#) (except courses concerning the bachelor paper).
- Bachelor students are not allowed to follow master courses
- Master students are allowed to follow courses of the [Master of Philosophy](#) but need to ask the permission to Ms. Nadine Kerstens, preferably before the start of the semester.

IMPORTANT

Course lists are updated on 15 July. If you look at the list(s) before that date, you will find the information on the previous academic year. Courses may be added or deleted.

If you want to find the time table for a course, go to the course information and click on the number of contact hours: you will see what day and time this class meets.

Please note all final information on time tables will be online on 15 July. Don't forget to double check the time tables after that date to avoid clashes in your schedule.



WOULD YOU LIKE TO STUDY A LANGUAGE or LEARN A LANGUAGE?

Interested in **studying** English, German, French, Italian, Spanish or another language during your exchange? Have a look at our [Bachelor](#) or [Master](#) programme in Literature and Linguistics.

Studying languages at KU Leuven follows an **analytical approach**. You should be able to speak and understand the language that you want to study.

If you prefer to **learn** a (new) language whilst being in Leuven, you can go to [Centrum voor Levende Talen](#) (Center of Modern Languages).

Those courses are not included in your individual study programme at KU Leuven, nor will they appear on your transcript of records. Students pay per language/level around €120 - €135 per course. KU Leuven **cannot refund these costs**.

Do you want to speak (even a little) of your host country's language?

You can learn Dutch at the [ILT](#). There are intensive and regular courses (on campus, blended, online), from level 1 to level 6. You can also choose to come to Leuven before the start of the academic year and take a [summer course](#).

Erasmus+ students can learn Dutch for free (choose the "[Erasmus Dutch Course](#)")!

This course is subsidized by the European Commission, the Flemish Government and KU Leuven.

Register on time, because the groups get easily fully booked!



HOW WILL YOU BE EVALUATED?

- When you register your courses on your ISP, you will also be asked to fill out your [IES](#) (Individual Examination Schedule).
- If you want to know what type of evaluation a course has, have a look at the ECTS file of the course.
- Some of your exams might be **oral exams**, but this is nothing to worry about. For some oral exams, you do not have to improvise on the spot, but get between 20 and 60 minutes to prepare your answers. You prepare them the same way you would prepare a written exam. The only difference is that you present your answer(s) orally to the examiner. He/she may then ask some more questions to make sure you really understand what you are talking about.

WHERE CAN YOU FIND MORE INFORMATION?

- Life at KU Leuven (information for international students and staff)
 - www.kuleuven.be/english/life-at-ku-leuven
- Pangaea Homepage: Your Home Away From Home
 - www.kuleuven.be/pangaea

