

# INFORMATION FOR INCOMING EXCHANGE STUDENTS (TRAINEESHIPS)

2023 – 2024



*Last update March 2023*

## 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, please do not hesitate to contact us:

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

## CONTENT

Application and admission .....	3
Academic calendar 2023 – 2024 .....	3
Before Arrival .....	3
Transportation.....	4
How to get to Leuven? .....	4
Travel in and around Leuven.....	4
Upon arrival.....	6
Learning a language.....	7
Useful websites .....	8

## APPLICATION AND ADMISSION

Have you been accepted to do an **Erasmus Plus+ traineeship**? You will need to register as either **a)** temporary staff member or **b)** an exchange student and **follow the below procedures**:

- **A) Recent graduate.** Email Anna Boeles Rowland ([anna.boelesrowland@kuleuven.be](mailto:anna.boelesrowland@kuleuven.be)) to be registered as a temporary staff member
- **B) Still enrolled as a student at your home university.** Register as an exchange student. Follow the application [instructions online](#). More information can also be found via this [website](#).

When filling out your application, please select the following:

- Type of programme: *'Exchange student'*
- Programme: *'Programme for Exchange Students, Faculty of Arts (Leuven)'*
- Type of Exchange: *'Erasmus Work placement'*
- What exactly will you do at KU Leuven: *'I will do a placement – will not follow courses and will not take exams'*
- **! make sure you upload your completed traineeship agreement with your application!**

## ACADEMIC CALENDAR

KU Leuven academic calendars are available via this [link](#)

## BEFORE ARRIVAL

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

- We would like to advise you to sign up for [the Buddy Programme](#). 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.
- [Find housing](#) in Leuven.
  - **If you want to apply for a room in one of the university residences, then take into account the strict deadlines and [apply online](#) !!**
  - Have a look on [Kotwijs](#), to see what kind of accommodation is available. Please note rooms offered on Kotwijs are not accommodated by Housing Service. You will need to contact the student or landlord of the room and sign a lease with them.
  - Travel up and down to Leuven during Summer. It gives you the opportunity to find a good room for the whole year. It is a more expensive option, but it can be worthwhile.

- 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](#) !!
- Check if you are covered by your [health insurance](#) for the whole duration of your stay.
- **Students with a disability** can apply for accommodations to make sure they can achieve their personal and educational goals. [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. I 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.](#)
  - Disability officer of the Faculty of Arts: [sofie.frederickx@kuleuven.be](mailto:sofie.frederickx@kuleuven.be)

## TRANSPORTATION

### How to get to Leuven?

You can find all information here: <https://www.kuleuven.be/transportation/for-people-coming-to-leuven>



### Travel in and around Leuven

Webpage: <https://www.kuleuven.be/transportation/>

Within Leuven, but also most other Belgian cities, we recommend walking and [cycling](#) as your primary means of transportation.



All Belgian cities are well connected by [public transportation](#).

Download the [train app](#) to find timetables and plan your travel route.

**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 and where the French-language university, Université Catholique de Louvain, is situated.



## UPON ARRIVAL

- **Register at KU Leuven (only if you're still a student!):** approx. 2 weeks before your expected arrival in Belgium our central International Office will send you additional information on how to register at KU Leuven (tip: decide beforehand whether you will need a [sports card](#), a [culture card](#) and/or a [bus pass](#)).
- It's better to **arrive a few days before your start date**. Use these extra days to explore the city and.
- Check in to your guest/permanent room or contact the [Housing Service](#) if you need any help or information.
- Do not hesitate to drop by our office (LETT 00.12), but perhaps it would be a good idea to make an appointment before coming over. Due to the corona virus we are not allowed to welcome a lot of students at the same time in our office. The Faculty of Arts building, also called "Erasmushuis" is only a **10 minutes' walk** from the railway station. Address: Blijde Inkomststraat 21, 3000 Leuven, room 00.12 (ground floor).
- After your registration you can [activate your KU Leuven account](#). Through this activation you will receive access to the central IT services such as KU Loket.
- [Register at the City Hall](#). Incoming students/ staff are required to register at the City Office of the municipality where they reside within the first 8 days of their arrival in Belgium.
- If you want to **learn a language**, sign up **asap** at the [ILT](#) (Dutch for Foreigners) or [CLT](#) (all other languages). Places are **limited**, groups get fully booked easily!
- International students are always welcome at [Pangaea](#) and they can use the [computer rooms](#) in the Dekenstraat 2
- Once you arrived in Leuven, you can send/give us your 'certificate of arrival'. We will fill it in, but don't forget to mention your name and date of arrival.



## Learning a language...



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

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!



Language courses of the CLT and ILT carry credits, but it is your own university that decides whether to accept them or not. These courses are not mentioned on your ISP nor on your Transcript of records, but you can mention these courses/credits on your learning agreement. At the end of the semester the ILT/CLT will give you a certificate.

## USEFUL WEBSITES

**Life at KU Leuven (information for international students and staff)**

<http://www.kuleuven.be/english/life-at-ku-leuven>

**Pangaea Homepage: Your Home Away From Home**

[www.kuleuven.be/pangaea](http://www.kuleuven.be/pangaea)

**Corona measures at KU Leuven**

[www.kuleuven.be/coronavirus/english/info](http://www.kuleuven.be/coronavirus/english/info)

**Information about learning and living in times of corona, including different options for advice and support.**

[www.kuleuven.be/english/study/at-home-at-ku-leuven](http://www.kuleuven.be/english/study/at-home-at-ku-leuven)

