

# Living in **Leuven** 2010-2011



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Hospital – emergency department (Spoedgevallen):	
Go to the emergency department at the Regional Hospital ‘Heilig-Hart’, Naamsestraat 105 or University Hospital Gasthuisberg, Herestraat	
K.U.Leuven Emergency .....	tel. 016 32 22 22
Medical Centre for Students K.U.Leuven, GROUPT, Lemmensinstituut and Vlerick management school (working days 8 AM - PM) .....	tel. 016 32 44 20
After hour family doctor (night, weekend, holidays) .....	tel. 070 25 70 25

## Services for international students and guests

International office (K.U.Leuven) Admissions and Mobility Unit .....	tel. 016 23 40 78
Pangaea, international meeting centre .....	tel. 016 32 33 96
LOKO International .....	tel. 016 32 33 95
LOKO Central.....	tel. 016 22 31 09
Foreigners’ Office (City of Leuven) .....	tel. 016 27 21 94
Student Cop.....	tel. 016 21 09 00
Anti-Discrimination Centre (Meldpunt Discriminatie) .....	tel. 016 27 26 00

## Student Services (General)

K.U.Leuven.....	tel. 016 32 43 75
KHLeuven vzw Studentenservice.....	tel. 016 37 57 47
.....	and 016 37 57 48
GROUPT - International University College Leuven .....	tel. 016 30 10 30
Lemmensinstituut (W&K).....	tel. 016 23 39 67

## Housing Service

K.U.Leuven + KHLeuven.....	tel. 016 32 44 00
City of Leuven .....	tel. 016 27 26 50

## Social Service

K.U.Leuven + KHLeuven.....	tel. 016 32 44 28
GROUPT – International University College Leuven .....	tel. 016 30 10 41
Lemmensinstituut (W&K).....	tel. 016 23 39 67

## Study Advice Service

K.U.Leuven ..... tel. 016 23 43 11

Medical Centre for Students ..... tel. 016 32 44 20

Psychotherapeutic centre ..... tel. 016 32 43 43

KHLeuven ..... tel. 016 37 57 00

Business Studies student secretary ..... tel. 016 37 53 00

Health and Technology student secretary ..... tel. 016 37 52 00

Teacher Training Heverlee student secretary ..... tel. 016 37 56 00

Social Work student secretary ..... tel. 016 37 51 00

## GROUP T – International University College Leuven

Leuven Engineering College ..... tel. 016 30 10 42

Leuven Education College ..... tel. 016 30 11 72

Lemmensinstituut (W&K) ..... tel: 016 23 39 67

## Registrar's Office

K.U.Leuven ..... tel. 016 32 40 40

KHLeuven ..... tel. 016 37 57 00

Business Studies student secretary ..... tel. 016 37 53 00

Health and Technology student secretary ..... tel. 016 37 52 00

Teacher Training Heverlee student secretary ..... tel. 016 37 56 00

Social Work student secretary ..... tel. 016 37 51 00

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The City of Leuven and the Institutions of Higher Education welcome you proudly to this city and its various educational institutions. We have joined forces and efforts to produce the booklet that you now hold in your hands. "Living in Leuven" has been written for all those who come to Leuven to pursue studies, research or further teaching and training. It contains information concerning Belgium, daily life in Leuven and the various institutions of higher education in the city.

This brochure also contains information that will help you to deal with the practical problems that everybody has to face when arriving in this country. It will also help you to better understand the Belgian idiosyncrasies and life-style so that your day-to-day life here soon becomes a positive and fruitful experience.

Although "Living in Leuven" will not answer every specific question, this booklet will be of most help to you if you read it calmly and carefully. While doing so, take account of all the cultural, administrative and practical information contained in it.

We wish you every success and a very fruitful stay.

The Editorial Team



# De Troubadour

## Verrassend Traditioneel

Al vijftien jaar lang verrast restaurant De Troubadour zijn gasten met een traditionele burgerkeuken waar ruim plaats is voor eigentijdse accenten. Daardoor groeide de zaak uit tot een vaste waarde en een echte allemansvriend. Liefhebbers van grootmoeders keuken met bijvoorbeeld ossentong in maderasaus of rogvlugel met kappertjes vinden hier even makkelijk hun gading als liefhebbers van de Italiaanse keuken of lekkerbekken die verhangen zijn aan een smaakvolle maaltjidsalade. Wat deze laatste aangaat: wij vielen voor de gebakken kippenreepjes met rijstnoedels op Thaise wijze op smaak gebracht met koriander, limoensap, chilipeper, fijne groentjes en cashewnoten. Licht, lekker én echt feest. Voeg daarbij de wervelende, spontane dienstverlening plus de gezellige drukte en je begrijpt waarom in De Troubadour zelden een stoel onbezett blijft.

**DE TROUBADOUR  
RESTAURANT**

## Studentenmenu

*Glaasje champagne*



*Pangasiusfilet met mousseline,  
geserveerd met krielaardappeltjes*



*Huisbereide tiramisu*

**€ 12,50**

*Dit aanbod is te verkrijgen op wekdagen telkens  
tussen 12:00 en 15:00 of tussen 17:30 en 19:00 uur.  
Op vertoon van je studentenkaart.*





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## 2.1. Belgium

### Synopsis

Belgium is a small, densely populated country (10,58 million inhabitants with 343 people/km<sup>2</sup>), with three official languages: Dutch, French and German. Its capital, Brussels, doubles as the capital of the European Union. Its head of state is King Albert II, married to Queen Paola and the prime minister is Mr Yves Leterme (November 2009).

Belgians enjoy their “creature comforts”: most own their own homes and spend a lot of time and money in constantly renovating, decorating and improving them. They tend their gardens meticulously, love good food and drink, benefit from an excellent social security and health-care system, and insist on having their roads and highways brightly lit at night (the illuminated “Belgian Window” can apparently be seen from space).

### Politics and Languages

Despite its small size, Belgium has a unique and complex institutional and political structure. The country is divided into three language groups (three communities), Dutch speaking (6 million), French-speaking (4 million) and German-speaking (70,000), each with their own administration in charge mainly of cultural and educational affairs. In addition, there are three regions, linked to economic interests, again with their own governments: Flanders (in the north), Wallonia (in the south), and Brussels. The federal government mainly has authority over foreign affairs, immigration issues, social security and defence. Belgium has 10 provinces, Leuven is the capital of the Province of Flemish Brabant. Leuven is situated in Flanders and is part of the Dutch-speaking community. Brussels and the language border with Wallonia are very close. Although seven governments might seem a touch exaggerated for such a small country, and the situation is often derided by Belgians and non-Belgians alike, this system is a typi-



cal embodiment of one of the most attractive features of the Belgian character: the art of compromise. When Belgians disagree, they try and find the middle ground. No civil wars or ethnic conflicts have ever taken place between Belgians.

## Climate

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The Belgian, maritime climate is characterised by abundant precipitation that is rather equally spread over the year. It is rather variable and moderate (average temperature in January: 1°C, in July: 16°C). Extreme temperatures can occur in summer and winter time.

## Name Three Famous Belgians

---

Before coming here, hardly anyone is able to name even three famous Belgians. We hope that, by the time you leave Leuven, you will be able to identify at least the following ten:

- Hieronymus Bosch
- Pieter Brueghel and sons
- Peter Paul Rubens
- Victor Horta
- René Magritte
- Adolphe Sax
- Father Damian (Saint since October 2009)
- Jacques Brel
- Hergé (creator of Tintin)
- Peyo (creator of the Smurfs)
- Jean-Claude Van Damme
- Eddy Merckx
- Justine Henin
- Kim Clijsters
- Herman Van Rompuy (First President of the European Council)

## Rich Past, Thriving Present

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Some Belgian towns, notably Tongeren and Tournai, date back to Roman times, when Julius Caesar declared ancient Belgians to be the “bravest of all Gauls”, after conquering them of course. In the High Middle Ages (1200-1500) many Belgian cities flourished and expanded. The ports of Bruges and Antwerp were among the largest and busiest in Europe, cathedrals rose up everywhere, elaborate town halls proudly proclaimed the ‘city dwellers’ new-found freedoms and wealth. At that time, only Northern Italy could boast a similar level of development and culture. Many different countries ruled over what is now known as Belgium, including the Spanish, Austrians, French and Dutch. Finally, Belgium gained its independence in 1830, drew up a constitution and imported a monarch from among the German nobility. It entered the Industrial Era at an early stage, and is now firmly established primarily as a service economy with over 70% of the working population employed outside of agriculture and industry. The standard of living in Belgium is among the highest in the world.

## Religion

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Roman Catholicism has traditionally been Belgium’s majority religion, with approximately 75% of the Belgians declaring themselves to be Catholics; however, by 2004 Sunday church attendance was only about 4 to 8% (9% for Flanders only). Catholicism nevertheless remains an important force in society. In 2006, the church published the mass attendance figure for the Christmas period being 11.5%, and 7 % average weekly (note not only Sunday) mass attendance. Since 2000, on a yearly basis Sunday church attendance in Belgium drops by 0,5 % whereas this was 1 % previously. Catholi-

cism nevertheless remains an important force in society.

The second largest religion practised in Belgium is Islam (3.5%). There are also small minorities of Protestants, Orthodox, Anglicans and Jews. Belgian law officially recognizes those denominations. Buddhism is in the process of being recognized under the secular organization standard. Official recognition means that priests (called “counsellors” within the secular organizations) receive a state stipend, and that parents can choose any recognized denomination to provide religious education to their children if they attend a state school. (source: Wikipedia)

### “There Are No Belgians”

“Your Majesty, there are no Belgians” – a Belgian politician once famously exclaimed to the king. This statement exemplifies the attitude of many Belgians towards their own country. Although the politician in question meant to

refer to the fact that Belgium is divided into different linguistic groups, it also reflects the high degree of self-criticism characteristic of almost all Belgians. There is no such thing as a patriotic Belgian. Attractively modest though this attitude might seem, it does lead to a distorted image of Belgium abroad. After all, who will take a country seriously when even its own citizens deride it?

As an international student or scholar in Belgium, you will find that most Belgians will agree wholeheartedly with any criticism you have to offer of their country, customs or politics. To redress the balance, we would like to reiterate that the standard of living in Belgium is among the highest in the world, its citizens benefit from an excellent (almost free) educational system, universal health-care and social-security coverage, usually own their own homes, and have never started or engaged in an armed conflict, either internally or internationally, except for a futile attempt at self-defence against the Germans in World Wars I and II.



This lack of pride in its own achievements contributes largely to Belgium's indeterminate, or nonexistent, identity abroad. Chocolate springs most readily to mind when foreigners are asked what they know of Belgium, an embarrassed silence usually follows further enquiries. Whereas other small countries, such as the Netherlands, Portugal or Norway, have been successful in projecting a coherent image of themselves to the outside world, Belgians have never really tried.

## The Belgian Character

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The one thing that most non-Belgians would agree on when first confronted with the Belgians on their home turf is that they are a reserved and introverted people. This impression usually lasts until their first visit to a Belgian's home, where they will be very cordially welcomed and fed large amounts of excellent food and drink. A Belgian feels most relaxed and comfortable in the midst of his close circle of family and friends. Family ties are very important – witness the weekly exodus of Belgian students from Leuven, who routinely spend every weekend at home with their parents and childhood friends. Friendships are enduring; once you have made a Belgian friend, you will find that it is very hard to get rid of him.

Another attractive feature of the Belgian character is the trend towards egalitarianism. There are no obscenely wide gaps in income, the rich are never super-rich, the poor are provided for, and the number of homeless people might well be the smallest in the entire industrial world. It is fashionable among Belgians and non-Belgians alike to complain about the level of bureaucracy in the country and the inordinate number of holidays that Belgians enjoy. In fact, economic productivity is among the highest in the world, and the an-

archic streak in the Belgian character ensures that bureaucrats never gain the upper hand. Belgium is also a very safe country, with a remarkably low crime rate. Brussels, according to some surveys, is the safest capital in the world in terms of the murder rate.

Leuven, we can assure you from a lifetime of personal experience, is without a doubt a very safe university town. The main crime element to watch out for is bicycle thieves.

## A Very Short Introduction to Belgian Popular Culture

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Some aspects of Belgian popular culture hardly need an introduction. Most students will not need any encouragement to try out the hundreds of delicious Belgian beers. According to one commentator, Belgian beer is "a heavenly liquid which Belgians have perfected thanks to centuries of intense contemplation by silent orders of monks. Beer is the very essence of the land, the blood of the nation, heaven served in a variety of peculiarly shaped drinking receptacles." A lesser-known attraction, and one that routinely creates confusion among non-Belgians, is the figure of Sinterklaas (Saint Nicholas). Affectionately known as de Sint, he is often described as the Belgian (and Dutch) version of Santa Claus. However, he has no connection with Christmas. Dressed in magnificent red robes and a bishop's mitre, Sinterklaas visits Belgian (and Dutch) children's homes on the eve of 6 December, and climbs the roof seated on his white horse, accompanied by his faithful servant Zwarte Piet (Black Peter) to surreptitiously deliver presents through the chimney. The Sinterklaas tradition is much older than any mention of Santa Claus or Father Christmas, and dates back to a legend about the 4th-century Bishop of Smyrna (now Izmir in Turkey) who once miraculously saved some

children from captivity and death. Extravagant amounts of chocolate are consumed by both adults and children to celebrate the Sinterklaas feast. An excellent opportunity to observe Belgians having fun in large numbers outdoors is on the occasion of a local kermis. A kermis is a typically Belgian type of fair, complete with noisy fairground rides, bumper cars, smoutebollen (a variety of doughnut), escargots (snails) and frieten (fries) stands, and the penetrating cries of lottery ticket vendors ("Everybody wins!"). When you arrive in Leuven during the first 3 weeks of September, you will witness what the kermis is! Though a kermis can be enjoyed by most people, it is quite a different matter to participate in a Belgian carnival. Though hardly comparable to the bacchanalia in Rio de Janeiro, carnival in Belgium can get very lively indeed. Some towns with a particularly strong carnival tradition are completely taken over by noisy parades and rowdy drunks for two, three or even four days before Ash Wednesday, the official end of the carnival season. For a more artistic experience, the carnival in Binche (Wallonia), famous for its colourfully clad Gilles with their eerie blank-faced masks, is highly recommended, and was recently elevated to the status of a UNESCO World Heritage tradition.

Read more on [www.belgium.be](http://www.belgium.be)

Lectures "About Belgium"; Oct-Nov 10 on Wednesdays, see [www.kuleuven.be/english/intercultural/lecturesbelgium.html](http://www.kuleuven.be/english/intercultural/lecturesbelgium.html)

## 2.2. Leuven

The city of Leuven is an agglomeration of five communities: Leuven, Heverlee, Kessel-Lo, Wilsede and Wijgmaal. The majority of the

educational institutions and student lodgings are either in Leuven or in Heverlee. Leuven has more than 95.000 inhabitants. If we add to this the 43.000 post-secondary and 1.000 high-school students, it should come as no surprise that the streets are filled with young faces and that the city lives at a student's rhythm: hectic weeks at the beginning of the academic year and, later, relative calm during vacation and examination periods. The centuries-long presence of the university has also left its mark in other areas of city life. The population of Leuven has a high average level of education, probably because many students remain in Leuven after they have graduated. Employment is primarily in the tertiary and quaternary sectors, though Leuven's global image is also influenced by the city's other large employer, Inbev (beer brewery).



Although the city of Leuven has had a university for over 575 years, it is only recently that students were given a place on the local political agenda. In 2001, an alderman responsible for student affairs was appointed and the Education, Citizenship and Student Affairs Committee began to discuss the trials and tribulations of student life in Leuven. Relations between the city and the students were given a fresh start. One result of which is the brochure you are holding in your hands, which we hope will answer some of your questions about the city in which you now live and study. The City of Leuven is assuming half of the cost of this brochure. Read more on: [www.leuven.be](http://www.leuven.be) and [www.leuven.com](http://www.leuven.com)

## 2.3. Arriving in Belgium and Leuven

### At Brussels National Airport (Zaventem)

The cheapest and easiest way to travel from the airport to Leuven is to take the direct train at the airport, which will bring you to Leuven station in less than 15 minutes (three times an hour). Bus nr 652 can bring you to the Leuven railway station. The most expensive way would be to take a taxi from the airport. This will cost around € 70.

### At Brussels-South Charleroi (Airport)

Students who arrive in Brussels South Charleroi Airport may take the shuttle coach that leaves the airport every hour to take you to the main Brussels railway station (Brussels South). The shuttle coach stop there is at the crossing of rue de France and rue de l'Instruction. The shuttle fare costs € 11 and tickets are sold inside the airport terminal. The trip takes about one hour. At Brussels South

railway station, you may take the train to Leuven. Do not take the train going to Louvain-la-Neuve since this will take you to the French-language university, Université Catholique de Louvain in Ottignies, not to Leuven. You are advised to have some cash in euros (€) before you arrive, in case the money exchange offices are closed.

## 2.4. Institutions of Higher Education

### Katholieke Universiteit Leuven

Oude Markt 13 • B-3000 Leuven  
Tel. 016 32 40 10 • Fax 016 32 40 14  
[info@kuleuven.be](mailto:info@kuleuven.be) • [www.kuleuven.be](http://www.kuleuven.be)

The Katholieke Universiteit Leuven (K.U.Leuven) is the oldest university in the Low Countries (founded in 1425). Throughout its six centuries of existence, the K.U.Leuven's hospitality and academic excellence have attracted men and women from all corners of the world. Today, the K.U.Leuven continues to be an institution with high standards of education and research. It is also a cosmopolitan and multicultural university with 12% of its student body coming from countries outside Belgium. The university is composed of 14 faculties, which are subdivided into three groups (Humanities Group, Science, Engineering and Technology Group and the Biomedical Group). In turn, every faculty is divided into different departments. In addition to the academic facilities, there are also extensive student services.

Number of students: 37167  
Number of international students: 5202  
Academic Staff: 5000  
Administrative Staff: 2700  
University Hospital Staff: 8000



## Academic & event calendar 2010 - 2011

15 August	Assumption of Mary Day, public holiday
16 August	Start of the registration period K.U.Leuven for 2010-2011
6 September	Leuven Fair, all university, schools and City Offices are closed
22 - 26 September	Orientation Days for new International Students K.U.Leuven
27 September	Opening of the Academic Year K.U.Leuven
28 September	Start of the classes in the first semester for all institutions
30 September	Student Welcome with concerts in town
31 October	Change to Winter Time
1 November	All Saint's Day
2 November	All Souls' Day, University and City Offices are closed
1-5 November	All Saint's Holidays (Lemmensinstituut)
11 November	Armistice Day (End of WWII), public holiday
12 November	K.U.Leuven Registrar's Office and International Office will be closed
24 December	End of classes in the first semester
25 Dec - 9 Jan	Christmas and New Year holiday - Most offices will be closed from 24 Dec until 2 Jan
10- January	Exam preparation. No classes
17 Jan - 5 Feb	K.U.Leuven First semester exams
17-21 January	First semester exams (Lemmensinstituut)
24 January	Start of classes in the second semester (Lemmensinstituut)
5-13 February	Mid-year break. No classes
2 February	Patron's Feast Day K.U.Leuven
10-13 February	Orientation Days for International Students K.U.Leuven
14 February	Start of classes in the second semester
27 March	Change to Summer time
9 - 25 April	Easter holidays: no classes
24&25 April	Easter Sunday and Easter Monday, public holiday
30 April	Lemmensinstitute "Open doors"
1 May	Labour Day, public holiday
2 June	Ascension Day, public holiday
21 May	End of classes in the second semester (Lemmensinstituut)
28 May	K.U.Leuven End of classes in the second semester
12-13 June	Pentecost and Whit Monday, public holiday
23 May-24 June	Second semester exams (Lemmensinstituut)
29 May – 13 June	K.U.Leuven Exam preparation. No classes
14 June - 9 July	Second semester exams
11 July	Flemish Community Feast Day
21 July	National Feast Day, public holiday

## KHLeuven Katholieke Hogeschool Leuven Leuven University College

The Katholieke Hogeschool Leuven was founded in 1995 as a merger of six existing Colleges of Higher Education. Its headquarters are housed in the Park Abbey. Its various departments operate on several campuses in and around the city. The Katholieke Hogeschool Leuven has one clear objective: it wants to prepare its students for the job market of the 21st century by providing state-of-the-art higher education of the highest quality in terms of content and methodology. Over 6,000 students are preparing for their future careers at KHLeuven under the professional guidance of more than 650 staff members. The KHLeuven is composed of four departments. They offer a wide range of profession-

oriented bachelor degrees, both full-time and part-time.

Abdij van Park 9 • B-3001 Heverlee  
Tel. 016 375 700 • Fax 016 375 799  
international@khleuven.be  
www.leuvenuniversitycollege.be

### Department of Business Studies

Hertogstraat 178 • B-3001 Heverlee  
Tel. 016 37 53 00 • Fax 016 37 53 99  
echo@khleuven.be

Bachelor in Business Management  
Bachelor in Office Management  
Bachelor in Advanced Business Management



## Department of Teacher Training

Hertogstraat 178 • B-3001 Heverlee  
Tel. 016 375 600 • Fax 016 375 699  
dlo@khleuven.be

### **Bachelor in Education**

Pre-Primary Education

### **Bachelor in Education**

Primary School

### **Bachelor in Education**

Lower Secondary School

### **Bachelor in Education**

Teacher for Children with special needs

## Department of Health Care & Technology

Herestraat 49 • B-3000 Leuven  
Tel. 016 375 200 • Fax 016 375 299  
gt@khleuven.be

- Bachelor in Applied Computer Sciences
- Bachelor in Biomedical Laboratory Technology
- Bachelor in Chemistry
- Bachelor in Nutrition and Dietetics
- Bachelor in Nursing
- Bachelor in Midwifery
- Bachelor in Office Management – Medical Management Assistant
- Bachelor in Intensive care and Emergency care
- Bachelor in Mental Health Care
- Bachelor in Paediatric Health Care

## Department of Social Studies

Groeneweg 151 • B-3001 Heverlee  
Tel. 016 375 100 • Fax 016 375 199  
ssh@khleuven.be

Bachelor in Social Work

## GROUP T - International University College Leuven

### Campus Vesalius

Andreas Vesaliusstraat 13  
B-3000 Leuven  
Tel. 016 30 10 30 • Fax 016 30 10 40  
groupt@groupt.be  
www.groupt.be

GROUP T consists of three closely linked schools: Leuven Engineering College, Leuven Education College and Leuven Anticipative Continuing Education (ACE-GROUP T). Leuven Engineering College runs both undergraduate and postgraduate programmes in engineering.

These programmes, including the flagship Master in e-Media, the International Postgraduate Programmes in Enterprising and in Logistics Management and the Joint International Engineering Programme, recognised by several key universities in China, are also taught in English. Leuven Education College offers undergraduate teacher-training programmes, at present in Dutch only and a Postgraduate International Educating Class (taught in English).

Leuven Anticipative Continuing Education focuses on professional programmes in continuing education. ACE-GROUP T also offers

a wide selection of language courses with a strong focus on communication skills (Dutch, Spanish, English, French, Italian, German, and Chinese).

GROUP T has forged partnerships at home and in Asia, resulting in exchange programmes with key universities in China and in the countries of the Greater Mekong Subregion. With a mix of Flemish and international students its campus an ideal place for learning amidst a plurality of worldviews.

### Academic calendar

See calendar K.U.Leuven (p. 15)

## Lemmensinstituut (Hogeschool voor Wetenschap & Kunst)

The Lemmensinstituut is a department of the “Hogeschool voor Wetenschap & Kunst” devoted to Music, Performance Arts and Education. Several decades ago the school developed into a complete Conservatory which offers training in a wide range of disciplines.

- Bachelor/Master in Music Composition
- Conducting
- Music Education
- Music Therapy
- Instrument/Singing
- Jazz

## Bachelor/Master in Dramatic Arts Declamation



After obtaining the master's degree, students can opt to specialise in a particular discipline. (ManaMa)

The Lemmensinstituut is situated in a large park area overlooking the Gasthuisberg university hospital. The institute's facilities include concert halls, theatres, ballet studios, multimedia rooms, a library and a number of

rehearsal studios. In terms of activities, the institute holds concerts, introductions to concerts, masterclasses, special projects which involve the preparation and performance of musical master-pieces, specialised student ensembles for ancient and contemporary music, chamber orchestras and big bands.

Herestraat 53 • B-3000 Leuven  
 Tel. 016 23 39 67 • Fax 016 22 24 77  
 info@lemmens.wenk.be  
 www.lemmens.wenk.be

## Academic & event calendar 2010 - 2011

13-17 September	Production - week 1
20-25 September	Production - week 2
27 September-1 October	Production - week 3
4 October	Start of classes in the first semester
6-10 December	Production - week 4
13-17 December	Production - week 5
17-21 January	First semester exams
24 January	Start of classes in the first semester
7-11 February	Production - week 6
7-8 March	Free days
9, 10- 11 March	Masterclasses (production – week 7)
21-25 March	Production - week 8
28 March-1 April	Production - week 9
21 May	End of classes in the second semester
12-13 June	Whitsun and Whit Monday (Holiday)
23 May-24 June	Second semester exams
30 June	Proclamation
1 July	Entrance Examination.

## 3.1. Institutions of Higher Education

### K.U.Leuven

#### Registrar's Office Studentenadministratie

University Hall  
Naamsestraat 22 • B-3000 Leuven  
Tel. 016 32 40 40 • sa@kuleuven.be

Open weekdays from 9:00 am until 12:30 noon

During the enrolment period for the new academic year: from 16 Aug. until 1 Oct. open from 9:00 am until 5:00 pm

See [www.kuleuven.be/registration](http://www.kuleuven.be/registration)

#### Exchange Students

As an Exchange Student, you remain enrolled at your home university during your study period abroad. However, you also need to enrol officially as an Exchange Student at the K.U.Leuven. Therefore, it is absolutely essential that, after your arrival in Leuven, you go to the K.U.Leuven Registrar's Office in order to enrol and receive your student card. Please report to the Exchange Students Desk.

This student card is generally considered to be the proof that you have been recognised by the academic authorities as a K.U.Leuven student. You will need it to take exams, to use the library and the university sports facilities or to get reduced prices at the university restaurants (Alma). Make sure that you always have it with you.

In order to enrol as an Exchange Student, you must submit:

- your passport or identity card,
- a certificate or a valid student card from your home university proving that you have been enrolled as a regular (i.e. fee-paying) student there, your permission to enrol as an Exchange Student at the K.U.Leuven (supplied through your contact person by the International Office before your departure),
- a copy of your housing rental contract (if you already have an address in Leuven).

Apart from your student card (with free sports card included), you will be given a proof of enrolment, which you will need when you register at city hall (see below for more information). Non-EEA (European Economic Area) students will be given an invoice of € 13 for the mandatory third-party liability insurance policy.

#### Arrival at your faculty

The first person to see when you arrive at your faculty is your contact person. Each faculty also has its own Exchange Programme Coordinator, i.e. a staff member who coordinates all exchange activities within the faculty. You can rely on him/her for information about courses, timetables, student organisations, etc. When necessary, he/she will refer you to the appropriate office.

#### Regular Students

When enrolling at the K.U.Leuven Registrar's Office, all EEA and non-EEA (European Economic Area, see list p. 38) students must submit the following documents:

- valid passport or identity card,
- admission letter from the International Office (see p. 48),



- certificate of scholarship (if applicable),
- a copy of the housing rental contract.

This applies to all regular students: undergraduate, post-graduate, pre-doctoral, doctoral, international scholars, and students in specialised programmes. In addition to your student card, you will receive a proof of enrolment which you will need for your registration at the Foreigners' Office (see below, p. 24 for more information) and the health insurance office, an invoice of your tuition fees (to be paid within two weeks), a third liability insurance policy, a sports and culture card.

### Visiting Scholars (short-term)

International Office  
International Admissions and Mobility  
Unit  
Atrechtcollege  
Naamsestraat 63, bus 5410  
B-3000 Leuven  
Tel. 016 32 42 71 • Fax 016 32 37 73,  
admissions@kuleuven.be

Open  
weekdays from 9:00 am until 12:30 noon

Visiting Scholars are asked to present themselves at the International Office as soon as possible after their arrival.

Take your K.U.Leuven invitation and your valid identity card with you. You will receive a university guest card, which gives you access to all university libraries, university restaurants (Alma), etc.

### Visiting Professors, Researchers or Administrative/Technical Staff

As a Visiting Professor, Researcher or Administrative/Technical staff member, you will be invited to make an appointment for a welcome meeting at the Human Resources Department. During this meeting, you will receive your agreement or proof of registration and your staff card, which gives you access to the university facilities. For identification purposes, you are requested to bring your identity card or passport.

Human Resources Department  
(Personeelsdienst)  
Sint-Jan Berchmanscollege  
Parijsstraat 72, bus 5540  
B-3000 Leuven  
Tel. 016 32 83 05 • Fax 016 32 83 10  
hrdepartment@kuleuven.be

Open  
weekdays from 8:00 am until 5:00 pm



## KHLeuven

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### Exchange Students

Although exchange students remain registered at their home institution during their study period abroad, they still need to register as an exchange student at the host institution. This is why it is essential that after your arrival in Leuven you get registered and receive your student card. This registration will take place during our Introduction Week at the start of the Autumn or Spring semester, or in the department. The student card is generally considered to be the proof that you have been recognised by the academic authorities as a KHLeuven student. You may need it when taking exams, or when going to the library or to one of the university restaurants and for free local bus transport. So make sure that you always carry it with you.

In order to enrol as an Exchange Student, you must submit:

- your passport or identity card,
- a certificate from your home university, proving that you have been enrolled as a regular (i.e. fee-paying) student there,
- your permission to register as an exchange student at the KHLeuven (supplied via your contact person by the International Office before your departure)

for non-EEA students:

- 24.00 Euro/month for a third-party liability insurance policy, if not provided by the home institution,
- a copy of your housing rental contract (if you already have a permanent address in Leuven).

Apart from your student card, you will be given a proof of registration at the KHLeuven,

which you will need when registering at city hall (see below for more information).

### Arrival at your Department

The first person to visit when arriving at your department is, of course, your contact person. Each department also has its own exchange programme coordinator, i.e. a staff member who coordinates all exchange activities within his/her department. You can rely on him/her for information about courses, timetables, student organisations, etc. When necessary, he/she will refer you to the appropriate service for students.

### Regular Students

Regular students need to register in their respective departments.

Please bring the following documents:

- your passport or identity card,
- one passport photograph,
- your permission to register as a student at the KHLeuven,
- for non-EEA students: 24.00 Euro month to subscribe to a third-party liability insurance policy if not provided by the home institution,
- a copy of your housing rental contract (if you already have a permanent address in Leuven).

## GROUP T – International University college Leuven

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### Campus Vesalius

GROUPT's International Office is in charge of the registration and reception of international students. The International Office is also at

the disposal of international students who experience academic or problems.

GROUPT  
Andreas Vesaliusstraat 13  
B-3000 Leuven  
Tel. 016 30 11 23 • Fax 016 30 10 40  
internationaloffice@groupt.be  
www.groupt.be

### You need to submit:

- an application form
- official diplomas obtained upon graduation in your own country, together with a certified translation in English,
- passport.

After registration you will receive a student card, a proof of registration intended for city hall, and a document intended for the health-insurance company (see p. 28 and following for more information).

## Language Requirements

In order to assess the extent to which non-native speakers are proficient in English, applicants for GROUPT's study programmes in English will be asked to take the TOEIC (Test of English for International Communication) as well as an oral proficiency test upon arrival at GROUPT. The maximum score depends on the programme you apply for.

## Lemmensinstituut

In order to register you have to submit:

- identity card or passport,
- the certificate from Lemmensinstituut proving you passed the admission test,
- authenticated copies of your diplomas in the original language,
- notarised translations of your diplomas in English, French, German or Dutch, if one of these is not your native language,
- academic transcripts of your previous studies (with details of content, study credits and grades per academic year and per course),
- a copy of your housing rental contract,
- a copy of your residence permit



For postgraduate studies your diploma must be officially recognised as equivalent with the Flemish diploma. Information about this procedure is available at the Belgian embassy in your country or at the Student Administration ([studentenadministratie@lemmens.wenk.be](mailto:studentenadministratie@lemmens.wenk.be))

The admission fee must be paid: either cash/bancontact at the admission desk or by proving that the entire fee has been transferred to our bank account or that the transfer order has been given (by producing a bank machine printout or other dated bank document).

You will be given a proof of registration, a student card and a pass that allows you to travel by bus in Leuven for free.

An intensive Dutch course for international students is available during the summer vacation at K.U.Leuven (ILT, see p. 81) and continues throughout the academic year. This course is highly recommended, since it makes integration much easier. An elementary knowledge of Dutch is a considerable advantage.

## 3.2. City of Leuven

### Foreigners office Dienst buitenlanders

Students, visiting scholars, researchers and visiting professors are required to register at the Foreigners' Office (in Dutch: Dienst Buitenlanders) within three days of registering at your school. Below, we list the documents you will have to present.

Dienst Bevolking  
Professor Van Overstraetenplein 1  
B-3000 Leuven  
Tel. 016 27 21 94 • Fax 016 27 28 11

Open Monday, Tuesday, Wednesday and Friday from 9:00 am to 4:30 pm  
Thursday from 12:00 noon to 8:00 pm

### For Students

- valid passport or identity card (identity card sufficient only for EU citizens)
- the Authorisation for Provisional Sojourn stamped in your passport before coming to Belgium (for non-EEA citizens only)
- two recent passport size photographs (three for EU citizens)
- certificate of enrolment at K.U.Leuven
- the official European Health Insurance Card which provides your affiliation with a healthinsurance company in your home country (for EEA citizens only)
- a proof of solvency or scholarship attestation.

After your registration at City Hall, upon your request, you will receive document 15 (EEA citizens will be asked to sign document 19). After the visit of a police agent to confirm your residence, you will be invited to return to City Hall to complete your registration.

### For Visiting Scholars

Non-EEA citizens who do NOT need a visa to enter Belgium for a period of three months or less

- valid passport, three recent photographs (passport size)
- € 5.00 fee

Non-EEA citizens who do need a visa to enter Belgium for a period of three months or less

- valid passport
- the Schengen visa stamped in your passport before coming to Belgium
- three recent photographs (passport size)
- € 5.00 fee

#### EEA citizens

- valid passport or identity card

After registration, you will receive a proof of arrival in Belgium for the duration of your stay.

#### For Visiting Professors Researchers and Administrative/Technical Staff

- valid passport or identity card (identity card sufficient for EU citizens only)
- Annex 19 bis for EU citizens
- the visa stamped in your passport before coming to Belgium (for non-EEA citizens)
- rental contract (not obligatory)
- three recent passport size photographs for the annexe 15 (not obligatory)

#### You will receive:

- A list of the documents you will have to submit to receive your identity card/residence permit,
- possibly an annexe 15 that proves that you have presented yourself at the City Hall to register (upon your request).
- After the visit of a police agent to confirm your residence, you will be invited to return to the City Hall to submit all the required documents
- You are kindly asked to provide the Human Resources Department with a copy of your identity card/residence permit.

#### Identity Card

The card you receive after registering at city hall is your official residence permit. It also functions as your identity card in Belgium. This is an extremely important document and you are required to carry it with you at all times! Take care not to lose it.

#### To extend the validity of your Identity Card

You should report in person to the Leuven Foreigners' Office preferably before the expiry date of your identity card. Non-EEA students will have to present another proof of enrolment and a proof of solvency. Postdoctoral researchers and visiting professors, depending on their financing, will be asked to provide either a hosting agreement or an extension of their work permit, after which their identity card will be extended.



## Change of Address

Every time you change your address within Leuven, you must report your new address within eight days to the City Hall (zone C). If you are moving to another town or city in Belgium, you must report to the Foreigners' Office or town hall of your new city or town. You are likewise required to inform the university, the health-insurance company, and other relevant offices of your change of address. At the end of your stay in Belgium and before your actual departure, you should give notice of your departure to the Foreigners' Office and hand in your identity card.

## Loss of your Identity Card

If you lose your identity card, you must report this in person at the Foreigners' Office and sign an official declaration of loss. Bring along two passport photographs as well. After an investigation by the police, you will be given a duplicate identity card.

## Leaving Belgium Temporarily

If you temporarily have to leave Belgium for a period longer than three months, you must

contact the Foreigners' Office at city hall to find out what administrative procedures you must follow.

## Visit from the Police Officer

After you register at the Leuven Foreigners' Office, your neighbourhood police officer will drop by your Leuven address to verify that you actually live there. If you are not at home at the time of the officer's visit, you will receive a letter inviting you to report to the police station in your district. Make sure you do this as soon as possible in order to avoid misunderstandings or future administrative problems. Visiting professors and students living on the Arenberg Campus are under the supervision of the student police officer and should visit the branch office at Celestijnenlaan 200P, B-3001 Heverlee (between 12:00 noon and 2:00 pm, see p. 120).

Before leaving Belgium permanently, please make sure that you visit the Foreigners' Office to turn in your Belgian identity card. If you ever need to come back to Leuven, this will save you and the city's officials a great deal of time and trouble.





## Second Hand Goods Shop



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For every taste, every Interior  
Everything your room desires!  
De kringwinkel SPIT:

Ijzerenmolenstraat 10-12, Heverlee



Tel.:  
016 65 29 57

Web:  
[www.spit.be](http://www.spit.be)

Open:  
Mon-Fri: 10-18h  
Sat: 10-17h  
Sun: closed



## Tamu Pool Fiction

New Pool and Snookerbar in Leuven.

With Karaoke, Cocktails and Modern Interior.  
Pool/snooker : 4€ in daytime, 5€ in the evening.  
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3000 Leuven  
(in the Supercity)  
Tel: 016-223600  
Fax: 016-503900

<http://www.tamupoolfiction.be>

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## RESTAURANT ACQUASANTA



MUNTSTRAAT 18 3000 LEUVEN

TEL : 016/228566

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(side street of the Old Market)  
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Call 0474/30.70.24

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Tiensestraat 220 - 3000 Leuven  
tel: 016/20 71 49  
site: www.voodoo.be  
e-mail: info@voodoo.be  
open: tu till sat from 9 h 30 till 18 h

RESTAURANT

## DE RODE LOPER

SEASONAL BELGIAN FRENCH CUISINE

MECHELSESTRAAT 177 - 3000 LEUVEN

mon to fri 11.00 > 15.00  
and 18.00 > 23.00  
saturday 18.00 > 23.00  
saturday noon and sunday closed



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info@de-ode-loper.be

[www.de-ode-loper.be](http://www.de-ode-loper.be)

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Familie de Bayostraat 10, 3000 LEUVEN (only by appointment)

A LA CARTE MENU SUGGESTIONS LOUNGE HEATED TERRACE  
PARKING PLACE CHILDREN'S MENU EVENTS SMOKERS AREA

Leuven owes its lively atmosphere to the large number of students (about 37,000). Student life is fully integrated into the community since there are no separate student campuses except for the Science and Engineering campus in Heverlee. Because the supply of housing provided by the educational institutions themselves is quite limited, about 80% of students are accommodated in the private sector. The private housing market offers a wide range of rooms, studios and apartments, of diverse quality, price level and location.

Addresses of vacant rooms can be consulted at the Housing Service, but students need to view the properties, negotiate with landlords and sign the rental contract personally. This means that for international students it is almost impossible to arrange permanent accommodation in advance from outside Belgium. All students are therefore strongly advised to come to Leuven approximately one week before the start of the courses and move into temporary housing for the first few days. Room hunting will then take a few days of running around, but with some help from the housing officers, all international students should be able to find their new 'home' in Leuven within about a week.

## 4.1. Housing Service

Regular students, exchange students, visiting scholars and researchers

Van Dalecollege  
Naamsestraat 80 • B-3000 Leuven  
Tel. 016 32 44 00 • Fax 016 32 88 20  
housingservice@dsv.kuleuven.be  
www.kuleuven.be/accommodation

Open  
Weekdays from 2 to 5 pm  
From 1 June until 30 September:  
Weekdays from 9 am to 12 noon  
and from 2 pm to 5 pm

The Housing Service assists international students, both from K.U.Leuven and from the other Leuven institutions, in finding suitable housing. Students who have just arrived should go to this office immediately. The office can provide information about the various types of permanent housing in the private sector and in university residence halls. They will also answer specific questions about rent-related issues such as contracts, legal regulations, fire insurance, security, rental surcharges, etc. Should you have any complaints about your accommodation or a dispute with the landlord, they can also provide assistance and mediation.

## Visiting professors and fellows

Visiting professors, senior fellows and visiting scholars can contact Mrs. Leen Bogaert for suitable accommodation in the residential area of the University Centre 'Groot Begijnhof'.

If the residential area of the Groot Begijnhof is fully booked, these guests will be referred to the private sector.

Mrs. Leen Bogaert  
Groot Begijnhof University Centre  
Groot Begijnhof 94 • B-3000 Leuven  
Tel. 016 32 99 11 • 016 32 94 29  
grootbegijnhof@kuleuven.be  
[www.kuleuven.be/accommodation/student/guest.htm](http://www.kuleuven.be/accommodation/student/guest.htm)

## Regular students, researchers and visiting scholars

### ◆ Temporary housing (guesthousing)

The only preliminary housing arrangement international students can make prior to their arrival is to reserve guesthousing. Since it is not possible to move into permanent lodgings immediately upon arrival it is advisable to arrange guesthousing for a few nights.

The price of a guestroom can vary from a low budget room with basic comfort in the youth hostel or in a university guesthouse, to a more expensive room in a hotel or B&B.

International students should make a reservation in advance themselves!

Information about guesthousing can be found on [www.kuleuven.be/accommodation/guestroom.html](http://www.kuleuven.be/accommodation/guestroom.html)

## Private Accommodation

### ◆ Kotwijs

International students who stay in Leuven for a full academic year can look for housing using Kotwijs, the online address database from the Housing Service, in which they will find a detailed survey of private rental accommodation. Addresses vacant for the new academic year are advertised from 1 June. Throughout the summer period, the programme can be consulted locally in the computer room of the Housing Service for those students that don't have access to internet. You can enter your requirements regarding type of accommodation, facilities, maximum rent, etc., and the system will show a selection of suitable addresses, together with the landlord's details. The database is updated constantly: rented rooms are removed and new ones are added. After performing a search via the address database, it is recommended that you view the rooms as quickly as possible.

### ◆ Student rooms

Single students generally rent a room (or "kot" in Dutch) 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 to 15 m<sup>2</sup>. Bed linen and kitchen utensils are not provided. Each room has a private sink, but showers, toilets and kitchen are shared. Access to the internet (see Kotnet p.98) is widely available in private student accommodation. Rooms are rented per academic year. The rental term starts in September and is concluded for 10, 11 or 12 months. Rooms that become available during the academic year will be rented out for the remainder of the initial rental term. The average rent varies between € 250 and € 270 per

month, including expenses for heating, electricity and water (utilities).

### ◆ 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 to 20 m<sup>2</sup>. Some larger studios may be suitable for couples, but most of them are intended for one person only. International students who wish to bring their partner to Leuven should take into account that the size of a studio for 2 persons must be at least 27 m<sup>2</sup>. The size of the bathroom is not included. The rent ranges from € 400 to € 500 per month for a studio for 1 person and from € 400 to € 600 for a studio for 2 persons. The cost for heating, electricity and water (utilities) is usually not included. The common rental period for a studio is 12 months.

### ◆ Apartments

Apartments are suitable for couples and families. In addition to a kitchen and bathroom, they have a living/dining room and at least one separate bedroom. Furniture is normally not provided. The rental period for an apartment is at least one year. The rental term of apartments provided on the commercial sites is at least 3 years. The rental price of a one-bedroom apartment is generally € 500 to € 700; a two or three bedroom apartment will cost € 750 or more per month. The cost for heating, electricity and water (utilities) is usually not included. International students who wish to bring their family to Leuven should take into account that the surface area of an apartment for 2 persons must be at least 27 m<sup>2</sup> and for 3 persons at least 40 m<sup>2</sup>. The surface area of the bathroom is not included. As

this type of accommodation is not typical student housing, the supply is limited.

### ◆ University Residence Halls

K.U.Leuven reserves a small number of housing units (i.e. rooms for single students, flats and apartments for families) in subsidized university residence halls. Only students from a developing country who hold a modest Belgian scholarship are eligible for these accommodations. Allocation always takes place after the student's arrival in Leuven through the Housing Service. In case no subsidized rooms are available at the moment of arrival, students are referred to the private housing market. For studios and apartments there is always a waiting list. Married students who arrive in Leuven together with their families will not be given priority on the waiting list, but will be referred to the private housing market.

### Exchange Students [Socrates/Erasmus]

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The K.U.Leuven has reserved about 200 of its 1200 non-subsidised university residence rooms to house foreign students taking part in the Erasmus / Socrates exchange programs. These rooms are randomly located amongst rooms for Flemish students or other foreign students and they are spread over 7 residences across the City of Leuven.

Exchange students who do not wish to rent a room in a non-subsidised university residence are referred to the private sector for permanent accommodation. The only housing arrangement these students can make prior to their arrival in Leuven is to reserve guesthousing (see page 27). Once in Leuven,

exchange students are welcome to come to the Housing Service where they will be given information and guided through the procedure to find permanent housing. In order to arrange permanent housing smoothly, it is recommended to come to Leuven approximately 1 week before the beginning of the courses. The room hunt generally takes from a few days to maximum 1 week. Exchange students staying for the entire academic year will be referred to the database of privately rented student housing. Exchange students staying for the first semester will find it difficult to negotiate with landlords, who are seldom prepared to sign a rental contract for less than 10 months. Upon arrival in Leuven, these students will receive a list of rooms being sublet by Belgian students who study abroad or are in training for one semester. The Housing Service also has a separate list of rooms from private landlords who are prepared to rent for a shorter rental period. There is also a list of exchange rooms for the second semester. The list for the first semester is available from the beginning of July and the list for the second semester is available from the beginning of December. As we strongly advise against renting from abroad, it is not possible to apply for these lists from abroad.

### International project houses (see p. 79)

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### Married students

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While single students have the possibility to stay in a guestroom upon arrival, guestroom facilities for families are very limited. For this reason, married students should always plan to arrive in Leuven alone at first and bring

their families to Belgium later, only after suitable permanent accommodation has been found. Students arriving together with their family cannot be given priority on the waiting list for subsidised university apartments, but they will be referred to the private sector.

### Visiting professors and fellows

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Visiting professors and fellows can apply to Ms. Leen Bogaert (grootbegijnhof@kuleuven.be) for suitable accommodation in the residential area of the University Centre 'Groot Begijnhof'. These rental units are fully furnished and adapted to the needs of international visitors whose stay in Leuven does not exceed a period of one year. However, the number of available units in Groot Begijnhof is limited. Since the demand often outstrips the supply, accommodation must be requested in writing, if possible at least three months in advance. Priority is given to international visitors who are appointed as visiting professors by the GEBU (Executive Board), to visitors who have been granted a senior fellowship by the Research Fund, and to visiting fellows under the auspices of a bilateral agreement. Allocation of the available housing units is always based on family size and the specific needs of the applicant. As mentioned above, not all demands can be met. Visitors whose application has been turned down will be referred to the Housing Service for help in finding suitable housing in the private sector. Like regular students, they are strongly advised against signing a rental contract without having inspected the property personally



## KHLeuven

### ◆ Temporary Housing

Upon arrival in Belgium, international students of the KHLeuven are referred to the youth hostel 'De Blauwput', (Martelarenlaan 11 A, B-3010 Kessel-Lo) where they will be accommodated during the Introduction Days (Autumn semester) or the Introduction Week.

### ◆ Regular Students

International students who stay at the KHLeuven for an entire academic year will be referred to the K.U.Leuven Housing Service. The procedure to find permanent housing is the same as for students from K.U.Leuven (see p.29). They can search the Kotwijs online database of private rental student accommodation. The K.U.Leuven has one residence hall, for KHLeuven students only. (STEIL: Kapucijnenvoer 39, B-3000 Leuven, tel. 016 33 67 17). KHLeuven students cannot apply for housing in other K.U.Leuven subsidized residence halls.

### ◆ Exchange Students

Once settled in at their temporary residence, exchange students from the KHLeuven will be accompanied to the housing office for assistance in finding permanent accommodation. Those staying for the entire academic year may consult the online address database of private student rooms and apartments. Those staying for one semester only will be given a list of rooms to be sublet by Belgian students who have gone to study abroad for a single semester.

## GROUP T -International University College Leuven

### ◆ Regular Students

GROUP T provides only a limited number of rooms for foreign students. However, students can turn to the K.U.Leuven Housing Service for information about available rooms, studios and apartments in the private sector (see p. 29). Since it's difficult to find permanent housing in advance, it's advisable to arrive some time before the beginning of the courses and contact GROUP T's International Office for help in arranging temporary accommodation.





### ◆ Visiting Scholars and Professors

The International Office of GROUPT provides visiting scholars and professors with information about the various types of accommodation.

### Lemmensinstituut (Hogeschool voor Wetenschap & Kunst )

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The K.U.Leuven Housing Service (see p. 29) can assist you in finding a student room in Leuven. A list of available student rooms in the neighbourhood of Lemmensinstituut can also be obtained at the reception desk of the school. Since it is not so easy to find permanent housing, it is advisable to arrive some time before the beginning of the courses and contact [international@lemmens.wenk.be](mailto:international@lemmens.wenk.be) (Hilde De Dobbeleer) for help in arranging temporary accommodation. Music practice rooms are available each day from 7:30 am till 10:00 pm (Friday till 5:30 pm).

## 4.2. Practical Information on Renting Student Accommodation

### The Rental Contract

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Legally, every rental agreement has to be written. In practice, anything that has been agreed upon orally will be difficult to prove. It is advisable to use the standard K.U.Leuven rental contract, which is recognisable by the logo of K.U.Leuven. Standard contracts are freely available at the Housing Service. Alterations are possible but are seldom to your advantage and both parties must always sign them. Every rental contract will be valid if both


tenant and landlord sign it. If the landlord insists on his own type of contract, please drop by the Housing Service before you sign it. The housing officers will read it through, translate big parts of the contract and let you know if it is reliable or not. The rental term starts in September and will generally be concluded for 10, 11 or 12 months. Rooms, studios and apartments that become available during the academic year will be rented out for the remainder of the initial rental term. Terminating a rental contract before its expiration date is very difficult.

### The 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. The deposit or its balance will be reimbursed within one month after the end of the agreement, taking into account that the landlord should have the opportunity to draw up the final bill for heating, electricity, etc. before he can return the balance of the deposit. The landlord can charge an extra cost if the keys are not returned in time and/or the room has not been cleaned thoroughly.

### Supplementary expenses

If the cost of heating, electricity, water, etc. is not included in the rent, the contract should clearly state how these costs will be calculated. Many contracts state that the tenants have to pay a monthly advance for the costs, over and above the cost of the rent. At the



end of the agreement, a settlement of the total costs is made, taking into account the advance payments. The calculation of these costs should be submitted to the tenant in a separate, detailed bill. The landlord provides this calculation at the latest within one quarter after the end of the rental period. If each housing unit is equipped with an individual electricity and gas meter, the tenant and the landlord should make a note of the meter reading at the beginning and at the end of the rental term. When the final bill is submitted, tenants are entitled to see the individual invoices for the various costs. Some contracts state that the tenants have to pay a fixed amount for the supplementary expenses. In this case no calculation will be made at the end of the contract. Tenants of apartments and houses normally have an individual contract with the gas, electricity and water companies. In this case they will receive the invoices directly from the company.

### City tax

The city of Leuven levies a local tax on the rental of student accommodation. This tax amounts to € 75 per person (2009-2010). Technically, the tax is levied on the owner, but most landlords stipulate in their contracts that they will recover this sum from the tenant.

### Fire insurance

When you rent a property, you are responsible for damage caused by fire, water, or explosion, except in circumstances beyond one's control (i.e. "force majeure"). You should subscribe to an insurance policy to cover these risks. Whether tenants should take out an individual insurance policy or if they are insured by the policy of the landlord depends on what has been agreed upon in

the rental agreement. Since landlords have insured their building for fire and related risks, electrical and water damage, they usually include an insurance on behalf of the tenant in this policy, which covers the tenant's liability towards the landlord and towards third parties. In the contract the landlord can stipulate that the tenant must pay his/her share in the fire insurance premium.

The tenant's personal belongings, however, will never be covered by the landlord's insurance policy. To insure damage to his/her own property, the tenant needs to subscribe to a separate insurance policy. If the contract does not stipulate that the tenant's liability is insured through the landlord's policy, which is usually the case for tenants of apartments and houses, the tenants need to take out individual insurance to cover the risks of damage both to the landlord's property and to their personal belongings. An individual policy is obviously more expensive, depending on the coverage and the value of the property and furniture insured.

### What to do in case of problems?

Whenever you have difficulties in understanding your contract or any other document related to your rental accommodation, you can seek the advice of the Housing Service for translation and interpretation of the contents. In case of a conflict with the landlord, the Housing Service can help to solve the problem or mediate between the tenant and the landlord. Complaints about the conditions of the property should be reported to the landlord first, so he can undertake action. If the landlord does not respond or reacts insufficiently, students can turn to the Housing Service. If necessary, a housing officer will visit the accommodation to assess the housing situation on site and advise the tenant of what procedure should be followed.

## 4.3. City of Leuven

### Housing and Property Office

Dienst Huisvesting  
Professor Van Overstraetenplein 1  
B-3000 Leuven  
Tel. 016 27 26 60 • Fax 016 27 28 18  
huisvesting@leuven.be  
www.leuven.be

Open office-counter  
Weekdays from 9:00 am to 4:30 pm  
Thursdays from noon to 20.00 pm

If necessary, an appointment can be made outside the office hours. This office supervises the quality of rented properties in Leuven, in close co-operation with the local fire department and the Flemish regional authorities.

The municipal housing office draws up an inventory of unoccupied and dilapidated dwellings and investigates problems with quality and safety in houses and student rooms. The office can summon the fire brigade to check on the fire safety of the student rooms. Landlords can apply to this department to obtain a certificate of conformity (“conformiteitsat-test”), i.e. an official confirmation that their property complies with the legal regulations. Students can turn to this office for information about the legal quality standards imposed by the regional and local authorities. Shortcomings in student houses, however, should be reported to the K.U.Leuven Housing Service in the first instance. Only in cases of serious quality problems, for which the mediation of the Housing Service has proved unsuccessful, an official complaint to the municipal housing office can be considered. In the event of serious shortcomings, the local council can decide to close down the premises and impose a penalty on the landlord.



## 5.1. Health Insurance

All residents of the country, Belgian or otherwise, are required by law to be covered by a health insurance policy. It is also in your own best interests. Without insurance coverage, the cost of medical care can quickly spiral out of control. For instance, a single night's stay in the hospital can cost up to € 400 not including treatment or medicine. A standard health insurance policy will reimburse about 75% of the cost of a doctor's visit, medicine and hospitalization. The information about health insurance is grouped according to the following categories: self-supporting students, students with a scholarship, researchers, visiting professors and visiting scholars. Please turn to the section that applies to your particular situation.

### Self-supporting Students,

#### EEA students and EEA Exchange Students in the LLP/Erasmus programme

Students who are EEA nationals should obtain a so-called European Health Insurance Card (EHIC) proving you already have insurance coverage in your home country. Nationals from Algeria, Tunisia, Turkey, Former Yugoslavia and Australia can also obtain documents under the terms of the agreement between Belgium and their country. Any medical costs you may incur will be reimbursed by a Belgian health-insurance company if you show them the EHIC. This also applies to the cost of drugs and medication: ask for a 704N form at the pharmacist's.

If you have no EHIC, you are required to follow the same procedure as non-EEA students

and take out health-insurance coverage in Belgium.

#### Non-EEA citizens who are self-supporting students (or whose scholarship does not include health insurance)

Self-supporting students, or those with a scholarship that does not include health insurance, should take out a health insurance policy. If you arrive before 1 July, you will have to obtain temporary private health insurance (see below). The cost of private insurance is € 41.15 per month for men and up to € 60.49 per month for women and children. If you arrive after 1 July, you can wait until the start of the university's enrolment period. With your proof of enrolment, you can subscribe to a health insurance policy at the insurance company of your choice. However, it may be useful to know that K.U. Leuven has excellent relations with 'CM - Leuven' (Christelijke Mutualiteit, a major health-insurance company). CM organises information sessions about the affiliation with the Health Insurance Company. See website: [www.cmleuven.be/students](http://www.cmleuven.be/students).

#### ◆ The documents you must submit

- passport,
- Belgian identity card (if you have it already) or annex 15,
- the certificate of "family composition" (which you can obtain at the City Office, see p. 36) if you have family members to be insured,
- bank account number,
- the certificate of enrolment which you will obtain automatically upon enrolment at the K.U.Leuven Registrar's Office (this is not the same as your student card).

The fee consists of a quarterly payment, which entitles you to all benefits from the first day of that quarter. There are four payment periods: from the beginning of October to the end of December, from January to March, from the beginning of April to the end of June and from July until September. During the first quarter of your stay as a student in Belgium you will be eligible for health insurance as a 'student'. For 2010 this costs € 67.74. Once you have received your identity card at the city hall you will be eligible for health insurance as a 'resident'. This means a cost of € 14.85 per quarter.

If your family needs to be insured as well, your partner has to report to the health insurance company in person because she/he must sign the insurance documents personally. She/he can be covered from the moment she/he has a Belgian residence permit or identity card (white card). If a child is born during your stay in Belgium you must report to the health insurance company and submit the birth certificate, which you can obtain at City Office.

## Students with a K.U.Leuven scholarship or grant

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### Scholarships not subject to social security

If you hold a K.U.Leuven scholarship or grant as a pre-doctoral student, master's student, international scholar or specialisation student, it is not subject to Belgian social security contributions. You will be provided with health insurance, usually via the 'CM – Leuven' (a major health-insurance company). The staff of the International Office, International Admissions and Mobility Unit will take care of all the formalities related to the subscription and

the reimbursement procedures. In general, the costs are included in the scholarship and will be paid directly to the health insurance company by the International Admissions and Mobility Unit.

### Doctoral students who hold a K.U.Leuven doctoral scholarship

Doctoral scholarships are subject to partial (for non-EEA citizens) or full (EEA citizens and citizens of the following countries with bilateral agreements with Belgium: Algeria, Australia, Bosnia-Herzegovina, Canada, Chile, Croatia, India, Israel, Japan, F.Y.R. of Macedonia, Montenegro, Morocco, the Philippines, San Marino, Serbia, South-Korea, Tunisia, Turkey, the United States, Uruguay) social security in compliance with Belgian law. This means that in the case of partial social security coverage you are covered for health insurance and job-related accident and illness and you are also entitled to receive child allowance. In the case of full social security coverage, you will also have retirement and unemployment



rights. You are required to take out a health insurance policy, but the choice of insurance company is up to you. The cost amounts to € 14.85 per quarter. If you are a non-EEA citizen, the International Office: International Admissions and Mobility Unit will arrange for your health insurance coverage with a Belgian health insurance company. For non-EEA scholarship holders, the majority of the costs are included in the scholarship and will be paid by the International Admissions and Mobility Unit. If your family needs to be insured as well, your partner has to visit the health insurance company in person because he/she must sign the relevant documents personally. Partners of non-EEA citizens can be covered from the moment they have a Belgian identity card (white card). EEA citizens can obtain coverage immediately.

### Visiting Scholars/Fellows

K.U.Leuven provides an insurance package designed especially for visiting scholars who come to Belgium for a period of three months at most (EEA citizens may come for a maximum of six months). The cost of this package is approximately € 75.00 for three months. Upon enrolment at the International Office: International Admissions and Mobility Unit, visiting scholars receive this policy. It covers accident and medical costs. It does not cover third-party liability or the exercise of the following sports: skiing, mountain climbing, scuba diving, delta gliding, parachuting and hang-gliding. Your family cannot be insured by this policy and will have to obtain private insurance in their home country or in Belgium.

## Researchers

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### Postdoctoral Fellows

Postdoctoral grants are subjected to partial or full social security contributions, in compliance with Belgian law. EEA citizens and citizens of countries with which Belgium has entered into social security agreements are entitled to full coverage. Belgium has bilateral agreements with the following countries: Algeria, Australia, Bosnia and Herzegovina, Canada, Chile, Croatia, Israel, Japan, Macedonia, Montenegro, Morocco, the Philippines, San Marino, Serbia, Tunisia, Turkey, the United States, India, South-Korea and Uruguay. In the case of partial social security coverage, you are covered for health insurance, job-related accident and illness and you are entitled to receive child allowance. In the case of full social security coverage, you will also have retirement and unemployment rights. You are required to affiliate with a Belgian health insurance fund, but the choice of the insurance company is up to you. The cost amounts to € 14.85 per quarter. If your family needs to be insured as well, your partner has to visit the health insurance company in person because he/she must sign the relevant documents personally. Partners of non-EEA citizens can be covered from the moment they have an Attestation of Immatriculation (orange card). EEA citizens can obtain coverage immediately.

### Research Associates

Salaried postdoctoral researchers are subject to full social security contributions. This means they are covered for health insurance, job-related accident and illness, retirement and unemployment benefits. You are required to affiliate with a Belgian health insurance

fund, but the choice of the company is up to you. The cost amounts to € 14.85 per quarter. Per calendar year, a supplementary fee of € 25 per adult must be paid for care insurance ('zorgverzekering', a collective insurance to provide financial assistance to seriously ill patients).

### Self-supporting Researchers

EEA citizens need to obtain a European Health Insurance Card (EHIC) proving coverage in their home country and enabling them to receive reimbursement for medical treatment in Belgium. Non-EEA citizens are advised to take a personal insurance that covers them for medical care during their stay in Belgium; Belgian health insurance coverage is possible but the cost is proportional to your taxable income (income earned anywhere).

## Visiting Professors

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### Visiting professors with a salary

Salaried visiting professors are subject to full social security contributions and have the right to health insurance, job-related accident and illness, retirement and unemployment benefits. You are required to affiliate with a Belgian health insurance fund, but the choice of the insurance company is up to you. The cost amounts to € 14.85 per quarter. Per calendar year a supplementary fee of € 25 per adult must be paid for care insurance ('zorgverzekering', a collective insurance to provide financial assistance to seriously ill patients).

### Special Visiting Professors (unsalaryed)

EEA citizens need to obtain a European Health Insurance Card (EHIC) proving coverage in their home country and enabling them to receive reimbursement for medical treatment in Belgium. Non-EEA citizens are advised to take a personal insurance that covers them for medical care during their stay in Belgium; Belgian health insurance coverage is possible but the cost is proportional to your taxable income (income earned anywhere).

## SIS Card

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When you subscribe to health insurance you will receive a membership card (known as a SIS card), an information booklet and a number of yellow stickers. Please take your SIS card and stickers every time you go to the pharmacy, visit a doctor, go to a hospital or to the health insurance office. You may be asked to show your SIS card or use one of the yellow stickers. As long as you don't have your SIS card you will have to pay the full amount at the pharmacy unless you have received a form which can be used instead of the SIS card. If this is the case, ask for the N704 form for reimbursement so that you can be reimbursed by the health insurance company. If you have to go to hospital and you don't have your SIS card you will get an invoice for the total cost. Don't pay it and take it to the health insurance company. They will provide a corrected invoice.



## Coverage outside Belgium

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Whether or not you have coverage abroad (i.e. outside Belgium) depends on a number of criteria. Just to be sure, you should contact your own health insurance company or get advice from the Social Service for International Students.

## Coverage for parents, siblings and friends

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When coming to Leuven for a visit, your parents, siblings or friends are not covered by your health insurance policy (whether you are a student or K.U.Leuven staff). We would advise your guests to take out a temporary private insurance policy to cover their period of stay in Belgium. The private insurance company, 'Filip Vandeven nv', at Tessenstraat 3, B-3000 Leuven, tel. 016 31 09 70, is a recommended option in this case.

## 5.2. The Health Care System

There are three different levels of health care service in Belgium: General practitioners (GPs), specialists and specialists at a local or an academic hospital.

### General Practitioners (GPs) and Specialists

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If you have a health related problem, it is best to see a general practitioner first rather than going to the hospital immediately. As a student, you could first go to one of the GPs of the Medical Centre for Students (see p. 52). Other GP's are listed on [www.mediwacht.be](http://www.mediwacht.be) under "huisartsen," look for your city in "zoek".

A GP can solve most medical problems. If the GP decides that you should consult a specialist, he/she will refer you to one who is best



qualified to deal with your problem. You can usually reach a GP during office hours and in emergencies even at night. If your regular GP is unavailable when you call, you will be referred to another GP. There are many advantages to consulting a GP first, before seeing a specialist: GPs are easier to reach; there could be a long waiting list to consult a specialist. A GP will keep your medical history on file. This is important since information from previous medical examinations may be relevant to your present condition. It also means that the GP does not need to repeat medical tests or examinations you may already have had. This can save you a lot of money, time and possible discomfort. With certain medical conditions, it is not always clear which specialist is best qualified. On your own, you might have to try several specialists before finding the right one, whereas a GP can quickly diagnose your problem and refer you to the proper specialist.

Hospital emergency services are expensive. If your condition is not immediately life-threatening, you can save a considerable amount of money by consulting a GP instead. If you officially register with one GP - which is called "Globaal Medisch Dossier" or GMD - the Belgian public health insurance rewards you with a higher reimbursement. Ask your GP about this. Most medical doctors speak English, French and Dutch. When discussing your condition, however, please try to make yourself clear, and speak slowly and calmly. For consultation, make an appointment or go to the doctor's office when he/she is available for general consultation. If necessary, the GP will refer you to a specialist in a private practice or a local hospital, or to the K.U. Leuven University Hospitals.

## In Case of Emergency

Life threatening: dial 100 for an ambulance

Semi-urgent: call your own family doctor (working hours) or the after hours family doctor on call (night, weekends and holidays: 070 25 70 25).

Semi-urgent on weekends or holidays: visit the GP on call at  
Dijlemolens • Zwartzusterstraat 16/1 • B-3000 Leuven (9 am – 9 pm), 070 25 70 25 (24h)

## Medical Bills and Reimbursement

If you do not require hospitalisation, 75% of your medical expenses will be reimbursed by your health insurance company. If you have OMNIO status, up to 90% will be reimbursed. For example, for a consultation with a general practitioner, you will be reimbursed €18.61 of the €22.67 that you paid the doctor. In cases of hospitalisation, the hospital will charge you the supplement (the charges not covered by the insurance policy). The main costs are paid directly by the insurance company to the hospital. Fees for convenient extras (e.g. a private room, telephone costs) will never be reimbursed by the insurance company. When buying drugs, reductions amount to 80%. The pharmacist only charges you the uninsured amount upon presentation of your SIS card. In cases of serious medical problems or hospitalisation which threaten your financial situation, you may contact the Social Services for partial or full reimbursement (address p. 50). This does not apply to researchers or visiting professors.

## Pharmacies

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In Belgium, drugs and medicines are only sold in pharmacies (to be recognized by the green cross). In the yellow pages of the phone directory, pharmacies and drugstores are listed under the word "apotheken." They are open every day except Saturday afternoons, Sundays and holidays. When closed, all pharmacies will post in their window a list of after-hours pharmacies ("wachtdienst"). This information is also published in the weekly newspaper *Passe-Partout* (see the section entitled "Apothekers van dienst in Leuven en omliggende") or on the very bottom of [www.leuven.be](http://www.leuven.be).

## Thermometers

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In Belgium we use Celsius thermometers. These are larger than the Fahrenheit ones, and are usually placed in the armpit. Readings from the armpit will be one degree lower than those taken orally. Always tell the doctor which method you have used. The average temperature of a healthy person is 37°C, fever starts at 38,5°C.

## Vaccinations

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Parents are required to vaccinate their babies and young children at regular intervals. In Belgium, this service is organised by "Kind en Gezin" (see p.58). Please contact them if you have children below 3 years of age.

## Addresses for Health Insurance

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### ◆ Christelijke Mutualiteit Leuven (CM)

Leopold-I-straat 34 • B-3000 Leuven  
Tel. 016 31 49 10

### ◆ Neutraal Ziekenfonds. Brabant and Limburg

Vaartstraat 48 (bus 1, 2 &3) • B-3000 Leuven  
Tel. 016 22 35 53

### ◆ Socialistische Mutualiteit

Mechelsestraat 70 • B-3000 Leuven  
Tel. 016 22 57 04

### ◆ Liberale Mutualiteit van Brabant

Vital Decosterstraat 84 • B-3000 Leuven  
Tel. 016 20 61 12

### ◆ Partena Onafhankelijk Ziekenfonds

Naamsestraat 102 • B-3000 Leuven  
Tel. 016 22 78 60

## General Information about Health Insurance

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### ◆ For all students

K.U.Leuven – Social Service  
International Students  
Naamsestraat 80 • B-3000 Leuven  
Tel. 016 32 44 36

◆ For students with a K.U.Leuven scholarship

K.U.Leuven  
International Office-International  
Admissions and Mobility Unit  
Naamsestraat 63 • B-3000 Leuven  
admissions@kuleuven.be; Tel. 016 32 40 04

◆ For postdoctoral Fellows,  
Research Associates, Self-  
supporting Researchers and  
Visiting Professors

K.U.Leuven – HR Department  
Mrs. Annemie Dumoulin  
Parijsstraat 72b • B-3000 Leuven  
hrdepartment@kuleuven.be Tel. 016 32 83 05

◆ Private Insurance

Filip Vandeven nv  
Tessenstraat 3 • B-3000 Leuven  
Tel. 016 31 09 70

## 5.3. Other Types of Insurance

### Third-party Liability Insurance

Subscription to the university policy is only possible for students: K.U.Leuven requires all non-EEA students to subscribe to third-party liability insurance coverage. This policy covers any damages to third parties caused



by the student or one of the student's family members, while not on university property. Your own personal injuries are not covered by this policy; only damage caused to third parties. The policy also covers the costs of legal assistance. For example, if you accidentally scratch a parked car while riding your bicycle, and you are held responsible for the damage, the insurance company will cover the cost of the damage to the car, but not the costs of any damage to your bike, or personal injury you might suffer. Non-EEA students pay about €13 per academic year for this insurance. The only students exempted from this requirement are those who can prove they already have private third-party liability coverage.

Under European legislation, EEA students are not required to have this insurance coverage, but we strongly recommend that you get it nevertheless. Past experience has shown that the costs associated with damage you cause, even in a minor accident, can turn out to be much higher than many students are able to pay. You can subscribe to the policy by paying the supplementary amount of €13 upon enrolment.

The insured party who has his/her normal residence in Belgium will be covered throughout the world. Excluded are: Damage caused by fire and the like originating from a building of which the insured party is at least partly owner, renter or user. This damage is normally covered by a fire insurance policy. The exception only applies to material damage,

- Damage caused to goods of which the insured party is the owner, for example: the insured party damages the sanitary fittings of the building he/she is renting,

- Damage caused by a motor vehicle. This damage is insured by the legal insurance "Burgerlijke Aansprakelijkheid Auto" (Civil Liability Car), Damage caused while under the influence of alcohol or drugs,
- Damage caused while carrying out professional activities.

In case of an accident, please report it to the Social Service for International Students as soon as possible (see. p. 50). This office will file the claim with the relevant insurance company on your behalf and help you in following up your claim. Visiting professors and researchers cannot subscribe to the above mentioned university policy. However we strongly advise that they subscribe to a private third-party liability insurance (for the address, see p. 44).

## Job-Related Accident Insurance

This communal insurance policy covers the entire university community for study-related and job-related accident and illness. This policy also covers you when you are abroad on professional business. Every accident covered by this policy, including accidents abroad, must be reported to the Insurance Office within 48 hours. They will provide you with insurance claim forms and will take care of the claim's settlement.

Insurance Office K.U.Leuven –  
Verzekeringdienst  
Krakenstraat 3 • B-3000 Leuven  
Tel. 016 32 40 96 • Fax 016 32 40 93  
Mr Marc Born

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Wed. 13h - 18h

Thu. 9h - 18h

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Sat. 9h - 18h

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## Sanké Leuven

Brusselsestraat 49

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www.sanke.be

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## 6.1. K.U.Leuven

### Central services

International Office  
 Atrechtcollege  
 Naamsestraat 63 • B-3000 Leuven  
[www.kuleuven.be/international/contact](http://www.kuleuven.be/international/contact)

- International Admissions and Mobility Unit (IAM)  
 Tel. 016 32 40 78 • Fax 016 32 37 73  
[admissions@kuleuven.be](mailto:admissions@kuleuven.be)  
 Open Weekday mornings from 9:00 am to 12:30 pm
- International Policy Unit  
 Tel. 016 32 40 46 • Fax 016 32 40 22  
[www.kuleuven.be/international/index](http://www.kuleuven.be/international/index)
- Development Cooperation Unit  
 Tel. 016 32 40 17 • Fax 016 32 40 22  
[www.kuleuven.be/international/development\\_cooperation/index.html](http://www.kuleuven.be/international/development_cooperation/index.html)



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#### ◆ International Admissions and Mobility Unit

This office is the first point of contact between international students and the K.U.Leuven administration. It is the admissions office for all international applicants as well as for those applying for scholarships awarded in the framework of development cooperation, inter-university staff exchange agreements and research activities. The International Office is in charge of the payment of scholarships and, in exceptional cases, the office can be asked to mediate between students and the Ministry of Internal Affairs in Brussels when problems related to admission and visas arise. The International Office is also in charge of the administration and admission of exchange students in the framework of ERASMUS and other exchange agreements.

#### ◆ Hospitality Programme Orientation Days and Buddy Programme

As part of its job of welcoming students and guests of the university, the International Office holds Orientation Days for new students and scholars, a buddy programme for international guests and cross-cultural communication workshops for K.U.Leuven staff working with international students and scholars. There is a strong collaboration with the International Meeting Centre 'Pangaea' (see p. 50) and the International Contact Club (see p. 78)

[www.kuleuven.be/orientationdays](http://www.kuleuven.be/orientationdays)  
[www.kuleuven.be/english/intercultural/index.html](http://www.kuleuven.be/english/intercultural/index.html)  
[vesta@kuleuven.be](mailto:vesta@kuleuven.be)

### ◆ International Policy Unit

This unit supports K.U.Leuven's University Management in setting priorities for international cooperation and contributes to the development of its international strategy. The unit provides a range of professional services, from advising on funding opportunities to assisting with grant applications and negotiating bilateral agreements.

### ◆ Development Cooperation Unit

K.U.Leuven wishes to cooperate with the South in order to support people-oriented sustainable development. The university's development cooperation is always aiming for a significant added value for both parties involved, for instance through joint research activities. This Unit offers: funding opportunities for projects, Training programmes for students and staff from developing countries and scholarship and funding opportunities.

## Human Resources Department

### ◆ HR Management

This unit is responsible for staff recruitment, HR management, and career management. The HR consultant is your contact person for any HR related question you might have (e.g. with regard to recruitment, evaluation, training, career development, conflict management etc.)

#### HR Management

Sint-Jan Berchmanscollege

Parijsstraat 72b bus 5540

B-3000 Leuven

Tel. 016 32 83 05 • Fax 016 32 83 10

[hrdepartment@kuleuven.be](mailto:hrdepartment@kuleuven.be)

Open

weekdays from 8:00 am until 5:00 pm

### ◆ Payroll

This unit is responsible for the administrative service towards staff and external offices concerning social security contributions, advance tax payment, child benefit, pensions, etc. Your payroll officer is your contact person concerning payment of your salary/grant, drawing up and providing agreements and certificates, the administration of holidays, leave of absence and illness.

## Student Services

Student services encompass a number of different counselling services whose objective is to promote the social, physical, mental and financial well-being of all students. Thanks to the cooperation agreements between Studentenvoorzieningen/ Student Services K.U.Leuven and the non-profit associations (vzw's) providing social services for the institutions of higher education, most of the below services are centrally organised for all Leuven students.

#### Student services

Except where otherwise mentioned, all offices are located at the Van Dalecollege, Naamsestraat 80 • B-3000 Leuven

See also [www.kuleuven.be/studentsservices](http://www.kuleuven.be/studentsservices)

### Housing Service

The Housing Service receives international students and provides them with practical information and assistance in finding temporary and permanent housing. Throughout the academic year international students can turn to this office for help and advice whenever they have questions or problems related to their housing situation.

Housing Service  
(See also Chapter 4: Accommodation)  
Tel. 016 32 44 00 • Fax 016 32 88 20  
housing@dsu.kuleuven.be  
www.kuleuven.be/accommodation

Open  
Weekdays from 2:00 to 5:00 pm  
From 1 June to 30 September:  
Weekdays from 9:00 am to 12:00 noon  
and from 2:00 to 5:00 pm

### Kot culture, mobility and environment advisors

The “kot” culture, mobility and environment advisors try to raise awareness about transportation, the environment and the unique culture of student houses. They will answer any questions about waste prevention and sorting, responsible energy and water use, composting, bus and train travel, bicycle safety, community participation, and many other issues. The advisors do not only provide information, they also promote new projects and experiments in the area of sustainability and ecologically responsible lifestyles, f.ex. the Veggie bag (see p. 84).

Tel. 016 32 93 01 & 02  
Fax 016 32 88 20  
duurzaamheid@dsu.kuleuven.be

Open daily from 1:00 to 4:00 pm

### Pangaea International Meeting Centre

‘Pangaea’ is the name of the original single continent which made up the entire land surface of the earth some 175 million years ago. ‘Pangaea’ is also the name of the international students’ centre at K.U.Leuven. Pangaea is a lively meeting place where international and Belgian students can get together in an informal setting. It has a lounge with a coffee bar and a large assortment of international newspapers and magazines, a recreational room with table tennis facilities, a TV room with DVD equipment, three computers and much more. Pangaea offers a wide range of activities such as concerts, movies, lectures, workshops, trips, and language conversation groups. Membership only costs € 4 for students and includes benefits such as free coffee or tea in the Pangaea lounge and discounts for activities organised by Pangaea. To run the bar, Pangaea is constantly looking for volunteers to help out.

#### Pangaea

Vesaliusstraat 34 • B-3000 Leuven  
Tel. 016 32 33 96 • Fax 016 32 33 90  
Pangaea@dsu.kuleuven.be  
www.kuleuven.be/pangaea

Opening hours:

Coffee Lounge: Monday to Thursday from 12:00 noon to 8:00 pm

On Friday and Saturday from noon to midnight.

Office: Monday from 10:00 am to 12:00 noon and from 2:00 to 5:00 pm

Tuesday and Thursday from 2:00 to 5:00 pm

Friday from 10:00 am to 1:00 pm

## Social Service – International Students

As an international student studying in Leuven, you don't always know where to go with your questions or problems. That is why the social service wants to be a "steppingstone" where you can ask any question of a practical, legal or financial nature. If the answer to your question lies outside their area of competence, they will refer you to the right authority.

It is a general rule that students have to provide sufficient funds for the period they spend here. However, in rare cases, this office can offer temporary financial support to individuals who have run into severe financial difficulties due to unforeseen circumstances. Each case will be examined by the service and the request is then evaluated by the Study Finances Committee. Students who encounter both medical and financial problems can submit a request for repayment of the amount that the health insurance does not cover. A committee consisting of a member of the Social Service and a physician decides on a case-by-case basis.

Social Service  
(See also chapter 5: Insurance and Health Care)  
Tel. 016 32 44 28 • Fax 016 32 84 12  
[www.kuleuven.be/socialservices](http://www.kuleuven.be/socialservices)  
[internationalstudents@dsv.kuleuven.be](mailto:internationalstudents@dsv.kuleuven.be)

Open  
Weekdays from 2:00 pm to 5:00 pm

## Study Advice Service

The Study Advice Service acts as the central information point on study-related matters for both national and international students. You

are welcome throughout your student career: before you enter the university, while you are studying at the university and after you have graduated. The Service offers information about study programmes at K.U.Leuven through brochures and/or internet. You can also visit the office to find out which study programme fits best your particular wishes and goals. If needed, you will be provided with some personal assistance during your search. Several informative events are set up on behalf of the students and the office participates in all the major study fairs. If you are already studying in Leuven you may contact the Study Advice Service when you require personal study guidance. You can sign up for various courses such as Effective Study Methods or work out a study planning system with the help of a counsellor. Before you graduate, you will be advised by the career counselling service, which prepares you for your first steps in the job market. If you are looking for postgraduate study programmes, either in Belgium or abroad, the Study Advice Service is also the place to be. The Centre can guide you through the maze of master's, MBA and LLM programmes.

Study Advice Service  
Tel. 016 32 43 11  
[studyadvice@kuleuven.be](mailto:studyadvice@kuleuven.be)  
[www.kuleuven.be/studyadvice](http://www.kuleuven.be/studyadvice)

Open Monday till Thursday  
from 2:00 pm to 5:00 pm  
or by appointment

## Student Employment Service

Quite a lot of students look for a job to earn some extra money and to gain some experience. The Student Employment Service can provide information concerning employment

possibilities. Job offers are posted on a notice board and are also available online. The type of job ranges from babysitting to translating, data entry, etc. Please keep in mind that many jobs require you to speak Dutch. The Student Employment Service also informs you about the Belgian employment law with its strict regulations regarding employing international students. Students from outside the European Union, Bulgaria and Romania must have a work permit type C if they want to work during the academic year. These students are not allowed to work for more than twenty hours a week. Studying must be their main occupation. During the official school holidays, all students can work without a work permit.

Student Employment Service  
Tel. 016 32 44 34 • Fax 016 32 44 39  
Jobdienst@dsv.kuleuven.be  
www.kuleuven.be/studentemployment  
Jobdatabase: www.kuleuven.be/studentenjob

Open Weekdays from 2:00 to 5:00 pm

## Legal Service

This office provides information and assistance on legal matters: rental contracts, civil law (marriage, insurance), criminal law, etc. It is not common practice to consult the legal service directly. In general, students are referred to the legal service by one of the other services, only by appointment (e.g. the Social Service, Student Employment Service).

Legal service  
Tel. 016 32 44 31 • Fax 016 32 84 12  
juridischdienst@dsv.kuleuven.be

## Medical Centre for Students [\*]

The Medical Centre is staffed by a team of doctors with extensive experience in student-related health issues, such as concentration disorders, stress, contraception, etc. The Centre's daily practice focuses on prevention and information, and on the physical and mental well-being of students in general. Students with problems of a psychological nature can be referred to the Medical Centre's psychiatrists or to the Psychotherapeutic Centre.

Medical Centre for Students  
Tel. 016 32 44 20 • Fax 016 32 44 14  
mcs@dsv.kuleuven.be  
www.kuleuven.be/studentsservices/  
health/medical\_centre.html

Consultations (by appointment):  
Weekdays from 8:30 am to 5:30 pm  
House calls by request  
Night and weekend emergency service:  
016 32 44 20

## Psychotherapeutic Centre [\*]

Students dealing with personal or psychological problems can apply to the Psychotherapeutic Centre for professional help. The therapists and psychiatrists run various therapy and training sessions adapted to the individual needs of the student. English-speaking therapists are available.

Psychotherapeutic Centre  
Tel. 016 32 43 43 • Fax 016 32 43 67  
ptc@dsv.kuleuven.be  
www.kuleuven.be/studentsservices/  
health/psychotherapeutic\_centre.html  
Open from 08:30 am to 5:30 pm

## Ombudsperson for Students

K.U.Leuven has appointed an ombudsperson to deal with certain kinds of unacceptable behaviour (bullying, violence and sexual harassment) within the university community. The duty of the ombudsperson is to assist students who are victims of this type of behaviour. The ideal outcome is to stop the unwanted behaviour without any negative consequences for the victim.

Ombudsperson  
Ms. Marleen Gheldof  
Psychotherapeutic Centre  
Tel. 016 32 43 36 • Fax 016 32 43 43  
[www.kuleuven.be/studentervices/  
health/ombuds.html](http://www.kuleuven.be/studentervices/health/ombuds.html)  
[marleen.gheldof@dsv.kuleuven.be](mailto:marleen.gheldof@dsv.kuleuven.be)

Consultations: Tuesdays from 11 am to 12 noon

(\*)The Medical and Psychotherapeutic Centre are open to students from K.U.Leuven, GROUP T, Lemmens Instituut and Vlerick. Students from KHLeuven are referred to the general practitioners of Leuven (see also chapter IV: Health Care). For psychological counselling and therapy, students should first apply to the student service of their department, which will refer them to GIBS ([www.gibs.be](http://www.gibs.be)) or CPR.

## Alumni Association K.U.Leuven

Alumni Lovanienses coordinates about 30 alumni associations representing the different study programs of K.U.Leuven. These associations aim to consolidate the bond between the alumni and their Alma Mater by

keeping them informed of the developments taking place within our university. An extensive programme of continuing education enables alumni to keep up with advances in their own fields of study. The alumni associations offer a wide range of activities: excursions, reunions, seminars, job counselling, etc. The alumni newsletter, "Campus Insight" and various initiatives stimulate the exchange of research experience and create business opportunities. The alumni office also seeks to trace all the international students who have graduated from K.U.Leuven to include them in the alumni database of the large family of our Alma Mater (see [alumni.kuleuven.be](http://alumni.kuleuven.be)). To establish contact groups of Leuven alumni in various countries and cities around the world and to develop links, exchanges, and friendships between fellow-alumni worldwide, Alumni Lovanienses is looking for local contact persons who can keep them up to date concerning notable events and activities involving K.U.Leuven alumni. Alumni chapters are already active in China (Beijing and Shanghai), Russia (Moskou), Kenya, Canada and in the United States.

Alumni Association K.U.Leuven  
Atrechtcollege • Naamsestraat 63  
Tel. 016 32 40 01 • Fax 016 32 41 90  
[Alumni.Lovanienses@alum.kuleuven.be](mailto:Alumni.Lovanienses@alum.kuleuven.be)  
[www.alumni.kuleuven.be](http://www.alumni.kuleuven.be)

## 6.2. KHLeuven, GROUP T and Lemmensinstituut

The services mentioned above are also open to students from KHLeuven(\*), GROUP T and the Lemmensinstituut. The cooperation agreements between Studentenvoorzienin-

gen K.U.Leuven and the institutions of higher education are coordinated by the following non-profit associations:

Student Service KHLeuven  
Naamsestraat 80 • B-3000 Leuven  
Tel. 016 375 748  
studentenservice@khleuven.be  
www.khleuven.be  
Coordinator: Anne-Mie Meers  
anne-mie.meers@khleuven.be

GROUP T  
Andreas Vesaliusstraat 13  
B-3000 Leuven  
Tel. 016 30 11 23 • Fax 016 30 10 40  
International Officer: Wim Polet  
wim.polet@groupt.be  
internationaloffice@groupt.be  
www.groupt.be

Lemmensinstituut  
SoVo W&K  
Campus Lemmensinstituut  
Herestraat 53 • B-3000 Leuven  
Tel. 016 23 39 67  
sovo@lemmens.wenk.be  
www.lemmens.wenk.be

## 6.3. City of Leuven

The city of Leuven provides a number of social services that students are also welcome to call on for help.

[General Services](#)  
[Welfare Services - Dienst Welzijn](#)

This office provides information concerning organisations in and around Leuven. Disabled persons (officially resident in Leuven) can request application forms related to special benefits (our bus cannot provide transportation for individuals). All inhabitants of Leuven - including students officially resident in Leuven - can request application forms for birth and adoption premiums and assistance in raising a disabled child.

Professor Van Overstraetenplein 1  
B-3000 Leuven  
Tel. 016 27 26 18 • Fax 016 27 28 25  
welzijn@leuven.be • www.leuven.be

Open office-counter  
Weekdays from 9:00 am to 4:30 pm  
Thursdays from 12:00 noon to 8:00 pm  
If necessary, an appointment can be made outside the office hours.

### Youth Info Point (JIP)

JIP informs young people about socio-cultural activities and associations in Leuven (e.g. everything you need to know when organising a party, legal issues affecting young people, time management, etc.). This advice is provided free of charge.

JIP  
Brusselsestraat 61a • B-3000 Leuven  
Tel. 016 24 66 91 • Fax 016 24 66 99  
jip@leuven.be • www.leuven.be/jeugd

Open  
Weekdays from 9:00 to 4:30 pm  
Thursday from 12:00 noon to 8:00 pm



## Youth Counselling Centre (JAC)

JAC informs, advises and counsels young people about the rights of minors, work, studies, sex, drugs, student jobs, etc. This service is free of charge.

### JAC

Redingenstraat 6 • B-3000 Leuven  
Tel. 016 24 10 24 • Fax 016 21 01 02  
jac@cawleuven.be • www.jacleuven.be

## Victim -Support Services Incest and Sexual Violence

Victims of incest and sexual violence can contact this service for confidential information, for a preliminary session, and for further counselling.

Incest and Sexual Violence  
Postbus 168 • B-2100 Deurne  
Tel. 03 664 99 25

## Child Abuse Support Centre Vertrouwenscentrum Kinder mishandeling (VK)

Confidential assistance, guidance and counselling is provided to people or children who are or have been victims of child abuse.

### VK

Justus Lipsiusstraat 71, 3rd Floor  
B-3000 Leuven  
Tel. 016 30 17 30 • Fax 016 30 17 31  
vk.vlaams-brabant@uz.kuleuven.be  
www.kindermishandelingleuven.be

## Battered Women's Shelter Vluchthuis voor Vrouwen

The aim of this shelter is to help prevent domestic violence and support victims. It offers assistance, support and protection to those women and their children who have been or are victims of violence. Anonymity is guaranteed.

### Vluchthuis

Contact: Redingenstraat 6  
B-3000 Leuven  
Tel. 016 20 12 73 • Fax 016 20 27 37  
vluchthuis@cawleuven.be  
www.cawleuven.be

## Health

### Aids & STDs

Anyone with questions about AIDS or any other sexually transmitted diseases – STDs – can call the AIDS & STD hotline. Volunteers are on stand-by to listen and give advice.

### AIDS & STD

Hotline: 078 15 15 15  
info@sensoa.be • www.sensoa.be  
www.condomobiel

Available: Wednesday and Friday from  
2:00 to 8:00 pm Monday, Tuesday and  
Thursday from 2:00 to 10:00 pm  
Saturday from 2:00 to 5:00 pm

## Centre for Relationship and Pregnancy Problems Centrum voor relatievorming en zwangerschapsproblemen

Information about self-help groups dealing with pregnancy and abortion issues (i.e. unwanted pregnancies, teen pregnancies, etc.). There are two hotlines (prenatal diagnosis and unwanted pregnancies) as well as self-support groups for women who have recently experienced an abortion.

cRZ

Kapucijnenvoer 33 • B-3000 Leuven

Tel. 016 33 69 54

Tel. information about unwanted pregnancies: 078 15 30 45 (every day from 6:00 to 10:00 pm)

Tel. information about prenatal diagnosis: 078 15 35 55 (Mondays till Thursdays during office hours)  
info@crz.be • www.crz.be

## Gay and Lesbian Associations

Holebihuis Cavaria

Diestsesteenweg 24 • B-3010 Kesel-Lo

info@cavaria.be

### Driekant/& of

Driekant/& of organise a wide array of activities where gays, lesbians and bisexuals from the Leuven area can meet. “&of” is the youth branch run by and for young people (26 and under). Every first and third Wednesday of the month, from 6:00 to 8:00 pm, a discussion event is planned, including socializing and drinks. For dates, places and times of parties

or events or for more information, visit the websites.

Driekant/& of

Tel. 0472 34 75 09

info@driekant.be • www.driekant.be

info@enof.be • www.enof.be

### Labyrint

Labyrint is an association for lesbians committed to sports and many other activities.

Labyrint

Postbus 1252 • B-3000 Leuven

Mob. 0484 67 31 48

info@labyrint-vzw.be

www.labyrint-vzw.be

### Holebifoon

Call Holebifoon for information about and for homosexuals, lesbians and bisexuals. Every day except holidays from 6:00 to 10:00 pm and every Wednesday from 2:00 to 10:00 pm

Holebifoon

Tel. 09 238 26 26

www.holebifoon.be • www.holebihuis.be

## Legal Advice

### The Local Anti-Discrimination Center

The Anti-Discrimination Center works to prevent and remedy all forms of discrimination in Leuven in housing, employment, education, and public accommodations. through advocacy, litigation, education, outreach, monitoring, and research.

Contact  
Meldpunt Discriminatie  
Professor Van Overstraetenplein 1  
B-3000 Leuven  
Tel. 016 27 26 00 • Fax 016 27 28 25  
meldpunt.discriminatie@leuven.be

Partners: Legal and Victim Assistance Centre  
Centrum voor Algemeen Welzijnswerk (CAW)  
Justitieel Welzijnswerk - Centrum Slachtoffer-  
hulp These offices give advice to anyone who  
has to deal with legal issues, whether as an  
alleged perpetrator, a victim or a relative of  
a perpetrator or victim. The Victim Assistance  
Centre is at the service of victims of crime  
in any form (i.e., robbery, break-in, vandalism,  
rape, etc.). They also offer legal aid to convicts  
in the Leuven jail, including arranging for fam-  
ily visits.

CAW  
Redingenstraat 6 • B-3000 Leuven  
Victim Assistance: Tel. 016 21 01 03  
slachtofferhulp@cawleuven.be  
Legal Assistance: Tel. 016 21 01 05  
jwl@cawleuven.be • www.cawleuven.be  
Open  
Weekdays from 9:00 am to 1:00 pm  
(Victim Assistance)

### Tenants Association Huurdersbond Vlaams-Brabant

This office gives legal advice to tenants of  
rental units and houses.

Eénmeilaan 1 • B-3010 Kessel-Lo  
Tel. 016 25 05 14 • Fax 016 47 45 38  
huurdersbond.vl-br@scarlet.be  
www.huurdersbond.be

Consultation days:  
Tuesday 2:00 to 5:00 pm  
Thursday from 9:00 am to 1:00 pm  
By appointment:  
Monday 0:30 to 2:30 pm and 5:00 to 9:00  
pm; Wednesday noon till 5:00 pm, Friday  
10:00. to 0:00 am and 2:00 to 5:00 p.m

### House of Justice - Justitiehuis

The Leuven Justitiehuis provides free legal  
advice every Tuesday from 4:00 to 6:30 pm,  
Wednesday from 2:30 to 4:00 pm and Thurs-  
day from 9:00 to 11:00 am On Wednesday  
(2:30 to 4:30 pm) and Thursday (10:00 to  
12:00 am) advice is given by telephone.

Justitiehuis  
Bondgenotenlaan 116 bus 3  
B-3000 Leuven  
Tel. 016 30 14 50 • Fax 016 30 14 55  
Tel. 016 30 14 60 (lawyers)  
justitiehuis.leuven@just.fgov.be

### Drugs

#### The Drug-Line

The Drug-Line answers questions about drink-  
ing, drugs and substance abuse. Anonymity  
is guaranteed.

Druglijn  
Tel. 078 15 10 20 • www.druglijn.be

## Het Veerhuis

Het Veerhuis is an easily accessible drug aid centre and helps all those with questions about illegal drug use. The staff is ready to help with individual counselling, self-help groups for people who want to quit, and various other activities and workshops.

Het Veerhuis  
St.-Annastraat 1 • B-3000 Leuven  
Tel. 016 23 65 57 • Fax 016 23 92 62  
[www.siddartha.be/drugverlening.htm](http://www.siddartha.be/drugverlening.htm)  
[veerhuis@skynet.be](mailto:veerhuis@skynet.be)

Open Tuesday from 9:00 am to 12:00 noon  
Thursday from 2:00 to 5:00 pm  
6 offices providing services

## Studying with Children

### Maternity care - De Bakermat

De Bakermat provides home-care services for new mothers, pre-natal or post-natal housecalls, information, and helps with the rental or purchase of child-care material.

Redingenstraat 27 • B-3000 Leuven  
Tel. 016 20 77 40  
[debakermat@bakermat.be](mailto:debakermat@bakermat.be)  
[www.debakermat.be](http://www.debakermat.be)

Open Monday to Friday from 9:00 am to 12:30 pm and by appointment

## Child & Family Kind & Gezin

Kind en Gezin offers a wide range of baby and child care services. Expecting parents, and parents of children up to 6, can get free medical assistance and advice on baby care and feeding. Contact the regional office to ask questions or get the information that you need. You can also make an appointment for a housecall.

Kind & Gezin  
K&G Vlaams-Brabant en Brussel  
Karel Van Lotharingenstraat 4 (third floor)  
B-3000 Leuven  
Tel. 016 21 05 11 • Fax 016 21 05 44  
[secr.vlaamsbrabantenbrussel@kindengezin.be](mailto:secr.vlaamsbrabantenbrussel@kindengezin.be)  
[www.kindengezin.be](http://www.kindengezin.be)

Open every weekday from 8:00 am to 4:30 pm

### Birth and Adoption Premium Welfare services / Dienst Welzijn

New parents officially resident in Leuven (i.e. everyone living here for longer than 3 months) can apply for a birth or adoption premium. When declaring the birth or adoption of a child at Registry Office of births, deaths and marriages (Burgerlijke Stand), an application form will be provided. The amount of the premium depends on the parents' income.

Birth and Adoption Premium  
Welfare services - Dienst Welzijn  
Professor Van Overstraetenplein 1  
B-3000 Leuven  
Tel. 016 27 26 18 • Fax 016 27 28 25  
[welzijn@leuven.be](mailto:welzijn@leuven.be) • [www.leuven.be](http://www.leuven.be)



## Motor- & Autorijschool

Bondgenotenlaan 123  
3000 Leuven  
Tel. 016 22 24 85

# ERASMUS

[www.erasmusrijschool.be](http://www.erasmusrijschool.be)

Moped • Motor • Car • Truck • Bus

Practical and theoretical courses  
Basic training and driving ability training  
Specialist defensive driving

'Opleidingscheques' training centre  
FREE use simulator before the theoretical exam

*ERASMUS: the certain way to safety  
the safe way to certainty*

## Kazak

All East European specialties!



Where? Tervuursestraat 118 in Leuven

What? All products from Eastern

Europe (fresh and dried fish, beer,  
alcohol, wine, borsjtsj, sausages, black  
and red caviar, blini's, ...)

When? Thursday till Sunday from  
11h until 20h

More info? [www.kazak.be](http://www.kazak.be)



## 7.1. K.U.Leuven

K.U.Leuven students are well organised both in their faculties and in student associations and organisations. Student participation is considered very important at the K.U.Leuven. In this chapter, we explain how international students can get involved and play a significant role in these organisations.

### LOKO

LOKO is the umbrella organisation comprising student councils at the faculty level. These councils represent the students of the various faculties and programmes of study. LOKO is the organisation that speaks on behalf of K.U.Leuven students to the academic and civil authorities. Since the past few years, the student Councils of the other Leuven institutes of higher education are also represented.

Through student representation, LOKO contributes in making education more democratic in practice. The student representatives are active in all fields of university life and guarantee that the voice of the students reaches the highest levels of decision making. LOKO has three main objectives: representation, faculty and individual service to students and the organisation of major events (cultural events, sport activities, debates, ...)

#### LOKO

's Meiersstraat 5 • B-3000 Leuven  
Tel. 016 22 31 09 • Fax 016 22 01 03  
loko@loko.be • www.loko.be

#### Open

weekdays from 10:00 am – 6:00 pm

### Student Councils (Studentenkringen)

Some of them have an Erasmus Committee.

#### Alfa (Archaeology)

[www.alfa.student.kuleuven.be](http://www.alfa.student.kuleuven.be)

#### Apollonia (Dental Sciences)

[www.apollonialeuven.tk](http://www.apollonialeuven.tk)

#### Apolloon (Physical Therapy and Kinesiology)

[www.sportkotapolloon.be](http://www.sportkotapolloon.be)

#### Babylon (Linguistics and Literature)

[kringbabylon.be/guest-students](http://kringbabylon.be/guest-students)

#### Bios (Biology)

[www.bios.student.kuleuven.be](http://www.bios.student.kuleuven.be)

#### Canonica (Canon law)

[www.canonica.be](http://www.canonica.be)

#### Chemika (Chemistry)

[www.chemika.be](http://www.chemika.be)

#### Crimen (Criminology)

[www.crimen.be](http://www.crimen.be)

#### Ekonomika (Economics)

[erasmus.ekonomika.be](http://erasmus.ekonomika.be)

#### Eoos (Eastern and Slavic Studies)

[www.eoos.be](http://www.eoos.be)

#### Farma (Pharmaceutical Science)

[www.farmaceutica.be](http://www.farmaceutica.be)

#### Geologische Kring (Geology)

[www.geol.student.kuleuven.be](http://www.geol.student.kuleuven.be)

#### Historia (History)

[www.hist.student.kuleuven.be](http://www.hist.student.kuleuven.be)

#### Katechetika

(Theology and Religious Studies)

[www.kat.student.kuleuven.be](http://www.kat.student.kuleuven.be)



**KULAK (K.U.Leuven Campus Kortrijk)**  
[student.kuleuven-kortrijk.be/portal/](http://student.kuleuven-kortrijk.be/portal/)

**LBK (Bio-Engineering)**  
[www.landbouwkring.be](http://www.landbouwkring.be)

**KLA (Speech Therapy and Audiology)**  
[www.kla.student.kuleuven.be](http://www.kla.student.kuleuven.be)

**Mecenas (Art Studies)**  
[www.mecenas-kul.be](http://www.mecenas-kul.be)

**Medica (Medicine)**  
[www.medica.be](http://www.medica.be)

**Medisoc (Clinical Nursing and Health Care Management)**  
[club.studiant.be/medisoc](http://club.studiant.be/medisoc)

**Merkator (Geography)**  
[www.merk.student.kuleuven.be](http://www.merk.student.kuleuven.be)

**Musicologica (Musicology)**  
[www.musicologica.be](http://www.musicologica.be)

**NFK (Philosophy)**  
[www.nfk.be](http://www.nfk.be)

**Pedagogische Kring (Educational Science)**  
[www.pedagogischekring.be](http://www.pedagogischekring.be)

**Politika (Political and Social Sciences)**  
[www.politika.be](http://www.politika.be)

**Psychologische Kring (Psychology)**  
[www.psychokring.be](http://www.psychokring.be)

**VRG (Law)**  
[www.vrg.be/Praesidium/Erasmus.html](http://www.vrg.be/Praesidium/Erasmus.html)

**VTK (Engineering)**  
[www.vtk.be/international/](http://www.vtk.be/international/)

**Wina (Mathematics, Informatics, Physics)**  
[www.wina.be](http://www.wina.be)

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## These are LOKO's main concerns

### Education

Educational matters are followed up both within the university, and also on the Flemish and the European levels. LOKO sends student representatives to various university bodies including the Academic Council, the Education Council and other working committees.

### Student Life

LOKO aims to help minimize socio-cultural barriers for higher education by keeping an eye on scholarships, Alma- and Acco-prices, accommodation... LOKO offers free legal advice and help if you have problems with the deposit of your student room.

### Faculty Student Councils Co-ordination

Every two weeks, a general meeting is organised by LOKO during which the representatives of the Faculty Student Councils gather and discuss the problems concerning student life. Cross-councils' initiatives, agreements with the town, regulations concerning the organisation of activities, next to a wide range of other issues, are dealt with during the general meetings.

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## LOKO has five subdivisions

### LOKO Sports

LOKO Sports promotes student participation in sports by supporting various projects, providing subsidies for the more expensive sports, running a sports equipment rental

service, and much more. LOKO Sports also holds some well-known annual events, such as the 24-hour relay race (October), the student half marathon (March), and the Leuven International Student Sports Tournament (Erasmuscup).

LOKO Sports  
Tervuursevest 101 • B-3000 Leuven  
Tel. 016 32 91 33 • Fax 016 32 91 99  
sport@loko.be • sport.loko.be

### LOKO Culture

LOKO Culture promotes cultural life among the students in Leuven. They promote different forms of contemporary art. Together with volunteers, they organise Ithaka, an art festival, and an Interfaculty Theatre festival. Movies and concerts are also part of the programme offered by LOKO Culture.



LOKO Culture  
's Meiersstraat 5 • B-3000 Leuven  
Tel. 016 22 31 09 • Fax 016 22 01 03  
Stuk, Naamsestraat 96 • B-3000 Leuven  
Tel. 016 32 03 11  
cultuur@loko.be • cultuur.loko.be

### LOKO International

LOKO International is the branch of LOKO that specifically represents international students. It defends the concerns of international students to the university and the city of Leuven. If you experience difficulties during your stay in Leuven, LOKO International can intermedicate on your behalf.

LOKO International promotes activities of two kinds: first of all, they try to offer newly arrived students a warm welcome by cooperating in the Orientation Days and the Buddy Program. The second kind of activities they concentrate on, are those to promote integration between international and Flemish students. They encourage all initiatives that focus on intercultural contact. LOKO International is also the umbrella organisation for the international student associations of Leuven that work independently to give students from their country or faculty a warm welcome and a home away from home. Such organisations can request subsidies from LOKO for their activities. LOKO International also welcomes and supports international students who would like to start a new association. The LOKO office is located in Home Vesalius, where you also find Pangaea. The LOKO International team is eager to deal with your complaints, questions and suggestions. Feel free to drop by!



Pangaea – Home Vesalius  
Andreas Vesaliusstraat 34  
B-3000 Leuven  
Tel. 016 32 33 95 • Fax 016 32 33 90  
international@loko.be  
international.loko.be

## Veto

Veto is an independent weekly Dutch-language newspaper created by students. Veto reports on student life, university affairs and other topics students are concerned with.

**Veto**  
's Meiersstraat 5 • B-3000 Leuven  
Tel. 016 22 44 38 • Fax 016 22 01 03  
veto@veto.be • www.veto.be

## The Voice

The Voice is an English-language international student newspaper by and for the international student community in Leuven. For all its functions, it relies on volunteers. It is produced monthly and distributed free of charge throughout Leuven. The content of The Voice depends on the topics students want to write about. In this way, The Voice is truly a mouthpiece for the international student community. Since it takes a lot more than just writers to keep this magazine going, The Voice is always looking for people who are interested in layout, photography and grammatical editing. In other words, The Voice needs enthusiast people who are eager to use their imagination. Why not give it a try? Just come and have a look in our office in Vesaliusstraat, next to the LOKO International office or come to our editorial meeting. (Place and time of the meetings are indicated on the website.)

**The Voice**  
Vesaliusstraat 34 • B-3000 Leuven  
Tel. 016 32 33 95  
thevoice@loko.be  
www.thevoiceleuven.be

## International Student Associations

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### Bana Leuven

The main goal of Bana Leuven is to promote the development of Congo. Furthermore, it brings all those interested in Congo together to let them taste the richness of this country in the middle of Africa. To do this, Bana Leuven organises all kinds of activities every year: exhibitions, concerts, debates, fund raising, festivities. Bana Leuven has a very diverse target audience: Congolese, inhabitants of Leuven, students and anybody who is interested in Congo.

www.banaleuven.be  
bana.leuven@gmail.com

### Mosaic / Mozaïek

Mosaic / Mozaïek is a group of students who explore the cultural background and specificities of Egyptians, Lebanese, Palestinians and Syrians. The activities they offer range from movies to cooking, from poetry to dance. Mosaic emphasizes to keep people as the central theme of their organisation.

mosaic\_kul@yahoo.com  
mosaic-kul.webs.com

## The International Muslim Students Association (IMSAL)

IMSAL is an independent students' association with no institutional links with other political or religious bodies. IMSAL was established in 1984 by the Muslim students of the university. Its main office and student mosque are located in Rijschoolstraat 25. A wide range of activities are organized yearly for Muslims and non-Muslims alike, e.g. public lectures about Islam, movies, trips, sports, study circles of Quran, Fiqh (jurisprudence), etc.

[www.imsal.be](http://www.imsal.be)  
contact via website

## Indian Students Association (ISAL)

ISAL is a small non-profit association of Indian students. They come together to share and to



express their unity in diversity of cultures, traditions and faiths. ISAL members gather on the occasion of three major festivals throughout the year: Christmas, Holi and Deepawali.

ISAL also exposes its multicultural richness to non-Indian students, while organizing cultural events and tours etc. Moreover, ISAL provides information to those who wish to study at the K.U. Leuven, or at any other university in Belgium. They also provide guidance concerning 'living in Belgium'.

[www.isal.be](http://www.isal.be)  
[isal@studentenweb.org](mailto:isal@studentenweb.org)

## ROSE vzw

Rose is an independent non-profit organization. Its mission is to support and foster primary education for children from economically disadvantaged rural communities in developing countries. Rose has chosen to meet its mission by improving basic facilities in primary schools. To this end, it is working on well identified and sustainable projects on a first hand basis.

[www.rosevzw.net](http://www.rosevzw.net)  
[rosevzw@gmail.com](mailto:rosevzw@gmail.com)

## Chinese Students and Scholars (CSAL)

The Chinese Students and Scholars Association of Leuven is a non-profit organization dedicated to the goal of promoting social, intellectual and cultural activities for Chinese students and scholars in Leuven. It will also strive to provide opportunities and benefits by facilitating the life and study in Belgium.

[www.csal.be/en](http://www.csal.be/en)  
[csa-leuven@hotmail.com](mailto:csa-leuven@hotmail.com)

### Students' Association of the International Theology Section (SAInTS)

Their aim is to foster fellowship among the Belgian and international students of the faculty of Theology in Leuven. SAInTS emphasizes that, as an organisation, they can enrich their own lives and that of others by entering into contact and by offering a range of social activities. Every Friday they also try to create an informal space in which both international and Flemish students can meet outside the classes and get to know each other. They work close together with Katechetika.

[theo.kuleuven.be/page/saints](http://theo.kuleuven.be/page/saints)  
[leuvensaints@gmail.com](mailto:leuvensaints@gmail.com)

### Turkish Students Association Leuven (TSL)

The Turkish student association promotes the emancipation of Turkish students in Leuven. Their aim is to improve integration of Turkish students in Leuven as well in intercultural meetings. TSL also organises different activities to taste the vast Turkish culture.

[www.tsleuven.be](http://www.tsleuven.be) • [contact@tsleuven.be](mailto:contact@tsleuven.be)

### Vietnamese student organisation (Vinakul)

Vinakul is a student organisation that promotes the integration of Vietnamese students in Leuven. Not only do they help you with getting around in Leuven, they also organise all kinds of typical Vietnamese festivals, like Vietnamese New Year.

[groups.yahoo.com/group/vinakul](http://groups.yahoo.com/group/vinakul)

### Latin American Students Association (ALAS K.U.Leuven)

<http://alaskuleuven.wikispaces.com>

## Other student organisations

### IEEE Student Branch Leuven

The Institute of Electrical and Electronics Engineers Student Branch Leuven is an organization of/for IEEE members that study at the K.U.Leuven. The Student Branch consists mainly of engineering students of the senior years that specialize in electrical engineering, computer science and mechanical engineering and PhD students of these departments. The organisation offers a variety of activities ranging from technical-scientific activities (seminars, company visits, etc.) to cultural activities (beer tasting courses, etc.).

[homes.esat.kuleuven.be/~ieeee\\_sb/nl/main.php](http://homes.esat.kuleuven.be/~ieeee_sb/nl/main.php)  
[ieeee\\_sb@esat.kuleuven.ac.be](mailto:ieeee_sb@esat.kuleuven.ac.be)

### KIB - Association for International Affairs

The Association for International Affairs was founded in 1945 as the "Kring voor Internationale Betrekkingen (KIB)". Their goal is to inform and raise the awareness of university students about international affairs. This society has managed to bring many important speakers to Leuven to give their opinion on international affairs.

[KIB@student.kuleuven.be](mailto:KIB@student.kuleuven.be) • [www.kib.be](http://www.kib.be)

## European Law Students Association – Leuven (ELSA)

The European Law Students Association is an association especially for law students. They organise an introduction course for the political structure in Belgium and organise trips to destinations of special concern to law students.

[law.kuleuven.be/elsa/en/contact](http://law.kuleuven.be/elsa/en/contact)  
[elsa@law.kuleuven.be](mailto:elsa@law.kuleuven.be)

## Leuven Council of the European Union Simulation (Leceus)

The LECEUS project is the Leuven Council of the European Union Simulation. The objective of the project is to hold a yearly three day simulation of the Council of the European Union in Leuven. The simulation aims to bring together a selection of talented young people

from across the Union. The simulation offers its participants a chance to practice their diplomatic skills and to develop a greater insight into the operation of the institutions of the European Union. Furthermore, the simulation aims to be a platform for the exchange of ideas and experiences among young citizens of the Union.

[www.leceus.org](http://www.leceus.org)

## Fakbars

**Capsule Pharmaceutical science**  
Parkstraat 4 • B-3000 Leuven

**Délibéré GROUPT - University College Leuven**  
Tiensestraat 146 • B-3000 Leuven

**Doc's Bar Medicine**  
Brusselsestraat 246 • B-3000 Leuven



**Dulci Economics**

Tiensestraat 77 • B-3000 Leuven

**'t Elixir Engineering**

Tervuursevest 60 • B-3000 Leuven

**Fakbar Letteren Arts Faculty**

Blijde-Inkomststraat 11 • B-3000 Leuven

**Gnorgl Bio-Engineering**

Waversebaan 71 • B-3001 Heverlee

**Huis der Rechten (HdR) Law**

Tiensestraat 53 • B-3000 Leuven

**Pavlov Psychology**

Tiensestraat 51 • B-3000 Leuven

**Politika Kaffee Political and social sciences**

Tiensestraat 55 • B-3000 Leuven

**Sportzak Physical education and physiotherapy**

Tervuursevest 60 • B-3000 Leuven

**Alegria Steil, Didactica (KHLeuven)**

Oude Markt • B-3000 Leuven

**Clockhuys Theology, Chemistry, Geography**

Damiaanplein 5 • B-3000 Leuven

**Cuythoek Soca (KHLeuven), Dentistry, Geology**

Kapucijnenvoer 5 • B-3000 Leuven

**Peylkoker Biology**

Oude Markt 48 • B-3000 Leuven

**The Pocket Diana (KHLeuven)**

Minckelersstraat 76 • B-3000 Leuven

**Weirdo's De Kelten (KHLeuven), Criminology**

Naamsestraat 32 • B-3000 Leuven

## 7.2. KHLeuven – Leuven University College

The student organisations at KHLeuven are structured slightly differently than at K.U.Leuven. There are two sorts: the student councils and the student organisations.

### College Student Council - CSC Overkoepelende StudentenRaad (OSR)

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The student councils voice the students' opinions on educational and social issues to the directors of the school. They propose suggestions for making student life more attractive. Each department at KHLeuven has a student council (Departementale StudentenRaad or DSR), composed of student representatives. First year students are most welcome! The DSR is mainly concerned with issues like education, exams, diversity, student restaurant, equipment of the library and the computer rooms, ... OSR is the umbrella organisation comprising these student councils. OSR sends representatives to the board of directors, the general assembly, the academic council and the interdepartmental study programme committee of the KHLeuven. Via vzw Student Services, OSR is also occupied with social matters. Finally OSR co-operates with the city of Leuven, LOKO and StAL (Student body of council for the Association Leuven).

**OSR**

's Meiersstraat 5 • B-3000 Leuven

info@osrkhleuven.be

www.osrkhleuven.be



## Student organisations

### Overkoepelende Kringraad (OkER)

The student organisations organise various cultural and sporting activities, as well as the occasional party. Each department has its own student organisation. These organisations are coordinated by the umbrella student organisation (OkER or Overkoepelende Kringraad), an organisation that has its office in the same room as OSR. You can keep informed of the activities being planned by reading the notices placed on the departmental bulletin boards. You can also find them on the internet.

#### OkER

's Meiersstraat 5 • B-3000 Leuven  
oker@khleuven.be • www.kringraad.be

#### De Kelten

(Dept. of Business Studies or ECHO)  
www.dekelten.student.khleuven.be

#### Diana

(Dept. of Health and Technology or G&T)  
www.diana.be

#### Didactica

(Dept. of Teacher Training or DLO)  
www.didactica.student.khleuven.be

#### Soca

(Dept. of Social Work of SSH)  
www.soca.student.khleuven.be

#### Steil

(Dept. of Health and Technology or G&T)  
steil.student.khleuven.be

## 7.3. GROUP T - International University College Leuven

### Student Council GROUP T

The Student Council is the students' representative body at GROUP T. Its aim is to promote the interests of GROUP T students and to communicate students' opinions on educational issues to the professors and the management of GROUP T.

Studentenraad Campus Vesalius  
Andreas Vesaliusstraat 13  
B-3000 Leuven  
Tel. 016 30 10 88  
info@studentenraad.be  
www.studentenraad.be

### Industria & Educata

Industria & Educata, the two departmental student unions at GROUP T, organise various student activities during the academic year (sports, culture, entertainment, and more).

#### Industria

industria@group.t.be • www.industria.be

#### Educata

educata@group.t.be • www.educata.be

## 7.4. Lemmensinstituut (Hogeschool voor Wetenschap & Kunst)

### Participatiecommissie

The “Participatiecommissie” includes the student representatives and the student council. The former represents the needs and questions of all our students in several boards and

meetings, such as the Faculty Board, the Academic Board and Social Services. The latter organises parties, sporting activities, cultural affairs and many other creative events.

#### Participatiecommissie

Herestraat 53 • B-3000 Leuven

Tel. 016 23 39 67

[studentenraad@lemmens.wenk.be](mailto:studentenraad@lemmens.wenk.be)

[www.studentenraad.tk](http://www.studentenraad.tk)



## 8.1. K.U.Leuven

K.U.Leuven organises an information session on the educational system during Orientation Days (23 or 24 September) and on 7 December 2010.

Consult [www.kuleuven.be/newsletter](http://www.kuleuven.be/newsletter) for the exact dates.

first 60 credits you earn back will be doubled. If you do not earn back all 60 credits in the first year, this bonus can be carried over to subsequent years.

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

### 1. The learning account

The Flemish Ministry of Education will grant all initial bachelor's or master's students a "learning account," which is based on the credits already used to compose their programmes of studies. Students stake some of their vouchers against each of their study years, with the aim of earning them back. K.U.Leuven only receives funding from the Flemish government for initial bachelor's and master's programme students with sufficient learning accounts.

#### For Whom?

This learning account is a new measure affecting all K.U.Leuven students registered in initial bachelor's and master's programmes. Students in other programmes, such as post-initial master's or doctoral programmes, are not affected by the learning account, but will probably face higher tuition fees.

#### 60 credit bonus

Because the Flemish Ministry of Education recognises that you, as an international student in Leuven, will face unexpected challenges during the transition, you will receive some extra vouchers as a new student – the

#### How does it work?

If you are following an initial bachelor's or master's programme, you receive initial learning accounts totalling 140 credits. At the beginning of the year, the number of credits for which you have registered is subtracted from your learning account – for a year of full-time studies, this is 60 credits. You earn back the credits you pass, and lose those that you fail, even if you pass the year overall. Each subsequent year of full-time studies also costs 60 credits.

#### Your final total

After the final year of your study programme, you receive your successful credits back, but the programme's original 140 credits are subtracted, leaving you with your final total.

Every year, you are given an overview of your learning account: how much you've staked, and how much you've earned or lost, taking bonus credits into account. You can always consult your learning account at the 'Studentenportaal' website (<https://studentenportaal.vlaanderen.be/dho-portaal/start.do>).

#### Does it change everything?

Aiming at helping you identify problems quickly and ensuring timely reorientation, the learning account has been introduced to support your study progress. After all, a bad choice of studies can affect the further

progress of your study career. Nevertheless, the limitations imposed by this system will usually only affect you if you want to do another initial-level programme after your initial master's degree. In other words, to a great extent, this system will permit you to complete your original initial-level programmes comfortably. You should also remember that you have two chances to be examined for every educational unit (course). It's not a disaster if your first year is unsuccessful, but it must remain important in helping you to think about your study choices and conduct in subsequent years.

For an example, consult [www.kuleuven.be/learningaccount/count.html](http://www.kuleuven.be/learningaccount/count.html)

## 2. The Credit Accumulation System

The credit accumulation system or educational model is a new way of structuring and organising the academic offering. Instead of deliberating each academic year, deliberations will only be held at the end of a degree programme. Thus, deliberations concerning one programme year will cease in this structure. However, the programmes will still be composed of various educational stages. A new tolerance regulation will replace the current deliberation criteria. Starting in 2010-2011, the examination schedule will be made available at the beginning of the academic year. New measures will be introduced concerning the monitoring of study progress and limiting the period of study. After each examination period, students will receive clear information concerning the level of their individual results. The criteria for obtaining a degree, including the tolerance regulation, will also be

communicated to the students in a comprehensible manner. All master and master after master programmes can be only achieved by obtaining all the necessary credits. More information on: [www.kuleuven.be/education/creditaccumulationsystem/](http://www.kuleuven.be/education/creditaccumulationsystem/)

### Structured, personal and collective study track guidance

To the greatest possible extent, study track guidance is supported structurally by way of IT tools that have been designed to this end. This structural support includes, among other things, the automatic permission or refusal for a third registration, depending on the cumulative study efficiency.

Furthermore, both explanations for specific student groups and individual guidance for students in exceptional circumstances will remain necessary.

- The reports of the examination results after every examination period and after the final examination period of the academic year (individual survey report) will contain the following elements for the attention of the student
- List of courses with the results obtained for each course, the ECTS-percentile result and the tolerability.
- Result within the overall programme (degree): average result, cumulative study efficiency and study progress.
- Projected study period: extrapolated study period and minimum theoretical study period based on an average of 60 credits per year.
- As is currently the case, students are given the opportunity to discuss their results, their study progress and the

choices relating to their programme with study track guides and to seek their advice. Students with a cumulative study efficiency of lower than 50% are invited to discuss their situation.

### What exactly will change for students who are currently enrolled at the K.U.Leuven?

- All positively completed previous programme years remain obtained. Students will not have to resit courses for which they have been deliberated, even if they obtained 7/20 before 2009-2010.
- Credit results which have already been obtained outside a completed programme year are transferred into the new system.
- Students must decide for themselves if they wish to use tolerance credit for results of 8/20 or 9/20.

### 3. Examination Regulations?

All examinations held at K.U.Leuven are governed by the official examination regulations. The most recent version of the examination regulations is available online. [www.kuleuven.be/onderwijs/aanbod/info/algemeen/e/060403.htm](http://www.kuleuven.be/onderwijs/aanbod/info/algemeen/e/060403.htm).

You are strongly advised to read these regulations carefully, so that you will be aware of your rights and responsibilities at exam time. Important note: in addition to the general examination regulations, some faculties also have additional examination regulations which apply only to examinations in that faculty. Additional examination regulations may not contradict the general K.U.Leuven examination regulations, but they may lay down certain additional requirements. Be sure to check with your faculty or ombudsperson to see whether any supplemental regulations, or exceptions, apply to your programme. In particular the international master's programmes often include supplementary examination regulations.



## The K.U.Leuven and flexibility General Rules (imposed by Act of Parliament)

Exams are graded on a 20 point scale, or – in specific cases – on a pass/fail scale. A student with a score of at least 10/20 (or a passing result) obtains a credit for that course, with the number of ECTS-points associated with the course. It is not common to obtain 18/20 or more, this scale is rather exceptional. The most common marks gained are from 10-14/20 (see the schedule)

Once acquired, a course credit is permanently valid, but after 5 years – if studies are interrupted or if they have not been completed – the curriculum committee can impose an ‘actualisation’ study programme. Students can be exempted from courses based on (a) credits acquired elsewhere (another programme, another institution), and (b) competencies acquired outside a formal learning context (i.e. prior experiential learning).

## Ombudsperson

The ombudsperson is someone who mediates between the students and the examiners. If you encounter problems of any kind during your examinations, do not hesitate to consult the ombudsperson for your programme. They are there to help you. It is no disgrace to talk to the ombudsperson about your uncertainties or expectations. Be sure to make an appointment as early as possible so as to enable any necessary measures to be taken. The name of the ombudsperson and how to contact them will be indicated on the examination schedule. You can also find a list online: [cwisdb.cc.kuleuven.ac.be/exameninfo/ombudsdiensten.ht](http://cwisdb.cc.kuleuven.ac.be/exameninfo/ombudsdiensten.ht)

## Examination Format

The examination is normally administered by the person in charge of the course. The examination schedule will have to indicate if more than one examiner is acting for a single course, or if there are several people in charge of the course and you only have to

K.U.Leuven marks on a scale of 20	Transcript	Frequency	Your answer
18-20	Outstanding	25%	Exceptional, additional analyses
16-17	Very Good		
14-15	Good		Own examples, compare, critics, application
13	Above Average	50%	
12	Average		Structuring answer
11	Satisfactory		Memorizing literally, basic understanding
10	Satisfactory		
8-9	Insufficient	25%	Lack of comprehension
0-7	Very Insufficient		Lack of knowledge
GA	INCOMPLETE		

take an exam with one of them. Exams may be administered by people other than the professors in charge only in cases of lab examinations, seminars etc. The professor is still responsible for the final grade and the professor is the only one who deliberates on the board of examiners.

At the start of every course, professors are required to provide students with detailed information not only about the course content and its objectives, but also about the examination material and evaluation methods, including the relative weighting of any separate parts of the course for which a partial grade might be assigned. If this differs from examination period to examination period, this should also be clarified before the end of the lectures.

The format of the examination, i.e. oral or written, is determined at the beginning of the academic year.

In oral examinations you have the right to a (written) preparation period of at least 20 minutes. In many cases you will be admitted into the same room where the professor is examining other students. You will be handed your questions and will have to prepare while one or more students take their oral exams. This is not at all unusual, so be prepared for this. If there are special circumstances (such as a handicap, etc.) for which you think you would like to request a different examination format, please submit your request before the beginning of the examination period. If you feel uncertain about the objectivity of an examiner during an oral examination, you can ask to have another person (neither a relative, nor someone enrolled in the same programme) sit nearby during the exam. You must submit a request for this at least seven days before the exam.

## Communicating the Examination Results

Examiners are not allowed to give you direct feedback after an examination, so there is no point in asking them. If you think you need to know how you did on certain exams because you feel terribly unsure about continuing, then the ombudsperson can give you a general picture of how you have been doing so far. But even he or she is not allowed to tell you specific grades during the examination session. The overall results will be publicly announced immediately after deliberation by the board of examiners. Your detailed results will be posted electronically. After the examination period is over, you can ask for further explanation from the examiner or from a person that has been specifically appointed for that purpose. If you want to appeal your grades, you can ask to consult your examination papers. This way you can check any comments the examiner has written on your paper.

You are not permitted to request detailed information about things the professor might have written down in a separate document.

## Examination Irregularities, Sanctions and Appeals

If you are suspected of having committed an irregularity during an examination, you have the right to continue that examination. It is up to the board of examiners to decide, afterwards, whether you have indeed committed a serious irregularity. The board may request further comments from you before it makes a decision. The board of examiners decides what sanction, if any, will be applied. Possible sanctions include failing the course or being denied the opportunity to take other examinations for the rest of that academic year. If you believe that an examiner has committed a



procedural irregularity (e.g. failure to indicate what is expected of students, rude behaviour during exams, etc.) it is important to notify the ombudsperson, who can contact the chair of the board of examiners. He will investigate your claim and undertake actions accordingly. If the board of examiners decides to impose a sanction on you, you are entitled to an appeal. More generally, you have the right to appeal any decision made by the board of examiners. Appeals are submitted to the Dean of Students up to five days following the announcement of the disputed examination result. Be sure to observe this period strictly. After consulting all parties involved, the Dean of Students will decide whether a new decision should be made or whether the decision can be upheld. Bear in mind that the ombudsperson can be a very important person for you in these matters. He or she can assist you and guide you through all the procedures. If you are still dissatisfied with the final decision made by the Dean of Student affairs or the outcome of a new decision by the board of examiners, there is always the possibility of taking the matter to court. Procedures exist with the Court of Examination Disputes as well as with normal courts. The Court of Examination Disputes can ask the university to make a new decision. The normal courts can, in principle, only award you damages; they can not overturn the university's decision.

## 8.2. KHLeuven – Leuven University College

Detailed information about objectives, learning content, bibliography, assignments and the type of examination must be communicated to the students by the lecturer of the course unit in the course guide given to the student at the beginning of the academic year.

The student is entitled to two examination opportunities per registration for the course unit. During the examination periods an ombudsperson is on stand-by to help students with any problems that might arise. There are two main examination periods:

### **the first period is split up into two sessions:**

- a) a maximum of 14 calendar days in the second half of January for course units or parts thereof taught in the first semester, and
- b) in June for course units taught in the second semester and/or first semester. In the second half of August and the first half of September, a second examination period is organised. A mark of 10/20 or a pass is validated with a credit certificate for life. The final detailed timetable of the examinations is posted at least 30 days before the start of the examination period, after a provisional draft has been posted for seven calendar days beforehand for consultation and written amendment proposals to the ombudsperson by all involved.

All arrangements for examinations as described above are to be communicated to the students in the study contract given to the student at the beginning of the academic year. The examination regulations are updated annually and can be found at our website via [www.leuvenuniversitycollege/ects](http://www.leuvenuniversitycollege/ects).

### **Ombudsperson**

The ombudsperson is someone who has been appointed to mediate between students and lecturers in cases of dispute. When and where this person is accessible will be posted on the bulletin boards. The ombudsperson fulfils a very important role. He/ she decides whether an examination can be postponed

or not, and mediates in conflicts. If you have problems of any kind during the exams, you can go and talk to him/her. If you do not show up for an exam, without previously notifying the ombudsman, you will be considered illegally absent.

### 8.3. GROUP T – International University College Leuven

Group T uses two systems of evaluation: permanent evaluation and summary evaluation. Permanent evaluation refers to regular evaluation of a student's performance during the academic year. Summary evaluation refers to the evaluation of their performance during the examination periods (January, June, and re-examinations in September). Registered students are automatically registered for the entire examination period. GROUPT students will be provided with the full text of the examination regulations upon registration.

### Ombudsperson

During examinations the ombudspersons ensure good communication between students and staff. If you encounter any problems during the examination periods, make sure you inform the ombudsperson. Students are always welcome to send an e-mail to: [ombuds@group-t.be](mailto:ombuds@group-t.be)

### 8.4. Lemmensinstituut (Hogeschool voor Wetenschap & Kunst)

There are 3 examination periods (January, May/June and August/September). Examination regulations are updated annually. You can consult the examination regulations on Toledo. During examination periods the ombudspersons ensure good communication between students and staff.



## 9.1. Cultural Adjustment and Places to Meet

### Facing a cultural adaptation process

As a new international student or scholar at K.U.Leuven, you will be faced with a multitude of changes, decisions and adjustments; perhaps the most exciting and challenging of these will be your on-going adjustment to life in Belgium. A pattern of cultural adjustment often occurs over a period of several weeks or months. Most of you will spend your first weeks settling in. During this period you may feel excited, eager and happy to be in this country. After a while, however, things may not be as easy as you had expected. You may miss your accustomed ways of dealing with every day life. Speaking and listening to English or Dutch and trying to understand how things are done here may seem to require big efforts. This phase is often referred to as culture shock. You may feel homesick and idealize your life back home. You may become frustrated, angry, anxious and depressed. This is a natural reaction to living in a new culture. Here are a few guidelines to help you cope with it:

First of all, it is important to realize that your reactions are very common. Disconnect from home: do not talk to your family every day, but write them your reports and new experiences from time to time. Stay in touch with your programme coordinator. Talk about your feelings with friends or with a counsellor (see Study Advisory Centre, Medical and Psychotherapeutic Centre, p. 52). Start a journal about your new adventure and include your thoughts and feelings. Last but not least: it is most important to get involved with other students.

### Getting involved with other students

- join the **Orientation Days** on 22-27 September 2010 or in the week starting 7 February, 2010: programme and registration on [www.kuleuven.be/orientationdays](http://www.kuleuven.be/orientationdays) to learn about Leuven, the University and to meet other fellow students.
- ask for a **personal Flemish 'buddy'** to help you find your way in Leuven and in our culture (look at [www.kuleuven.be/orientationdays/buddy](http://www.kuleuven.be/orientationdays/buddy))
- join one of the **International student associations** (see LOKO International p.61)
- contact the Erasmus committee of the Student Council of your Faculty
- become a member of **Pangaea**, the International Meeting Centre ([www.kuleuven.be/pangaea](http://www.kuleuven.be/pangaea)), and join its activities; you can also volunteer at the bar (see p.50)
- participate in the activities of the **International Contact Club (ICC)**, a volunteer organisation where international students and researchers (also the partners of visiting professors) can meet on a regular basis. When you enrol as a foreign post-graduate, post-doc or visiting professor, you, your partner and your whole family automatically become a member of ICC. Membership is completely free. ICC organises trips in Belgium and abroad (Amsterdam, Paris, Lille etc), evening visits and gatherings, language courses etc. Contact [kiki@leuridan.com](mailto:kiki@leuridan.com) or [lina@cer-leuven.be](mailto:lina@cer-leuven.be), [www.kuleuven.be/icc](http://www.kuleuven.be/icc)

Overview: Welcome & Integration on [www.kuleuven.be/english/living.html](http://www.kuleuven.be/english/living.html)

## International Project Houses

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Enrich your stay in Leuven and live with a mixture of cultures. This is possible in the following student houses:

- Loyola International  
Nachbahr House  
[www.kuleuven.be/loyola](http://www.kuleuven.be/loyola)
- J.L. Vives International Residence  
Damiaanplein 9  
contact [www.kuleuven.be/vives](http://www.kuleuven.be/vives)
- Sint-Jan International Community House  
(University Parish) [www.kuleuven.be/up/international/houses.html](http://www.kuleuven.be/up/international/houses.html)
- Dondeynehuis [www.dondeynehuis.be](http://www.dondeynehuis.be).  
At the Dondeyne House, students are encouraged to place their studies in a broad socio-cultural context and to reflect critically on themselves, study and society. They participate in a house-programme, consisting of seminars, activities and a strong community life. It's the most subsidised University Residence and has a 10% international presence.

## 9.2. Money Matters

Branches of the principal Belgian and international banks can be found in all larger Belgian cities. Among the best known Belgian banks are the following: ING, KBC, Dexia, Fortis, Argenta and Citibank. The university does business mainly with Fortis and KBC. Students are encouraged, however, to choose the bank that best suits their needs. Belgian bank accounts can be "current accounts"; "savings accounts" or "term accounts". The first are customarily used for current transactions, payments or transfers; the second are self-explanatory; and the third are interest-bearing accounts fixed for a given period of time, and for which the rate of interest varies according

to the ups and downs of the investments of the bank. Several banks also offer the possibility of opening saving accounts in US dollars. Deposits and withdrawals can be made in US dollar banknotes or checks. Withdrawals in dollars can be made any time.

However, customers must notify the bank in advance and order the amount of dollars that they want to withdraw. Travellers' checks are sold at all banks but also need to be ordered some days in advance. At the end of the calendar year, customers are generally billed for all the services that they have used during the year.

After opening a bank account, customers receive a debit card, which needs to be signed and activated by choosing and confirming a personal "PIN code". The bank personnel will assist customers in this. Holders of a scholarship or grant will most likely have their grants deposited directly into their accounts. The following services are attached to your bank account:

- cash withdrawals, either at one of the branches of the bank or at any ATM machines.
- debit card payments for items purchased in shops or commercial centres.
- forms to transfer money directly from the bank account to somebody else's bank account. This is very useful for paying rent and utility bills such as water,
- electricity, internet and telephone. To be able to make use of this service customers need to go to a branch of their bank in person.
- transfers from any "self-banking" machine of any branch of the bank.
- standing orders with the bank for making regularly recurring payments such as rent, gas, electricity, water or telephone. This is highly recommended since the payments

are made even if customers forget or are away for a period of time.

- Most banks provide Home-Banking possibilities (via internet).

## Payments and account statements

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Payment by bank transfer is a very common method of paying bills in Belgium. The companies will normally indicate on their bills how they prefer to be paid. Payments by credit card such as Visa, Mastercard/Eurocard, American Express, etc. are also common practice. For a small fee to cover postage, Belgian banks will mail daily, weekly or monthly transaction statements for a current account. It is a good idea to make use of this service. An alternative to the daily posting service is the "poste restante", whereby transaction statements are kept at the bank for the customer to pick up. The easiest way of obtaining account statements is to print them out at a "self-banking" terminal.

## Proton: electronic payments for small amounts

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Most Belgian banks in Leuven include a special facility on their debit cards, which is called 'Proton'. Think of 'Proton' as a 21st century electronic coin purse. As the holder of a current account, you will be able to 'load' the 'Proton' chip on your debit card up to a maximum amount of € 125 only and the 'loading' is done in your bank's self-service ATM machine. You can use your debit card's 'Proton' facility to pay (small amounts) in many stores and shops in Leuven that avail of a 'Proton machine'. There are no PIN codes to remember; all you have to do is press the 'OK' but-

ton on the shop's 'Proton machine' and your payment is done. Your bank will surely be able to provide you with more information about 'Proton'.

## 9.3. Schools and Child-Care Services

### The Education System

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Schools in Belgium provide education from nursery school to secondary school at little or no cost, and their academic standards are consistently high. We have several types of education: Community Education (also organised by the City Council and the Province), Catholic Education and the Method Schools (Freinet, Steiner etc.). There are also some private fee-paying schools in Brussels, many of which teach in English, and Jewish schools in Antwerp. International pupils are welcome in the public school system. They can study either in Dutch or in French, depending on the language of the town or district in which the school is located. Most international students enrol their children in a Dutch-speaking school in or around Leuven. The addresses of all schools in Leuven and surroundings can be obtained at the Social Service - International Students (see p. 50). A list can also be found on the website of social service and of the city of Leuven: [www.kuleuven.be/socialservices/information.html](http://www.kuleuven.be/socialservices/information.html) and [www.leuven.be/leuven/onderwijs](http://www.leuven.be/leuven/onderwijs) (see "scholenlijst"). Parents are encouraged to examine the curriculum and visit any of the schools, so that they can explain their interests as well as their child's situation, problems and "post-Belgium" plans. The purpose of such a visit is to enable parents to decide which school offers them the most appropriate education for their chil-

dren. Schools in Leuven can organise special Dutch lessons for children who don't speak Dutch yet (OKAN-classes). For a list of primary schools that organise OKAN-classes.

.....  
contact

Provinciaal Onthaalbureau Leuven  
Ladeuzeplein 17  
Tel. 016 47 43 11  
Onthaalbureau.leuven@vlaamsbrabant.be

There is also one secondary school that organises such classes:

Sint-Albertuscollege Haasrode,  
Geldenaaksebaan 177 • B-3000 Leuven,  
Tel. 016 40 50 60.

## Classification of Schools

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### English Dutch French

#### Age

Type of school / Type school / Niveau d'école

2,5 - 6 Kindergarten or Nursery School  
Kleuterschool  
Jardin d'enfants

6-12 Primary or Elementary School  
Basisschool  
École primaire

12-18 Secondary School providing general, technical or vocational education  
Secundaire school of middelbare school  
École moyenne

From 18 Higher Education  
Hoger onderwijs  
Enseignement supérieure

### University education

Bachelor's – Master's  
Universitair onderwijs  
Enseignement universitaire

### Non-university education

Nursing, teacher training,  
music, technical training

### Bachelor's

Hoger niet-universitair onderwijs  
Enseignement supérieure nonuniversitaire

## School Fees

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Except in private schools, no fees are paid for kindergarten, primary or secondary education, which is subsidised by the government. However, you will receive a monthly bill for various incidental expenses such as trips, swimming, school magazines, drinks, meals and day-care after school hours. For post-secondary education, tuition fees must be paid. The amount of these fees depends on the programme of study. All kindergartens, primary and secondary schools have a five-day school week (Monday to Friday). Note: there is no school on Wednesday afternoons.

## The School Calendar

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Kindergarten: 1 September to 30 June

Primary Schools: 1 September to 30 June

Secondary Schools: 1 September to 30 June

### School Holidays:

One week in early November

Two weeks at Christmas

One week in February or early March

Two weeks at Easter

Two months in the summer period (July and August)  
Higher Education: July to September (varies)

## Playground Activities during school holidays

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### K.U.Leuven

University Sports Centre organizes sports activities for kids as fo 8 years old during two weeks in July and August at the price of € 60 per week.

Universitair Sportcentrum  
Tervuursevest 101 • B-3001 Heverlee  
Tel. 016 32 91 30 • 016 32 91 31  
Fax 016 32 91 95 • [sport@kuleuven.be](mailto:sport@kuleuven.be)  
[www.kuleuven.be/sport/sportkampen.htm](http://www.kuleuven.be/sport/sportkampen.htm)

Or ask the Social Service -  
International Students (see p.50)

### Don Bosco

During the summer holidays, the children of K.U.Leuven international students can join the activities at Don Bosco in Oud-Heverlee and Groene Zone in Heverlee. For more information about organisation, costs and any reductions, you can contact the University Parish, office, Tiensestraat 124 (see p. 114).

[www.kuleuven.be/up/welkom/contact.html](http://www.kuleuven.be/up/welkom/contact.html)

Groene Zone  
Groenveldlaan 42 • B-3001 Heverlee  
Tel. 016 23 61 50  
Contact person:  
Zr. Katelijjn Vandekerckhove  
Don Boscolaan 15 • B-3050 Oud-Heverlee  
Tel. 016 47 91 10 • Fax 016 47 91 11  
Contact person: Piet Stienaers

### City of Leuven playground activities

During the school holidays, children can go to a playground to play with children of their own age from 7:30 am to 6:00 pm in Leuven, Heverlee, Kessel-Lo and Wilsele. They can play in groups oriented towards a specific theme, or they can choose what they want to do. The fee is € 5 a day or € 2.50 for half a day (reductions possible). The "Grabbelpas"- activities (only in Leuven from 7:30 am till 6:00 pm) offer workshops such as handicrafts, sport, culture, daytrips, ... during school holidays. The fee depends on the kind of activity.

Leuven: 4-15 years (Easter and summer)

Heverlee: 3-15 years (Easter and summer)

Kessel-Lo: 3-15 years (only summers)

Wilsele: 3-12 years  
(only summer until Aug.15)

You need to sign up for all these activities at Jeugdcentrum Vleugel F • Brusselsstraat 61a • B-3000 Leuven.

You have to pay a onetime fee of € 5 for a Youth Centre Pass". See you in the holidays!

More information (addresses, prices, programme, etc.) on the website [www.leuven.be/jeugd](http://www.leuven.be/jeugd) or Tel. 016 24 66 90.



## Day-Care Services

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There are a number of day-care centres in the Leuven area. Bear in mind that most day-care centres have a long waiting list, in some cases longer than one year, so you are strongly advised to apply for a place as soon as possible, from the moment that you know you are pregnant. A list of day-care centres in the Leuven area is available at the Social Service - International Students (see p. 50) or at the Kindercentrum Craenendonck (see p 84.).

### K.U.Leuven Day-Care

The following day-care centres welcome children between six weeks and three years of age. The cost depends on your income and includes meals and regular costs. Nappies and bottle formula are not included. The day-care centres provide your child with the daily care and education that he/she requires. Children are placed in small groups. The same person remains in charge of the same children throughout their stay there. Concerns? Please ask the staff. On Wednesday afternoons and during holidays, the Peutertuin welcomes children up to six years of age. The central administration of the K.U.Leuven day-care services is at "Kabouterberg". You can apply for the K.U.Leuven day-care by completing the form on [cwisdb.kuleuven.be/kdv/kdv.pl?lang= E](http://cwisdb.kuleuven.be/kdv/kdv.pl?lang= E)

#### **K.U.Leuven Day-Care Babyhome**

Tervuursevest 105 • B-3001 Heverlee  
Tel. 016 32 92 92  
Open from 7:45 am to 6:15 pm

#### **Peutertuin**

De Croylaan 8 • B-3001 Heverlee  
Tel. 016 32 24 51  
Open from 7:30 am to 6:30 pm

#### **De Villa**

Steengroevenlaan 1 • B-3001 Heverlee  
Tel. 016 23 32 58  
Open from 7:30 am to 6:30 pm

#### **Kabouterberg**

Herestraat 49 • B-3000 Leuven  
Tel. 016 33 08 60  
Open from 6:15 am to 8:15 pm

#### **'t Grootpark**

Groot Park 17, • B-3360 Lovenjoel  
Tel. 016 46 31 12  
Open from 7:00 am to 6:30 p

## Day-Care for Sick Children

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The Day-Care for Sick Children is a service which is available at the "Kabouterberg" day-care. After your child has been examined by a doctor and the necessary documents have been filled out, you can apply for this service by phone or at the reception desk of the "Kabouterberg". A qualified caretaker will come to your house, so you can rest assured that your child will be taken care of while you go to work.

#### **Day-Care for Sick Children - Kabouterberg**

Herestraat 49 • B-3001 Heverlee  
Mrs. Christine Broossens  
Tel. 016 33 08 60

## Day-Care Outside School Hours

When your child starts attending nursery school, he/she will still be welcome in the university day-care centres on Wednesday afternoons and during school holidays. Please note that this service is only available to children who went to the university day-care centres. This will be a good opportunity for your child to meet with his/her old friends again. These 3 to 6-year-olds are looked after by the nursery-school teacher and by extra staff working during the school holidays. Suitable activities (i.e. nature trips, videos, etc.) are organised. Since the staff is only able to care for a limited number of children, you must register in advance.

City of Leuven Day-Care  
Kindercentrum Craenendonck  
Lei 10 • B-3000 Leuven  
craenendonck@leuven.be  
www.leuven.be

Anyone looking for child-care is strongly advised to begin early. Usually, there are long waiting lists. Kindercentrum Craenendonck can help you in your search: they can provide an address list of day-care centres, private individuals who care for children, and facilities for after-school care. Kindercentrum Craenendonck provides the following services, all at the above address:

Regular day-care centre -  
Kinderdagverblijf Craenendonck  
Tel. 016 27 19 10

Open  
Weekdays from 6:30 am to 7:00 pm

The day-care centre receives children from 6 weeks to 3 years of age. They are placed in small groups according to age. The cost depends on the parents' income.

## Day-care in a host family for children under 12

Stedelijke Dienst Opvanggezinnen  
Tel. 016 27 19 11  
Open 8:30 am to 12:00 noon and on  
Thursdays from 5:00 to 7:00 pm

This service helps you to find a place for your child with a host mother or host father. The cost depends on your income.

Limited day-care centre 't Margrietje  
Tel. 016 20 04 79  
Open Weekdays and Saturday (also during  
vacations)  
from 8:00 am to 5:30 pm

't Margrietje offers a flexible solution for children up to 3 years. Children can come for a maximum of 20 hours a week.

Hotline for Sick and Disabled Children  
Tel. 016 20 04 95 • 0475 65 16 72  
Open Weekdays from 7:00 am to 12:00  
noon and from 8:00 to 9:00 pm (except  
Fridays).  
Sundays from 8:00 am to 9:00 pm

If your child is sick and you are unable to stay at home to look after him/her, a caretaker will come to your home to take care of your child.

Maximum 10 hours a day between 7:00 am and 6:30 pm

## SpeelOdroom

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Meeting place for little children (0-3 years) be accompanied by a parent, grandparent, or other: meeting, relaxing, playing, share experiences etc. Open on Tue, Thu, Fri, 9:30 am – 12 noon, first Sat of the month.

Ravenstraat 69  
Tel. 016 74 71 78 • info@speelodroom.org  
www.speelodroom.org

## Babysitting Services

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### Student Employment Office

The Student Employment Office (see also p. 51) can help you find a babysitter-student to take care of your children. Applications should be made a few days in advance.

Student Employment Office  
Naamsestraat 80 • B-3000 Leuven  
Tel. 016 32 44 34,  
jobdienst@dsv.kuleuven.be  
Weekdays from 9:00 am tot 5:00 pm

### Babysitting Services of the "Gezinsbond"

Parents interested in making use of this service may consult the Gezinsbond's database which provides the names of babysitters, as well as the number of hours that they are willing to work. The babysitters have been screened beforehand and they are insured.

The prices are fixed per hour. In addition, you pay a small annual fee to the Gezinsbond. You have to be a member of the Gezinsbond to use this service. When your child is born in Leuven, you automatically become a member of the Gezinsbond for one year free of charge. For information and referral services:

Baplu Lydia, mob. 0497 60 35 10 (Leuven)  
Rita De Mulder, mob. 0494 50 76 93

## 9.4. Language Schools

An overview of most language learning and training possibilities can be found on: [www.kuleuven.be/vesta](http://www.kuleuven.be/vesta)

### Leuven Language Institute Instituut voor Levende Talen (ILT )

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Throughout the academic year, the Leuven Language Institute offers Dutch language courses for beginners to advanced learners. In total, 5 basic levels and 1 proficiency level (60 contact hours) are taught. Each basic level consists of a module of 80 contact hours. These modules are offered in standard mode (6 hours / week) or in intensive mode (12 hours/week). Standard courses take place in the afternoon or in the evening, while intensive courses are held in the morning.

Students registering for the ILT Dutch Language Year will need one academic year in order to achieve the level required for admission to a Dutch-taught study programme at K.U.Leuven. They start at Level 1 (either during the Intensive Dutch Summer Course prior to the start of the academic year, or at the beginning of the academic year in October) and complete Level 5 the following August). The

Intensive Dutch Summer Course runs the entire month of August, with classes held from Monday to Thursday (20 hours a week).

Throughout the academic year, ILT also offers two complementary courses designed for international students in a Master's programme in English at K.U.Leuven who wish to upgrade their English-language skills. The General English course focuses on speaking skills, while the Academic English course aims to improve students' general and academic writing skills. Both courses offer excellent preparation for a successful academic career.

ILT  
Dekenstraat 6 - Box 5302  
B-3000 Leuven  
Tel: 016 32 56 60 • Fax 016 32 56 56  
info@ilt.kuleuven.be • ilt.kuleuven.be

## CLT Language Centre Centrum voor Levende Talen

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The CLT Language Centre organises language courses that mainly take place in the evening. You can study Arabic, Chinese, English, French, German, Modern Greek, Italian, Japanese, Polish, Portuguese, Russian, Spanish, Swedish and Turkish.

CLT  
Dekenstraat 4 • B-3000 Leuven  
Tel: 016 32 56 61 • Fax 016 32 56 95  
secr@clt.kuleuven.be • www.clt.be

## CVO Leuven-Landen

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Offers Dutch for non-Dutch speakers-courses

CVO  
Redingenstraat 90 • B-3000 Leuven  
info@cvoleuven.be

## KHLeuven

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Intensive Dutch courses can be followed in the above mentioned language schools. However, exchange students who come for a shorter period than a trimester or semester can also follow intensive Dutch courses at the KHLeuven itself. The self-study language learning packages as mentioned below are available in the libraries of the KHLeuven too.

## GROUP T – International University College Leuven

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### ACE-GROUP T

ACE-GROUP T is the language division of GROUP T and organises a wide selection of language courses with a strong focus on communication skills. You can study Dutch as a Foreign Language, Spanish, English, French, Italian, German, Chinese and Thai.

ACE-GROUP T  
Andreas Vesaliusstraat 13 • B-3000 Leuven  
Tel. 016 30 10 30 • Fax 016 30 10 40  
acelanguages@group.t.be  
www.group.t.be

## Dutch as a Second Language

The objective is not to teach “academic” Dutch, but rather real-life, everyday Dutch. There are courses at elementary, intermediate and at advanced level. Beginners can start at their own pace: either in a one-year weekly course, or in an intensive course with classes twice or more a week. There are several starting dates to choose from.

## English Excellence

English Excellence is the English-language support programme especially for GROUP T students. The workshops are geared towards developing speaking and listening skills so that you feel confident in speaking English whenever required, be it in an academic, professional or social context. At the end of the course you can take part in the TOEIC test (Test of English for International Communication), which will provide you with an internationally recognised certificate.

## Other Language Courses

GROUP T also offers courses at elementary level in Chinese, German and Thai, courses at elementary and intermediate level in Italian, French and Spanish, and courses at elementary to advanced level in English.

## Lemmensinstituut (Hogeschool voor Wetenschap & Kunst)

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Intensive language courses can be followed in the language schools (see p. 85)

## Self-Study Packages (CD-Roms and Videos)

### Vanzelfsprekend & Niet Vanzelfsprekend

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‘Vanzelfsprekend’ is a multimedia self-study course for adult learners of Dutch. Adults with a basic knowledge of English who have access to a VCR and a cassette recorder or CD player can learn Dutch at their own speed. Short and lively units cover the 2,000 most frequent words used in Dutch, the basic grammar and the essential functions of this language. ‘Vanzelfsprekend’ has been designed to lead the student to a lower intermediate level. Non-Dutch speaking international students and researchers are strongly encouraged to start this course in their country of residence as a preparation for coming to Leuven. The materials package contains: textbook, workbook, glossary, video cassettes and audio cassettes / CD’s. The price of the total package is € 175. It can be ordered from Acco (see p.89 in this chapter). The sequel to this course, ‘Niet Vanzelfsprekend’, has recently been published. It is aimed at people with a basic knowledge of Dutch, and leads the student to an intermediate level. The course package contains a textbook, a workbook, a video and a CD and uses a lot of “authentic” material, such as radio and television fragments, excerpts from newspapers and magazines. Every chapter deals with a theme relevant to language learners of this level: money matters, work, studies, travel and culture. As regards language content, the course builds on ‘Vanzelfsprekend’, but students who took a different elementary course can also use it.

Vanzelfsprekend tekstboek:  
ISBN 90-334-3556-X, price: € 37.10  
Vanzelfsprekend werkboek:  
ISBN 90-334-3557-8, price: € 31.25  
woordenlijst:  
ISBN 90-334-3558-6, price: € 9.80  
Cd's, price: € 32.00  
2 videocassettes, price: € 53.30  
Niet Vanzelfsprekend tekstboek:  
ISBN 90-334-5429-7, price: € 45  
Niet Vanzelfsprekend werkboek:  
ISBN 90-334-5430-0, price: € 24.50  
Cd's, price: € 26.50  
video, price: € 26.50  
www.acco.be

## Go Dutch! A Language Course on CD-ROM

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The Go Dutch! course focuses more on the grammar and vocabulary needed to learn to speak fluent Dutch in everyday situations quickly. This course is primarily intended for students who have completed higher education. The explanatory texts are all in English. Go Dutch! is available from most bookshops and online booksellers in Belgium and the Netherlands.

.....  
Go Dutch: ISBN 90 6283 3594, price: € 30  
www.coutinho.nl (order via de website)

## 9.5. Shopping in Leuven

Most supermarkets and shops are open every day except Sunday. Some will have a closing weekday. There are a few supermarkets that do open on Sunday. Bakeries are usually open

on Sundays and holidays. Many Night Shops open after 6 pm until late at night. The most shops can you find in the neighbourhood of the Bondgenotenlaan, Diestsestraat, Tiensestraat, Naamsestraat and Brusselsestraat.

### Markets

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#### Wednesday afternoon from 3:00 pm

A. de Becker-Remyplein (Kessel-Lo)

#### Friday-morning

Mgr. Ladeuzeplein (food and goods),  
H. Hooverplein (food),  
Brusselsestraat (flowers)

#### Saturday

Flee-market on M. de Layensplein and  
Mechelsestraat  
Vegetables, cheese, etc. on Brusselsestraat

#### Sunday morning

At Heverlee station (food and goods)  
(Naamsesteenweg, Waversebaan)

### Second hand shops

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SPIT IJzermolenstraat 10-12 (see p.92)

**Rawette** (only clothing)

Parijsstraat 53A

**Vintage 'Hippo'**

Parijsstraat 27

**Cyaankali** (only clothing),

Diestsestraat 217

**'t Pand** (children's clothing and needs),

Tiensestraat 260

**Barboleta 'Vintage'**

Alfons Smetsplein 8

**De Kapstok** (cheap clothing)

Mechelsestraat 32

## Veggie Bag

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- Local: healthy, fresh, local, global, seasonal organic fruits and vegetables, everything is packed in sustainable wrapping, local: Few food-kilometres since the fruits and vegetables are grown locally
- Fair: You only pay for the production costs and the earnings of the producer, not the middle-men
- Social economy: The surprise package is produced and assembled by De Wikke, the organic-farming project of Wonen en Werken (Living and Working).

4 choices:

- An individual student package of vegetables and fruit € 5
- A package of fruit € 5
- A small package of vegetables € 5
- A large package of vegetables € 10

You order, pay for, and collect your veggie bag(s) at the pick-up spot of your choice during the times provided.

More information on [www.kuleuven.be/studentservices/advisors\\_residential/veggiebag.html](http://www.kuleuven.be/studentservices/advisors_residential/veggiebag.html)

## ACCO

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The purpose of the “Academic Cooperative” (ACCO) has never changed: offering syllabuses and textbooks at reasonable prices. Currently ACCO edits more than 1000 different manuals, all in close collaboration with university and college teachers. Besides these manuals, ACCO’s bookshops offer a wide assortment of required and recommended reading material, scientific literature, computer supplies, stationery, novels, etc. You can

also buy a share in ACCO, a onetime investment of € 31,00 from which you will profit for the rest of your life. As a shareholder you are entitled to a 25% discount on ACCO-syllabuses, 15% on books edited by ACCO and office supplies. On top of this, members also benefit from special promotional actions. As an ACCO shareholder, you also receive a discount when ordering various printing jobs from our digital printing service (Rijweg 173, 3020 Herent).

Acco Leuven: Book and stationery shop  
Maria-Theresiastraat 2-4 • B-3000 Leuven  
Tel. 016 29 11 00 • Fax 016 20 73 89  
[www.acco.be](http://www.acco.be)  
[boekhandel@acco.be](mailto:boekhandel@acco.be)  
[kantoorhandel@acco.be](mailto:kantoorhandel@acco.be)

Open  
Weekdays: 9:00 am - 6:00 pm  
Saturday: 10:00 am - 5:00 pm

Acco Heverlee: Campus shop  
Celestijnenlaan 200P • B-3001 Heverlee  
Tel. 016 32 78 70 • Fax 016 32 78 71  
email campus shop:  
[acco.heverlee@acco.be](mailto:acco.heverlee@acco.be)  
email print shop:  
[digitale.drukkerij@acco.be](mailto:digitale.drukkerij@acco.be)

Open weekdays: 09:00 am - 6:00 pm



## 9.6. Laundrettes, laundries and dry cleaning in Leuven

- Strea Net, Tervuursesteenweg 187
- Atomic, Brusselsestraat 214 bus 7
- De Lelie, Maria Van Belstraat 7
- De Gouden Draad, Tiensestraat 204
- Quick Shop, Diestsestraat 224
- Tapolino, Slachthuislaan 1
- Wassalons het Poederke  
A. Vesaliusstraat 16
- De Washoek, Tervuursevest 12
- Caro Cleaning  
Diestsesteenweg 301, Kessel-Lo
- Nieuwkuis Katleen  
Tervuursesteenweg 185, Heverlee

For prices and 'how to use a washing machine', see brochure 'Housekeeping tips', [www.kuleuven.be/socialservices/pdf/housekeepingtips.pdf](http://www.kuleuven.be/socialservices/pdf/housekeepingtips.pdf)

## 9.7. Dining

The university student restaurants, better known as lma, serve dishes priced between € 2.60 and € 4.90. Everyday, Alma offers at least one vegetarian meal, as well as a wide choice of warm and cold dishes and a variety of sandwiches. In addition to the student restaurants, there are also cafes and restaurants that serve student menus that range from € 5 to € 9. Pizzas, pastas and salads are delicious and affordable in many places. "Broodjes" (i.e. sandwiches), pitas and Belgian fries are also very popular. Leuven has a lot of cafes and pubs. The "Oude Markt" is a famous area for a night out. You will pay about € 1.80 for a drink in a café - cola, water or beer. The most inexpensive cafes, however, are those run by the student councils, the so-called "fakbars",

where you can expect to pay € 1 per drink (see also p. 67).

### Alma

[www.alma.be](http://www.alma.be)

<b>ALMA 1</b>	Tiensestraat 115 B-3000 Leuven
<b>ALMA 2</b>	Van Evenstraat 2c B-3000 Leuven
<b>ALMA 3</b>	Studentenwijk Arenberg Groenveldlaan 3 B-3001 Heverlee
<b>Pauscollege</b>	Hogeschoolplein 3 B-3000 Leuven
<b>Gasthuisberg Hospital Onderwijs &amp; Navorsing</b>	Herestraat 49 B-3001 Heverlee
<b>De Moete</b>	Celestijnenlaan 200 P B-3001 Heverlee
<b>De Spuye</b>	Tervuursevest 101 B-3001 Heverlee
<b>Het Academisch Kwartier</b>	Tiensestraat 41 B-3000 Leuven

## 9.8. Environment

The educational and civic authorities are fully committed to sustainable development and the creation of an environmentally friendly city. They encourage citizens and students to reduce their garbage production, to sort their garbage properly, to use energy in a responsible and sustainable way and to adopt sustainable transportation. Residential culture, mobility and Environment advisers (see also p. 49 Student Services)

Van Dalecollege • Naamsestraat 80  
B-3000 Leuven  
Tel. 016 32 93 01 and 02  
Fax 016 32 44 07  
duurzaamheid@dsv.kuleuven.be

The advisers provide information and raise awareness about studying in a sustainable manner. They have the know-how to help you with waste prevention and selection, responsible energy and water use, and various kinds of initiatives (e.g. “kot composting”, “veggie bag”, etc. If this all sounds rather strange, do come by and ask us what it’s all about). See also the brochure “Housekeeping Tips” on [www.kuleuven.be/english/living](http://www.kuleuven.be/english/living).



## Waste Prevention, Selection and Reduction

In Leuven, garbage needs to be sorted. The more you produce, the more expensive brown bags you will need. You can reduce your garbage by buying products with less packaging, by using glass instead of plastic bottles, etc. Be aware that all garbage needs to be put in front of the house or residence on collection mornings between 6:00 and 7:00 am according to the special waste collection calendar provided by the City of Leuven. This overview explains the different kinds of waste, and how they are collected.

### Paper and cardboard

Paper and cardboard are collected separately from other garbage. You can include all kinds of paper, as long as it’s clean and has no plastic attached to it. All paper needs to be tied up with string or twine.

### Glass

Glass should be taken to one of the big glass containers located throughout the city. Light bulbs or flat glass (for instance from a window) are NOT allowed! Always rinse out glass bottles. Coloured glass usually goes in a separate container from clear glass.

### KGA (Small dangerous waste)

Most students have quite a lot of stuff that is dangerous if it is dumped or burned since it might pollute the air and soil. Used batteries can be deposited in the green boxes provided in supermarkets. Expired or unused medication has to be taken to the pharmacist but please remove the paper from the box. There

are also collections of small dangerous waste such as leftover cleaning products, used cooking oil, cosmetics, writing materials, etc, by the Leuven 'chemobiel'. Dates and places are indicated on the waste collection calendar in red.

### GFT (Kitchen and garden waste - green bag)

Vegetables, fruit and garden waste belong in the green bag. Coffee filters, teabags and eggshells are also allowed. Please do not put anything else in the green bag! In a number of residences and houses little green buckets are used instead of bags. The most environmentally friendly way to get rid of your green waste is to start composting.

### PMD (Plastic, Metal and Drink cartons - blue bag)

There is a lot of confusion about what you can and cannot put in the blue bag. It is very important that you know what belongs in the blue bag, since they will not be picked up if they contain the wrong things. Always allowed: washed "tetra packs", plastic bottles, metal cans, aluminium tins and trays (from lasagna for instance). Never allowed: butter tubs, yoghurt cups, plastic bags, plastic objects, aluminium foil, badly rinsed tetra packs.

### Everything else (brown bag)

All the household garbage not mentioned above belongs in the brown bag.

Large objects like furniture are collected six times a year. You have to put a special sticker on it that can be purchased at the "Stadswinkel" (see below). If the furniture is still functional, or if you want to get rid of an electronic

appliance, contact Spit (see p 92). You can find all the information on the free 'waste collection calendar', which outlines the garbage pick-up schedule. The environment advisers also provide an English translation on [www.kuleuven.be/studenten/adviseurs\\_residentiel/environment.html](http://www.kuleuven.be/studenten/adviseurs_residentiel/environment.html)

### Where to buy garbage bags and stickers

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City Office - Stadskantoor  
Professor Van Overstraetenplein 1  
(next to the Railway Station)

Open Monday, Tuesday, Wednesday and Friday from 9:00 am to 16:30 pm  
Thursday from 12:00 pm to 8:00 pm

You can also find garbage bags in most supermarkets, except in Aldi.

### Responsible energy use

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We encourage everyone to consume energy and water in a sustainable way. Here are some tips that you can put into practice in your university residence or student house:

- Turn off the lights when you are the last person to leave a room.
- Turn off the screen of your computer if you are not working on it for more than ten minutes.
- Put a lid on your pot or pan (60 to 70% less energy used), and turn off the heat a bit before you finish cooking.
- The ideal temperature for your refrigerator is 6°C; try to avoid a layer of ice in the

freezer. If you open your window, turn off the heat (but do not forget to put it on minimum when it freezes).

- Do not leave any towels or clothing on the central heating.
- Do not wash your dishes under running water.
- Report leaking taps to the landlord.
- Copy and print on both sides of your printing paper.

Realising that you can reduce consumption without reducing comfort is already a good start. Do you have suggestions or ideas for energy-saving measures in your room, your student house (kot) or residence?

Contact [duurzaamheid@dsv.kuleuven.be](mailto:duurzaamheid@dsv.kuleuven.be)

### SPIT (second-hand shop)

Spit is a centre that recycles household items. You can bring them your old furniture, electric appliances, bicycles, clothes, etc. All items should be in a condition that allows them to be re-used. Spit personnel can even pick up articles from your house. After repairs are carried out, these items are sold in Spit's shop.

Second Hand Shop (Kringloopwinkel)  
IJzermolenstraat 10-12 • B-3001 Heverlee  
Tel. 016 65 29 35 • Fax 016 65 26 81  
[info@spit.be](mailto:info@spit.be) • [www.spit.be](http://www.spit.be)  
Open Monday to Friday from 10:00 am  
to 6:00 pm Saturday from 10:00 am to  
5:00 pm

Collection Centre where you can take  
your used household items:  
Ijzerenmolenstraat 4 • B-3001 Heverlee  
Tel. 016 26 09 21  
Open Monday to Saturday from 8:30 am  
to 5:00 pm

You can also ask Spit to pick up second hand stuff at your house (for free). Furniture, sofa's, fridges... If they are still usefull and you want to get rid of them, Call 016 26 09 21

## 9.9. Transportation

In recent years, the city authorities have been trying to encourage bicycles and public transport and reduce automobile traffic. The mobility advisers can provide you with all the information you need about travelling by bicycle, public transport and the best way of getting from A to B. The Housing Service has handy bike and bus maps of Leuven. If you have complaints, suggestions or questions concerning the use of bicycles, don't hesitate to let them know. [www.kuleuven.be/transportation](http://www.kuleuven.be/transportation)

### Bicycles

Cycling is healthy, inexpensive and cool. Furthermore, in a city like Leuven it is often the quickest way to get from one place to another. Cyclists are very welcome in Leuven, but need to know the traffic rules. Consult: [www.kuleuven.be/transportation/pdf/guide-forcycling.pdf](http://www.kuleuven.be/transportation/pdf/guide-forcycling.pdf)

### VELO (v.z.w.)

VELO is a non-profit organisation that promotes the bicycle as an ecological means of transportation in the city by recycling, renting and repairing bikes. VELO offers a bike rental and repair service for students and is organised as a training and employment project in the social economy.

Hollestraat 1 • B-3001 Heverlee  
Tel. 016 29 87 40  
info@velo.be • www.velo.be

#### Open

Weekdays from 09:00 am to 6:00 pm

Friday: from 09:00 am to 4:00 pm

Repair service next to the Railway station  
in the bike park

Weekdays from 7:00 am till 7:00 pm

and from 1 April until 15 October also on

Saturdays from 8.30 am till 5:00 pm.

## Bicycle Rental and Repair

You can rent a safe, fully equipped and registered second-hand bike with a solid lock at VELO. A rental contract will be drawn up (please bring your passport, student card and bank account number) and you need to pay the rental price plus a deposit. Students can also come by to repair their own bikes at the bike repair shop or have their bikes repaired for a small price. At VELO you can also report bike theft and have your bike registered (engraving + bike ID). GROUP T – University College Leuven and KHLeuven provide safe, fully equipped and engraved second-hand bicycles at no cost to their students. You only have to pay a deposit of € 50 which is refunded when you return the bicycle.

## ◇ Some Bicycle Shops

A-Bikes, Gemeentestraat 37 • Kessel-Lo  
Huis Boydens • Diestsestraat 205  
Rijwielen Cadans • Naamsestraat 123  
Rijwielen Hugo Jacobs • Diestsestraat 192  
Fietsen Koen  
Martelarenlaan 201 • Kessel-Lo  
Fietsen Niclaes  
Naamsesteenweg 76 • Heverlee



## Bicycle Safety

Every year the local police, together with the K.U.Leuven and the city services, campaign to increase bike safety in Leuven. Spot checks for bicycle ownership are held on a regular basis. A police patrol can stop you anywhere at any time. In the worst-case scenario you will get a fine if the bike you are riding has been reported as stolen. The most important pieces of advice to prevent fines and bicycle theft are these: do not steal a bike lock your bike properly register your bike report theft always use a light on your bike be aware of one-way roads

## Global Action Plan Cyclists

The Leuven Police has developed a global action plan for cyclists with four priorities: driving without lights when this is obligatory, ignoring a red light (one also has to stop when turning right!), driving in the wrong direction and not giving way. These four priorities were established on the basis of the accident statistics of the past few years. During the academic year, traffic surveillances will be held which will focus on the movement summary offences by cyclists. If you want more info on how to prevent expensive fines check out the website: [www.kuleuven.be/transportation/pdf/guideforcycling.pdf](http://www.kuleuven.be/transportation/pdf/guideforcycling.pdf). It has all the information about the Belgian Highway Code specified for cycling, with lots of pictures of traffic situations in Leuven.

## Bicycle Theft and the Bicycle Office Fietsendienst

Bicycle theft is very common in Leuven. A good lock to secure your bicycle is very important and always recommended. In Leuven you can get your bicycle engraved with an ID

number. This is no guarantee against theft, but it helps to prevent it. For free engraving, go to the bicycle office of the local police on Wednesdays from 1:00 to 3:30 pm and on Thursdays from 5:00 to 7:30 pm. During the yearly engraving campaign in October at Alma, this office will not provide that service.

### Fietsendienst

Mechelsestraat 162-168 • B-3000 Leuven  
Tel. 016 21 09 90 • [www.leuven.be](http://www.leuven.be)

Open Monday, Tuesday and Wednesday  
from 1:00 pm. to 4:00 pm  
Thursday from 5:00 m to 9:00 pm  
Friday from 10:00 am to 3:00 pm  
Saturday from 8:00 am to 12:00 noon

## Practical Tips

Rent a safe, fully equipped and registered second-hand bicycle To prevent theft, get a solid lock To prevent accidents and fines, respect the rights of pedestrians and the local traffic rules If your bicycle is stolen, please report it. Bicycle theft report forms can be found in the offices of VELO, DE WAAG, Pangaea, your faculty secretariat or the secretariat of your Institute of Higher Education, as well as at the police office. By reporting theft, you are supplying the police with the information they need to recover your bike and to locate you if they find your bike.

## Bus

### De Lijn (Flemish Bus Company) Using the student bus pass

Students can take advantage of the student bus pass, a project financed by the city and the Institutions of Higher Education of Leuven. This pass enables you to use the regular bus lines within the Leuven area (including Kessel-lo, Wijgmaal, Heverlee) and even in parts of Herent, Linden, Korbeek-Lo and Peltenberg) for free. When leaving the free area, you have to pay for the extra zones. Make sure that you have your student card on you at all times because you need to be able to prove that you are the rightful owner of the pass. In order to prevent abuse, place your name and number of your official student card on your student pass.

#### De Lijn

Martelarenplein 19b • B-3000 Leuven  
Tel. 070 22 02 00 (general information)  
Tel. 016 31 37 11 (province of Vlaams-Brabant)  
Info Pass:  
Tel. 016 31 37 20 • Fax 016 31 37 25  
Info Groups: Tel. 016 31 37 17  
vlrab@delijn.be • www.delijn.be

### Travelling through Europe with Eurolines

Eurolines has direct and inexpensive bus connections from Leuven to 500 destinations in Europe.

Tel. 02 274 13 50  
www.eurolines.be • info@eurolines.be

## Trains

Leuven is an important hub in the Belgian railway network. From Leuven station, there are connections to every other major Belgian train station. You can find the best connection and itinerary using the b-rail online search engine.

#### Leuven Railway Station

Martelarenplein 16 • B-3000 Leuven  
Info for travellers: 016 21 21 21  
International Information & Eurostar,  
Thalys,  
HST: 02 528.28.28  
Lost and Found: 016 21 24 10  
Fax 016 21 24 11  
www.b-rail.be  
(you can also buy tickets online)

#### Heverlee Station

Naamsesteenweg 180 • B-3001 Heverlee.  
There is no office in this railway station.  
Alarm the train conductor if you enter the train without a valid ticket. He can sell you one on board.





## GoPass and RailPass

With a Go Pass (-26 years old), you can take 10 one-way trips in second class (price, February '10: for € 50). You will get the best value for money if you travel between two stations that are far apart (e.g. Antwerp, Bruges, Ghent, ...). If you hold a RailPass (+ 26 years), you can take 10 one-way trips in second class (price, February '10: € 74).

## Practical Tip

On Fridays after 7 pm and on weekends, ask for a "WeekendTicket". When you travel alone, you get a discount up to 40%. When travelling with friends, the first passenger gets a 50% discount. The 2nd, 3rd, 4th, 5th and 6th passengers get a 70% discount, provided that all members of the Group Travel together.

## Taxis

Starting fee: € 2,40

Price per kilometre: € 2,50

At night, there mostly is a small extra fee

## Parking

Too few parking space or too many cars? One thing is clear: it is not easy to find a parking space in Leuven. No new parking spaces are being created. Moreover, parking fines are very high and in order to use the existing parking spaces in the best possible way, the city has introduced time limits by means of parking machines and blue-zone rules. Exceptions are only made for inhabitants of the neighbourhood and disabled persons. You can save a lot of money by using your bicycle, going on foot or taking the bus. For further information about the above issues, you're

welcome to contact the mobility advisors at [duurzaamheid@dsv.kuleuven.be](mailto:duurzaamheid@dsv.kuleuven.be) or tel. 016 32 93 01 and 016 32 93 02.

# 9.10. Communications

## Postal Services

### National Mail

Your mail may be placed in any letterbox in Belgium or posted at a post office counter and may be open or sealed. Postage standardized letter: € 0.59; for Europe: € 0,90, outside Europe: € 1,05

### International Mail

The items may be open or sealed and weigh a maximum of 2 kg.

## Post Office Addresses in Leuven

[www.depost.be](http://www.depost.be)

### Leuven Centrum

Jan Stasstraat 12 • B-3000 Leuven,

Tel. 016 50 95 60 • Fax 016 50 95 70

Open Weekdays from 9:00 am to 6:00 pm

Thursdays until 7:00 pm

Saturday 10:30 am to 4:30 pm

### Heverlee Ambassade

Naamsesteenweg 380 • B-3001 Heverlee,

Tel. 016 39 36 80

Open Weekdays from 9:00 am to 12:30 pm

and from 1:30 pm to 5:00 pm

Saturday from 9:00 am to 12:30 pm

## Postpunten (stamps, letterbox, packages)

SuperGB Heverlee  
Tervuursevest 113

AD Delhaize Luna  
Tervuursevest 154 • B-3001 Heverlee  
Tel. 016 20 05 17

SPAR Sint-Jacob  
Brusselsestraat 124

Dagbladhandel Tiensepoort  
Tiensesteenweg 25

## Shipping of Goods

For up-to-date information regarding the shipping of goods and a list of specialist transport and removal companies see the yellow pages online at [www.goudengids.be](http://www.goudengids.be)

## Telephone Services

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### General Information

Country Number for Belgium 32  
Area Code Leuven (0)16  
International call, skip (0) (0032 16 ...);  
when calling within Belgium, always dial the  
full area code, 016.

Other examples of area codes:  
Brussels 02 • Antwerp 03 • Ghent 09  
Bruges 050 • Liège 043  
Louvain-la- Neuve 010 • Mons 065.

### Useful Numbers

General Information 1207  
International Information 1204



## Fixed Lines

There are two main providers of fixed telephone lines in Belgium: Belgacom ([www.belgacom.be](http://www.belgacom.be)) and Telenet ([www.telenet.be](http://www.telenet.be)). Belgacom operates a special toll-free number for expatriate services (0800-32005) if you call from Belgium, and +32 2 819 80 04 if you call from abroad). To get a fixed line, phone this toll-free number or visit one of the Belgacom Teleboutiques or go to a recognised Belgacom dealer. Belgacom has a toll-free customer service line for general information: 0800- 55800. There is a network of 60 private retailers authorised to order new lines or sell you Belgacom equipment. Belgacom Teleboutiques also sell or rent a full range of Belgacom telephones, fax machines, answering machines, pagers and mobile telephones.

Telenet provides broadband telephone, internet and multimedia services via cable. For further information about Telenet and its services call 0800 66000, free of charge, or consult their website.

## Mobile Telephones (Cell phones)

Newcomers from most European countries can continue to use their mobile telephones in Belgium if their contract includes a roaming feature, although this will be rather costly in the long term. However, newcomers from the United States are generally unable to use their American cell-phones in Europe. For them, connection to the Belgian telephone and mobile networks remains the most cost-effective solution. Mobile telephones or cell-phones are widely available in specialised shops and large retail outlets. Many specialised dealers are also official agents for one of the three major Belgian mobile operators: Proximus, Mobistar and Base (main shops in Diestsestraat and Bondgenotenlaan). These

operators are authorised to open an account for you and have various payment formulas, including pre-paid cards and subscriptions.

Please don't sign any contract without fully understanding its terms and implications!

[www.proximus.be](http://www.proximus.be)  
[www.mobistar.be](http://www.mobistar.be)  
[www.base.be](http://www.base.be)

## Calling Cards

Calling cards have two main advantages over regular lines: since the card is pre-paid there is no bill at the end of the month; and calls can be made from any telephone (public, private, mobile, etc.). Calling cards for international calls are available at newsagents, post offices, supermarkets, train stations and night shops. Always ask which card is the most suitable for the call and the country you want to call.

## Publications, Computer, Internet and e-mail facilities

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### K.U.Leuven

#### University publications for the international community

##### ◆ E-newsletter

K.U.Leuven publishes a weekly electronic newsletter ([www.kuleuven.be/newsletter](http://www.kuleuven.be/newsletter)) aimed at its international guests to inform them the best possible. The newsletter presents a mixture of practical information, culture, sports, trips and visits, science and research news,... Students can use the newsletter to announce parties and other events. All international students and staff are noti-

fied by e-mail whenever a new edition of the newsletter appears. This notification and all other official university announcements are sent to your K.U.Leuven e-mail address (yourfirstname.yourlastname@student.kuleuven.be), so make sure you check this address regularly.

### ◆ Campus Insight

Campus Insight is K.U.Leuven's international magazine. It offers articles on research, education, student life, staff-related issues, international affairs, policy matters, development cooperation and many other facets of life in and around the university. The magazine appears three times a year and is sent to international staff, students and alumni of K.U.Leuven. Each issue can also be found on the magazine's website, where you can sign up for an e-subscription as well.

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

### ◆ English-language website

K.U.Leuven's English-language website is an invaluable source of information for all international guests: [www.kuleuven.be/english](http://www.kuleuven.be/english). It includes full details not only on application procedures and academic programmes, but also on 'Living in Leuven': student services, cultural events, sports facilities, tourism, worship possibilities, and everything else you need to know to make life easier in Leuven. The website's homepage features a news-flash, highlighting the most important current events, news and deadlines.

### ◆ The Voice

The Voice is an English-language international student newspaper by and for the international student community in Leuven. See p. 64



## ◆ Computer, Internet and e-mail facilities

ICTS (K.U.Leuven's computer and network services provider) looks after the university's computer infrastructure and provides support for the use of computer and network services in the university's education, research and administration. ICTS also operates a PC shop and PC rental service. Consult the website for the rental prices of desktop PCs and laptops or other promotions.

### ICTS

<http://icts.kuleuven.be>  
W. de Croylaan 52a • B-3001 Heverlee,  
Tel. 016 32 28 00 (helpdesk)

### Open

Weekdays from 9:00 am to 5:00 pm

## ◆ User ID and Password

All K.U.Leuven students receive a user ID number when they enrol. The number begins with an 's' and can be found on the back of your student card. You will receive an activation code with your user ID. In order to use your e-mail account, Toledo (e-learning environment), Kotnet or other services, you will need to activate your account. Surf to the registration page ([activate.kuleuven.be](http://activate.kuleuven.be)), log on with your user ID and activation code and set a password on your account asap. Never share your password! You are held responsible for all activities associated with your account.

## ◆ E-mail

At registration, all K.U.Leuven students are automatically assigned an e-mail address with the following format: `firstname.lastname@`

`student.kuleuven.be`. All official correspondence from the university will be e-mailed to this address, for example communication concerning courses, the e-newsletter, etc. Read your K.U.Leuven e-mail from within your browser at <http://webmail.kuleuven.be/>.

### PC Rooms

Open access PC rooms are available.

Dekenstraat 2 • B-3000 Leuven

(weekdays: 8:00 am to 11.45 pm)

Saturday: 8.00 am to 5.45 pm)

De Croylaan 52a • B-3001 Heverlee

( weekdays from 6:00 am to 9:45 pm)

Celestijnenlaan 200c • B-3001 Heverlee

(open weekdays from 8:00 am to 3:45 pm)

## ◆ Toledo

Toledo stands for TOetsen en LEren Doel-treffend Ondersteunen (Effective Support for Learning and Assessment). Toledo is the central web-based e-learning environment. The K.U.Leuven Toledo website is located at: [www.toledo.kuleuven.be/english](http://www.toledo.kuleuven.be/english) Internet Cable Access at Home: "Kotnet" All you need is a computer with a network card, a cable and your K.U.Leuven user ID and password. More info on installation, configuration, etc. can be found at: [icts.kuleuven.be/kotnet](http://icts.kuleuven.be/kotnet). Do not forget to protect your computer when accessing the internet. ICTS provides antivirus software for free for its students under a campus license. K.U.Leuven residence halls all have a broadband internet connection. Most private student housing in Leuven, Heverlee and Kessel-Lo is connected to Kotnet (your landlord will have taken care of this and will charge you a fee for this service).

## KHLeuven – Leuven University College

All departments offer their students free access to their computer facilities and all students get a personal KHLeuven e-mail address. These facilities are available either in the departmental library or in computer rooms. Facilities are certainly open during office hours. All KHLeuven students and staff are offered a fast connection to the internet and the KHLeuven through the cable network of UPC: "Kotnet" at an annual charge of € 25. All you need is your KHLeuven user ID and password, a computer with a network card, a cable modem and a subscription with the cable company, which is often included in the room rent (contact your "kotbaas"). More information on installation, configuration, ... can be found at: [http://ludit.kuleuven.be/internet/kotnet/index\\_en.html](http://ludit.kuleuven.be/internet/kotnet/index_en.html).

## GROUP T – International University College Leuven

GROUP T students can use the computer rooms at Vesalius Campus and Comenius Campus. Workstations are available and students have full access to all domains. You are automatically allocated your own electronic address for e-mail and sufficient space for your own website. Both campuses are hot spots where you can surf wireless on the Internet. GROUP T also has an English-language and a Chinese language website with interesting information for international students and guests: [www.groupt.be](http://www.groupt.be)

## Lemmensinstituut (Hogeschool voor Wetenschap & kunst)

In the Lemmensinstituut the students can use the computer room (foyer) and they have access to the internet. You are automatically allocated your own electronic address for e-

mail. Students also can subscribe for KotNet in order to obtain internet in their student-room.

## Radio Scorpio

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Radio Scorpio 106 FM broadcasts an eclectic programme mix and provides in-depth news coverage and community information. During the day, the playlist is drawn from mainstream music. From 6:00 to 7:00 pm you can hear independent and critical reporting. Every day from 7:00 to 8:00 pm you can listen to interesting programs about culture, literature, film, ... The 8:00 to 10:00 pm slot is devoted to niche music programmes, selected according to the programmer's whim. The late-night hours groove to the sounds of our deejays. Radio Scorpio is the real thing: Leuven independent student radio since 1979. Check out the website!

Radio Scorpio 106 FM  
Naamsestraat 96 • B-3000 Leuven  
Tel. 016 32 03 36  
[mail@radioscorpio.be](mailto:mail@radioscorpio.be)  
[www.radioscorpio.be](http://www.radioscorpio.be)

## Other Belgian Radio Channels (see [www.belgie.fm](http://www.belgie.fm))

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Radio 1 FM 98.5 (Leuven)  
Studio Brussel FM 88  
QMusic FM 97.8  
MNM FM 94.8 (Leuven)  
Joe FM FM 99.7  
Radio 1 FM 98.5  
Radio 2 (provincial) FM 88.7  
Klara (classical) FM 89.5  
For French speaking channels look at [www.rtbf.be](http://www.rtbf.be)

## 9.11. Sports

### K.U.Leuven Sports Centre

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#### Leuven Universitair Sportcentrum

Upon registration at K.U.Leuven, you can apply to have your student card activated for sports facilities for an annual fee of € 17.00 (free for Exchange students). The University Sports Centre offers a range of 55 sports. In addition, the Sports Centre features a state-of-the-art fitness room for which you pay a supplementary fee. To book a tennis or beach volleyball court, soccer field or any other facility, call or drop by the sports secretariat. If you and your team mates have a sports card, everything is free. The only thing you pay extra for is indoor tennis. The Sports Centre organises the following events yearly:

Bike&Run, Indoor Athletics Meeting, table tennis tournament, the Flemish University Competition, the Belgian University Competition, Sports Camps for kids,... If you love to do sports in a more 'student-like' atmosphere (such as interfaculty competitions, running in the famous Leuven 24-hour run, walking or running the 21 kilometres), you will certainly find what you want at LOKO Sport, an organization for and by students (see p. 62)!

Tervuursevest 101 • B-3001 Heverlee  
Tel. 016 32 91 30 • Fax 016 32 91 95  
sport@kuleuven.be  
www.kuleuven.be/sports

Open Weekdays from 9:00 am to 12.00 noon and from 1:00 to 6:00 pm (5:30 during the summer months)





## KHLeuven Leuven University College

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KHLeuven Sporthal  
Hertogstraat 178 • B-3001 Heverlee  
016 375 780 • [www.khleuven.be/sport](http://www.khleuven.be/sport)  
Coordinator of sports:  
Jean-Baptist Bultinck  
[jean-baptist.bultinck@khleuven.be](mailto:jean-baptist.bultinck@khleuven.be)

The brand-new KHLeuven sports facility (Kerpelstraat in Heverlee) is equipped for basketball, volleyball, tennis, gymnastics, dance and badminton. There is also a fitness room and a climbing wall. As a KHLeuven student, you need to have a sports card to use the facilities. The card costs € 17.00 per year. Your sports card also entitles you to use the K.U.Leuven sports facilities on the same conditions as K.U.Leuven students. Holders of a sports card have insurance coverage in case of injury.

Coordinator of sports:  
Jean-Baptist Bultinck  
[jean-baptist.bultinck@khleuven.be](mailto:jean-baptist.bultinck@khleuven.be)

## GROUP T – International University College Leuven Lemmensinstituut (Hogeschool voor Wetenschap & Kunst )

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GROUP T and Lemmensinstituut students can use the K.U.Leuven Sports Centre on the same conditions as the K.U.Leuven students.

## City of Leuven

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City of Leuven Sports Office  
Professor Van Overstraetenplein 1,  
B-3000 Leuven  
Tel. 016 27 24 50  
[sportdienst@leuven.be](mailto:sportdienst@leuven.be) • [www.leuven.be](http://www.leuven.be)

### City's Sports Facilities: An Overview

#### ◆ Swimming Pools

Stadionlaan 4 • B-3010 Kessel-Lo  
016 25 34 80

Aarschotsesteenweg 730  
B-3012 Wilsele-Putkapel  
016 44 33 88

Sportoase,  
Philipssite 6 • B-3001 Heverlee  
016 74 07 40 • [www.sportoase.be](http://www.sportoase.be)



## ◆ Indoor Sports Facilities

Ontmoetingscentrum Ymeria  
Pastoor Bellonstraat 21 • B-3000 Leuven  
Tel. 016 23 10 81

Sportoase  
Philipssite 6 • B-3001 Heverlee  
Tel. 016 74 07 40 • [www.sportoase.be](http://www.sportoase.be)  
meer info:  
Philippe Desmet  
Tel. 016 44 26 60 • [sportbeheer@leuven.be](mailto:sportbeheer@leuven.be)

Sportcomplex Kessel-Lo  
Stadionlaan 4, B • 3010 Kessel-Lo  
016 25 34 80

Sporthal Korbeek-Lo  
Pellenbergstraat 22 • B-3010 Kessel-Lo  
016 25 34 80

Sporthal Redingenhof  
Redingenstraat 90 • B-3000 Leuven  
016 64 08 42 (after school)  
info: Philippe Desmet, 016 44 26 60

Sporthal VTI Leuven  
Dekenstraat 3 • B-3000 Leuven  
016 31 97 70 (after school )  
info: Philippe Desmet, 016 44 26 60

Sporthal Wilsele-centrum  
Aarschotsesteenweg 163 • B-3012 Wilsele  
016 44 51 36

Sportschuur Wilsele  
Brandweg 8 • B-3012 Wilsele  
016 22 57 15

Turn- & sportzaal Boudewijnstadion  
Diestsesteenweg 288 • B-3010 Kessel-Lo  
016 89 52 12

Zaaltje Zwembad Wilsele-Putkapel  
Aarschotsesteenweg 730 • B-3012 Wilsele  
016 44 33 88

Sporthal Kazerne Leuven  
Hertogstraat 184 • B-3001 Heverlee

Sporthal HHH  
Kerspelstraat • B-3001 Heverlee  
(after school)  
info: Philippe Desmet, • 016 44 26 60

Sporthal KH Leuven  
Hertogstraat 178 • B-3001 Heverlee

## ◆ Outdoor Sports Facilities

Boudewijnstadion  
Diestsesteenweg • B-3010 Kessel-Lo  
016 25 12 21

Atletiek Arena Gaston Roelants  
Diestsesteenweg 288b • B-3010 Kessel-Lo  
016 25 12 21

Jeziüetenpark  
St.-Jansbergsesteenweg 19  
B-3001 Heverlee

Ymeriastadion  
Pastoor Bellonstraat 29 • B- 3018 Wijgmaal

Fit-o-meter  
Heverleebos  
Naamsesteenweg • Heverlee

Jeugdvoetbalcentrum Bruineveld  
Domeinstraat 61 • 3010 Kessel-Lo

For information concerning fees & prices  
contact the staff in charge of the facility  
or call the sports office: 016 27 24 50

## Sport Clubs in Leuven

The Sports Office has a comprehensive list of sport clubs in the Leuven area. This list is constantly updated. ([www.leuven.be/sport](http://www.leuven.be/sport)) Its content comes from information collected by the staff of the Sports Office. It is available in every municipal sports facility.

## 9.12. Culture

### K.U.Leuven Culture Coordination

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Leuven boasts a vast, multifaceted range of cultural activities. The K.U.Leuven Culture Coordination team is happy to navigate you through the selection. The first thing students who want to immerse themselves in culture need is a K.U.Leuven Culture Card.

The culture card provides numerous advantages, which increase every year. First and foremost, culture card holders may attend UUR KULtUUR – the university's cultural programme – for free. You can thus take in a selection of comedy shorts, a jazz concert, an exhibition or a dance performance, amongst many other things. As a culture card holder, you will also be given exclusive access to the 30CC Cultural Centre's Last Minute Deals: every Wednesday afternoon, all remaining tickets for the coming week are sold at a 50% discount.

Furthermore, culture card holders receive significant discounts at the various large cultural centres in Leuven. For example, the STUK Arts Centre – the place to be to enjoy contemporary theatre, dance, music and the visual arts – offers substantial discounts and even free entrance to a number of unique events. Besides big, established names, you

can also experience the work of passionate newcomers at STUK. If you are a fan of high quality cinema, Cinema ZED offers precisely what you are looking for, whether it is classic cinema, contemporary film, documentaries, short films, experimental film, etc. If pop and rock concerts are more your thing, head to the Depot in Leuven. This music venue hosts many great musical events, with bands such as Femi Kuti, The skatalites, Alphabeat, etc. Finally, the 8 University Ensembles, Campus Theatre and the student association theatre companies of the Interfaculty Theatre Festival all offer discounts on tickets to their performances. In addition to all the above, culture card holders are also spoiled with special, one-time-only cultural treats throughout the academic year. For example, you can regularly take part in competitions to win tickets to various productions and you will receive discounts to some of the exhibitions at Leuven's new museum, M. You will be kept informed of all this, and much more besides, through a monthly e-newsletter for culture card holders.

As a student of K.U.Leuven, KHLeuven and Lemmensinstituut you may purchase the culture card during your enrolment. It only costs €15 and is valid for an entire academic year. [www.kuleuven.be/culture/culturecard](http://www.kuleuven.be/culture/culturecard). As a student, you can also participate in the university's ensembles, choirs and theatre companies (see below). Please bear in mind that it isn't always possible to become a member of an ensemble during the year.

K.U.Leuven Culture Coordination  
Naamsestraat 96 • B-3000 Leuven  
Tel. 016 32 03 40  
[cultuur@kuleuven.be](mailto:cultuur@kuleuven.be)  
[www.kuleuven.be/culture](http://www.kuleuven.be/culture)  
newsletter:  
[www.kuleuven.be/cultuur/ecultuur](http://www.kuleuven.be/cultuur/ecultuur)

## University Music Ensembles

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### Arenberg Orchestra Arenbergorkest

Rehearsals: Thursday at 8 pm at STUK,  
Naamsestraat 96, B-3000 Leuven  
Info: [bestuur@arenbergorkest.be](mailto:bestuur@arenbergorkest.be)  
[www.kuleuven.be/cultuur/arenberg](http://www.kuleuven.be/cultuur/arenberg)

This symphony orchestra, which has approximately 70 members, greatly enjoys working on its varied and surprising programme. Everyone is welcome!

### Interfak Big Band (IBB)

Rehearsals: Monday at 7:30 pm at STUK,  
Naamsestraat 96, B-3000 Leuven  
Info: [bart.preneel@esat.kuleuven.be](mailto:bart.preneel@esat.kuleuven.be)  
[www.kuleuven.be/cultuur/ibb](http://www.kuleuven.be/cultuur/ibb)  
Tel. 016 32 11 48

Conducted by Bart Preneel, the band comprises about 30 musicians (students, staff and alumni) who are all wild about jazz, blues, bebop, fusion, etc. The group has a busy concert schedule and regularly travels abroad as well.

### Leuven University Choir (LUK) Leuvens Universitair Koor

Rehearsals: Thursday at 7:45 pm,  
in the chapel of the Karthuizerklooster  
Bankstraat 75 • B-3000 Leuven  
Info: [mysteria.bestuurluk@gmail.com](mailto:mysteria.bestuurluk@gmail.com)  
[www.kuleuven.be/cultuur/luk](http://www.kuleuven.be/cultuur/luk)  
Tel. 016 23 47 11

The Leuven University Choir is a dynamic student choir with about 80 singers. Throughout its forty-year existence, the choir has carved a singular niche for itself in the Flemish choral scene. Concerts are performed at Christmas and in the spring.

### Pati Pati Solidarity choir Pati Pati Solidariteitskoor

Rehearsals: Sunday at 8:30 pm  
at Leo XIII-Seminary  
Tiensestraat 112 • B-3000 Leuven  
Info: [patipati@upar.kuleuven.be](mailto:patipati@upar.kuleuven.be)  
[www.kuleuven.be/cultuur/pati](http://www.kuleuven.be/cultuur/pati)  
Tel. 016 32 55 94

Pati Pati, conducted by Hanne Van Gastel and Stefaan De Roeck, is a solidarity choir whose repertoire consists largely of world music. The choice of world music expresses a connection with people who are often forgotten in our world. With about 50 students (from all over the world), the choir is developing a repertoire of international songs of struggle, solidarity and religion.

### University Concert Band (UHO) Universitair Harmonieorkest

Rehearsals: Tuesday at 8:00 pm at STUK,  
Naamsestraat 96 • B-3000 Leuven  
Info: [info@uho.be](mailto:info@uho.be)  
[www.kuleuven.be/cultuur/uho](http://www.kuleuven.be/cultuur/uho)  
Tel. 0498 13 73 89

With about ninety members, the UHO is K.U.Leuven's largest cultural ambassador. Under the direction of Erwin Scheltjens, the choir provides excellent quality with a daring

twist. Its yearly concerts are always an enormous spectacle during which other art forms complement the music or famous soloists are invited to perform.

### University Symphony Orchestra (USO) Universitair Symfonisch Orkest

Rehearsals: Wednesday at 7:45 pm at STUK, Naamsestraat 96 • B-3000 Leuven  
Info: [info@usoleuven.be](mailto:info@usoleuven.be)  
[www.kuleuven.be/cultuur/uso](http://www.kuleuven.be/cultuur/uso)  
Tel. 0484 96 47 11

The University Symphony Orchestra offers students a unique opportunity to perform great symphonic compositions. The orchestra is conducted with much passion and professionalism by the famous conductor Edmond Saveniers. For the past 47 years, the programme has combined monumental pieces with fresh, original ideas.

## University theatre companies

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### Janus International Theatre Group

Janus International Theatre is an amateur theatre Group that was founded by international students and supported by Pangaea, the international meeting centre of K.U.Leuven. Over the years, it has tried to build up a reputation for bringing improvised theatre in English to the stage. It has written its own, original plays for the last three seasons.

Pangaea,  
Vesaliusstraat 34 • B-3000 Leuven  
[janus\\_theatre@hotmail.com](mailto:janus_theatre@hotmail.com)  
[www.janustheatre.com](http://www.janustheatre.com)

### Campus Theatre Campustoneel

Theatre with and for K.U.Leuven students, staff and alumni.

[info@campustoneel.be](mailto:info@campustoneel.be)  
[www.campustoneel.be](http://www.campustoneel.be)

### Interfaculty Theatre Festival InterFacultair Theater Festival

The Interfaculty Theatre Festival brings together Leuven's student association theatre companies.  
[www.iftf.be](http://www.iftf.be)

## University carillon

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[www.kuleuven.be/culture/carillon.htm](http://www.kuleuven.be/culture/carillon.htm)

### Weekly carillon concerts

The tower of the K.U.Leuven Central Library on the Ladeuzeplein houses one of Europe's largest and best carillons. During the academic year until mid-May, the carillon is played twice weekly, on Tuesdays and Thursdays from 7 until 7:45 pm



### Unique: tower visits

Interested in accompanying the carillonneur up the tower with your student association, friends, or family (max. 25)? It's free, but you'll have to register at [carillon@kuleuven.be](mailto:carillon@kuleuven.be)

Special summer recitals are scheduled on Saturdays in July and August.

### ◆ LOKO culture

See p. 63

## KHLeuven – Leuven University College

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The cultural commission organises cultural events and meetings. For events see the respective departments' bulletin board.

## GROUP T – International University College Leuven

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Campus Vesalius  
Andreas Vesaliusstraat 13 • B-3000 Leuven  
Tel: 016 30 10 30  
Cultural coordinator: Jan Jaspers  
[jan.jaspers@groupt.be](mailto:jan.jaspers@groupt.be) • [www.groupt.be](http://www.groupt.be)

Regularly, GROUP T organises an event that explores one of the cultures that inspire us. These events are open to anyone interested. In the past, they have included workshops on Thai cooking, cumbia, dancing, English absurd theatre, tasting French wine, Chinese taijiquan and traditional Flemish games as well as demonstrations of Scottish bagpiping, Bollywood love songs, French magic and Italian archaeology.

These events are organised together with the Confucius Institute at GROUP T. Please consult our website for details: [www.groupt.be](http://www.groupt.be).

GROUP T-students are offered a free STUK-card and a free Cultural Youth Passport which allow for a discount on various cultural activities.

## Lemmensinstituut (Hogeschool voor Wetenschap & Kunst)

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The Concertvereniging Lemmensinstituut has weekly concerts freely accessible to anyone of the interested students of Lemmensinstituut. Other students are welcome at a special student price. See [www.lemmens.be](http://www.lemmens.be) (go to "Concerten en vorming"). Free entrance also to all the masterclasses.

## City of Leuven

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### Leuven Cultural Centre 30CC

Brusselsestraat 63 • B-3000 Leuven  
Tel. 016 23 84 27 • Fax 016 29 12 15  
[30CC@leuven.be](mailto:30CC@leuven.be) • [www.30CC.be](http://www.30CC.be)

#### Tickets:

In&Uit, Naamsestraat • B-3000 Leuven  
Open Tuesday to Saturday from 10:00 am to 5:00 pm

Booking by phone: Tel. 016 20 30 20  
Tuesday to Saturday from 10:00 am to 12:30 pm and from 1:30 to 7:00 pm

Online tickets:

7 days a week, 24h/24, on [www.30CC.be](http://www.30CC.be)

30CC, the Leuven Cultural Centre of Leuven, with 200,000 visitors and approximately 280

activities per season, is the most important organiser of performing arts in the region.

They'll bring you a fascinating mix of theatre, dance, classical and non-classical music, workshops, lectures, children's performances, and much more. There is always something for everybody.

30CC holds performances, concerts and shows at many different venues around the city: the Schouwburg (Bondgenotenlaan 21), the Minnepoort (Dirk Boutsiaan 62), the Romaanse Poort and the Wagehuys (Brusselsstraat 63) and the Predikherenkerk (O.L.Vrouwstraat), and even on the city's street corners.

After the performance you can always continue chatting and meeting people in any of the various halls where these activities are held.

In mounting new and innovative projects like Kultorama, Dubbelspel, Rode Hond, Kunstbende, Licht Gekanteld, ... 30CC plays a pioneering role in terms of creating partnerships and collaboration with the musical groups and arts companies in the Leuven area.

30CC also has a supporting function for the musical company La Petite Bande, and the theatre companies "Braakland/ZheBilding" and "fABULEUS". You can also contact the centre to rent some of the facilities mentioned above. However, you need to get there early. Contact them as soon as you know that you want to organise an event. 30CC offers special discounts for students (-26), depending on the performance. So don't hesitate to check out their offer, and do not miss out on their free brochure

### Tourism Leuven

Tourism Leuven is located in the sidewing of the City Hall. It is a central reception desk

where you can pick up all kinds of information and documentation concerning leisure in Leuven. Basically, Tourism Leuven informs tourists about how they can spend their free time in Leuven. You can learn about Leuven's major sights, attractions and ongoing exhibitions, and about what is going on in music and performing arts. Moreover, Tourism Leuven sells visitor tickets for the City Hall and other places of interest. This is where you can obtain your free copy of Leuven's culture and leisure magazine 'Uit in Leuven'. And while you're there, also take a look at the media screens showing the cultural and tourist highlights of the moment.

Tourism Leuven / City Hall  
Naamsestraat 1 • B-3000 Leuven  
Tel. 016 20 30 20 • Fax 016 20 30 03  
tourism@leuven.be • www.ivisitileuven.be

### STUK

Naamsestraat 96 • B-3000 Leuven  
Tel. 016 32 03 20 (information & tickets)  
ticket@stuk.be • www.stuk.be



STUK is an important venue in Leuven and one of the most important arts centres in Flanders. Its programme features theatre, dance, films, music, fine arts and new media. In addition to the big names, you can also find the work of innovative newcomers.

In general, prices are very affordable. The opening week, at the beginning of the cultural season, is a unique opportunity to get to know STUK. You can find all the necessary information on [www.stuk.be](http://www.stuk.be) where you can also buy tickets online.

STUK also has an elegant 'grand café' where you can drink or eat something, read a newspaper or a book or surf the internet for free. On Friday evenings you can listen to a DJ and every Sunday evening you can enjoy a free jazz concert ('Jazz on Sunday').

Cinema Zed (see further on this page) is incorporated into STUK and offers a wide range of films.

## Art in my room / Kunst op Kot

### An initiative of Kunst In Huis

Bibliotheekcomplex Tweebronnen  
Rijschoolstraat4/003 • B-3000 Leuven  
T. 016 22 45 60 • [leuven@kunstinhuis.be](mailto:leuven@kunstinhuis.be)  
[www.kunstopkot.be](http://www.kunstopkot.be)

Wednesday from 1:00 pm to 8:00 pm  
Saturday from 9:00 am to 2:00 pm

Kunst In Huis (Art at Home) would like to introduce contemporary art to students. If you want to cheer up your student room in an artistically justified way, you can now hire a real piece of art. It will only cost you € 5.00 a month (+ € 25,-guarantee). Interested? Contact us!

## Movie Theatres in Leuven

### ◆ Kinopolis Leuven

Bondgenotenlaan 145-149  
B-3000 Leuven  
Tel. 016 31 96 00 • [www.kinopolis.com](http://www.kinopolis.com)

### ◆ Cinema Zed

Naamsestraat 96 • B-3000 Leuven  
Tel. 016 32 03 20

Monday to Friday from 11:00 am to 10:30 pm;  
Saturday from 7:30 pm to 10:30 pm  
Sunday from 7:30 pm to 10:30 pm  
[ticket@stuk.be](mailto:ticket@stuk.be) • [www.stuk.be](http://www.stuk.be)  
(online-tickets) [www.cinemazed.be](http://www.cinemazed.be)

Cinema Zed is a not-for-profit movie theatre screening primarily films from the alternative circuit.

## Municipal Museums

### M. M for Museum Leuven

September 20th 2009 M, the new municipal museum of Leuven, re-opened its doors. The well-known Belgian architect Stephané Beel united the former 19th century house with new architecture. The buildings accommodate the vast collection and temporary exhibitions. Contemporary art and artist will also find a spot in the new museum.



## ◆ M Collections

The 15th and 16th century panel paintings and the extensive collection Passion sculptures are amongst the most successful products of the Brabant and Leuven workshops. The high quality 19th century art collection will also be brought into the open, together with the monumental studio plasters by Constantin Meunier.

In the arts centre STUK he will install an exhibition with work by artists of international fame that are important to him.

In 2010 M accommodates different exhibitions and collections: Parallelepiped, on art and science; the Belgian artist Philippe Van Snick; the university African collections; the Anjou Bible, a 14th century masterpiece.

M. M for Museum Leuven  
L. Vanderkelenstraat 30 • B-3000 Leuven  
Tel. 016 22 69 06 • Fax 016 23 89 30  
M@leuven.be • www.mleuven.be



## M/Treasury of Saint Peter

The Treasury of Saint Peter is situated in the choir of Saint Peter Church at the Great Market. Saint Peter Church is known as one of the most beautiful examples of the 15th century Brabant gothic period. The impressive choir space became a museum in 1998. Here you can find many sculptures, paintings and religious silverwork. The masterpiece is 'The Last Supper' by Flemish primitive Dirk Bouts.

M/Treasury of Saint Peter  
Grote Markt • B-3000 Leuven  
Tel. 016 29 51 33  
M@leuven.be • [www.mleuven.be](http://www.mleuven.be)

Open Tuesday - Friday 10-17  
Saturday 10-16.30  
Sunday and holidays 14-17  
Monday from 15/03 - 15/10 10-17  
Monday from 16/10 - 14/03: closed

## Municipal Academies

### Municipal academy of fine arts Slac - Academie Beeldende Kunst

Dirk Boutslaan 60 • B-3000 Leuven  
Tel. 016 22 08 70 • Fax 016 31 62 19  
[www.academie-leuven.be](http://www.academie-leuven.be)

The academy offers a whole range of possibilities designed to exercise your creativity. At the academy of fine arts you can study drawing and painting, photography (also digital), advertising and sculpture, digital art, graphics, ceramics and textile arts or lace-making. Several times a year exhibitions are organised in the Academy and also 'outdoors'. A must!

Municipal conservatory for music,  
drama & dance  
Slac - Conservatorium Muziek,  
Woord & Dans

Dirk Boutslaan 60 • B-3000 Leuven  
Tel. 016 22 21 21 • Fax 016 31 08 28  
[www.leuven.be](http://www.leuven.be); link onderwijs

For music, dance and drama, the music conservatory caters to all your needs. If you are musically talented, if you want to learn to play an instrument, learn acting, or take dance lessons, please feel free to apply! Own creations of dancing-, theatre- and interdisciplinary projects and the concerts of our ensembles and orchestras are regularly brought on stage.

More info on [www.artrium.be](http://www.artrium.be).

## 9.13. Libraries

### The K.U.Leuven University Library

The university library system is composed of 11 libraries spread out over the various campuses. The Central Library is housed in one of the most prestigious buildings of the University. It contains some fine heritage collections. Its vast stack room contains the depository collections of the University Library. With its extensive programme of exhibitions and events the Central Library plays an important role in the cultural scene of the university and the town.

The beautiful Campus Library Arenberg (W. de Croylaan 6, Heverlee) is the main library for researchers in the fields of Science, Bioscience Engineering, Kinesiology and Rehabilitation



Science. In addition, the University Library has access to a wide range of bibliographical databases and scholarly electronic resources which can be accessed from any computer connected to the K.U.Leuven network. There is an online catalogue for the University Library and other connected libraries. You have access to this online catalogue on the following address: <http://opac.libis.be>. Your student or staff card gives you automatic access to all the university libraries and their various services.

.....  
More information about the University Library: <http://bib.kuleuven.be/index.php>

## KHLeuven Leuven University College

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At KHLeuven, each department has its own library where you can find subject-related books, magazines, CDs and Internet access. For opening hours check with the departmental librarian.

Chief Librarian: Piet de Keyser  
[piet.de.keyser@khleuven.be](mailto:piet.de.keyser@khleuven.be)  
[www.khleuven.be/bib](http://www.khleuven.be/bib)

## GROUP T - International University College Leuven

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GROUP T students can use the K.U.Leuven library facilities on the same conditions as the K.U.Leuven students.

## Lemmensinstituut (Hogeschool voor Wetenschap & Kunst)

Lemmensinstituut has its own library with musical scores, music-related books, music magazines and internet access.

Open  
Monday: 13.30-16.00 pm  
Tuesday: 9.30-12.30 am – 13.30-16.00 pm  
Wednesday: 10.30-12.00 am  
Thursday: 9.00 am-16.30 pm  
Friday: 9.00-12.00 am

## Leuven Public Library

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### Tweebronnen

Leuvense Openbare Bibliotheek  
Rijschoolstraat 4 • B-3000 Leuven  
Tel. 016 22 65 22 • [bibliotheek@leuven.be](mailto:bibliotheek@leuven.be)  
[www.leuven.be/bibliotheek](http://www.leuven.be/bibliotheek)

The mission of the Leuven public library is to promote knowledge and general culture among the inhabitants of Leuven. The library offers a collection of reference works, newspapers, journals and weekly periodicals (also in languages other than Dutch). These can be consulted in the library. There are copying facilities. There are pc's for consultation of the online catalogues of the collections and databases such as Mediargus (database of newspaper articles). In Digil@b 12 pc's are at your disposal for internet consultation. The use of these pc's is free of charge for library members. Printing is possible. There are working tables for reading and studying in a quiet atmosphere and there is plenty of seating. The library has extensive collections on loan: novels in Dutch, French, English,

German, Spanish, Italian, Arabic and Kurdish; non-fiction works (books and dvd's) ordered by subject and a diverse collection of comic books. But there is more. The library presents a large collection of cd's and dvd's and a collection of reference works on music, movies and stage arts. You can borrow library items (20!) for four weeks. Most of the materials in the library can be lent free of charge; only cd's and movies have a lending fee. More information can be found in the users' regulations. To be able to borrow library materials, you need a library card. The annual fee for a library card is € 2.50 for persons between 18 and 25; and € 5,00 for those older than 26. When you're younger than 18, membership of the library doesn't cost you anything! A memberships card only for library consultation (no borrowing possible) is also free of charge.

### Practical Tip

In order to register as a library user, and obtain your library card, you will need to show your ID card. Enrolment is simple and easy when your ID mentions your address in Belgium or when you can show us a "Bewijs van woonst" (to be obtained at the town hall). If you do not have such a proof of an address in Belgium, you can still get your library card, but then you will be asked to pay a deposit. In both cases, you're welcome in Tweebronnen!

Archives - Archief Tweebronnen  
Rijschoolstraat 4 • B-3000 Leuven  
Tel. 016 30 08 70 • [archieff@leuven.be](mailto:archieff@leuven.be)  
[www.leuven.be/archief](http://www.leuven.be/archief)

Open  
Monday and Wednesday from 9:00 am to 5:00 pm;  
Thursday from 9:00 am to 8:00 pm;  
Friday: from 9:00 am to 4:00 pm

## 9.14. Religion and Worship

### K.U. Leuven

In keeping with centuries of tradition, K.U. Leuven welcomes students and scholars of various cultural, philosophical, political and religious convictions.

#### Roman - Catholic

University Parish K.U. Leuven  
Tiensestraat 124 • B-3000 Leuven  
Tel. 016 32 55 85 • [www.kuleuven.be/up](http://www.kuleuven.be/up)  
[up@upar.kuleuven.be](mailto:up@upar.kuleuven.be)  
Responsible: Johan Vanpée

The university parish is open to both international and Flemish students, regardless of their cultural, religious or political backgrounds. Everyone is welcome for moral support, spiritual counselling, Christian education, prayer or serious reflection. The university parish also runs nine community houses where international and Flemish students live together. More information about the initiatives of the parish and the Roman-Catholic services:

#### ◆ Church of St John the Baptist St. Jan de Doper Kerk

Groot Begijnhof - Masses in Dutch: Sundays at 11:00 am - Saturday evenings at 6:15 pm

#### ◆ Chapel of the Leo XIII seminary

Tiensestraat 124 / Vesaliusstraat  
Student celebration on Wednesday evenings at 6:15 pm

### ◆ Taizé prayers in Leuven

A community organises prayer in the spirit of Taizé every month in Leuven. This is a meditative way of singing and praying with songs in many languages. The Taizé prayer is always prepared by students. They pray together in the Chapel of the Leo XIII seminary in Tiensestraat 124/Vesaliusstraat on Mondays. The prayer starts at 8 pm. The students speak English.

[www.kuleuven.be/up/international/taize.html](http://www.kuleuven.be/up/international/taize.html)

### ◆ University Parish – International Community

The university parish has an English-speaking international community whose goal it is to welcome people from anywhere in the world to form Christian community. They foster an open atmosphere where people from different backgrounds, cultures and countries, and various walks of life, can meet and experience Christian community in the Catholic tradition. Every Sunday of the year, at 10:30 am, the community celebrates the Eucharist. The liturgy is followed by a reception where people have the opportunity to meet informally. The community publishes a weekly bulletin entitled "Bridges". It contains reflections, news, and spiritual-theological insights. It is available at the Sunday liturgy. Sacraments (baptism, confirmation, first communion, reconciliation, and marriage) are prepared and celebrated as community events.

Minderbroedersstraat 15, bus 0.09  
B-3000 Leuven  
Tel. 016 20 44 78 or 016 32 08 14  
upicmnm@yahoo.com  
www.kuleuven.be/up  
http://upicleuven.blogspot.com  
Responsible: Reimund Bieringer  
Masses in English: Sundays at 10:30 am

### ◆ University Parish - French speaking community – Paroisse Universitaire, communauté francophone

The University Parish has also a French-speaking, African community. The community celebrates the Eucharist at 11 am (in French and African languages) in the chapel of Leo XIII-seminary, entrance via Vesaliusstraat 2.

Tiensestraat 124 • B-3000 Leuven  
Tel. 016 32 55 85  
www.kuleuven.be/up/international/francais  
Responsible: Catho Schoofs  
Masses in French: Sundays at 11 am

### ◆ Chapel of the American College

The American College is a seminary and house of studies operated by the bishops of the United States in Leuven since 1857. Students of the K.U.Leuven are always welcome to participate in the liturgies of The American College, and its priests are available for spiritual direction or confession (in English or Spanish).

Naamsestraat 100 • B-3000 Leuven  
Tel. 016 32 00 11 • www.acl.be  
Mass in English: Sunday at 10:00 am  
Monday to Thursday at 7:15 am  
Friday at 5:30 pm  
Confession or Spiritual Direction:  
by appointment

◆ Holy Spirit College  
Heilige Geest College

Naamsestraat 40 • B-3000 Leuven  
In English: Sundays at 11:30 am

◆ Saint Michael's Church  
Sint-Michielskerk

A Roman Catholic Mass is held in Spanish on  
Sundays at 12:00 noon.

Naamsestraat 57A • B-3000 Leuven  
Tel. 016 20 09 06  
Contact person: Paul Aerts  
Tel. 016 31 63 69  
paul.aerts@chello.be  
sint-michielleuven@telenet.be

## ANGLICAN

◆ Anglican Church of St Martha and  
Mary's, Leuven

We are an International student community  
in the Anglican Communion. Our services (in  
English) are every Sunday at 6:30 pm, at the  
Justius Lipsius College. We also enjoy mid-  
week fellowship.

Justius Lipsius College,  
Minderbroederstaat 15 • B-3000 Leuven.  
Contact Person: Church Administrator -  
Ruth Nivelle: ruth.nivelle@holyltrinity.be  
Tel : 02/511 71 83 (On Mon and Tue)

## PROTESTANT

◆ Protestant Service

There is a Protestant service in Dutch eve-  
ry Sunday at 10:00 am at Jesuit Church,  
Waversebaan 222 • B-3001 Heverlee.

Contact person: Ernst Veen  
Tel. 016 22 98 83  
Ernst.veen@pandora.be  
www.vpkleuven.be

## EVANGELICAL

◆ ICEL - International Church of  
Evangelical Christians in Leuven

Services in the Pauscollege, Hogeschoolplein  
3, on Sundays at 10:00 am (separate nursery  
and Sunday School for children under 12).  
Groups: Ichtus Student fellowship, Chinese  
fellowship, Nepali Fellowship e.o.

Pauscollege  
Hogeschoolplein 3 • B-3000 Leuven  
Worship Service: Sundays at 10:00 am  
Contact persons:  
Kees & Toos Rosies: pastor@icel.be  
Sparrendreef 9 • B-3001 Heverlee  
Tel. 016 40 54 67 • 0475 83 27 46  
www.icel.be

## ORTHODOX

### ◆ The Orthodox Parish of the Holy Apostle and Evangelist Mattheos

All services (liturgy – Sundays at 10:00 am - and vespers – Saturdays at 6:00 pm) in Dutch and Old-Slavonic, occasionally with some Greek, English or Romanian.

Contact Person: Priest, Father Alexander Yavarouski, speaks Dutch and Russian, Tervuursestraat 56 • B-3000 Leuven  
Tel. 0486 751792  
aliaksandr.yavarouski@pandora.be; orthodoxleuven@yahoo.co.uk  
www.leuven.orthodoxy.ru/ (website in Dutch, Russian and Greek).

## MUSLIM

### ◆ International Muslim Students Association of Leuven (IMSAL)

IMSAL is the official representative of Muslim students of KU Leuven. IMSAL as a K.U. Leuven organization has its own Students Mosque and library in the city center. Moreover, students studying at Heverlee Campus can enjoy performing prayers in a spacious praying room on campus. Friday prayers are held always in two languages (Arabic and either mostly English or Dutch) at 1 pm (or 2 pm during summer time) in both the Students mosque and the praying room.

IMSAL organizes frequently various religious, sports and culture activities around the year. Muslims and non-muslims are invited to IMSAL open door event once per semester and other similar extracurricular activities. You can borrow any of the listed books on our website for free. Women can enjoy one of two spaces either inside the mosque or they can always take over the library as they wish for special

events. For more information about IMSAL and Muslim Halal-food in Leuven please visit our website. For getting registered please e-mail us.

The students mosque:  
Rijschoolstraat 25, B-3000 Leuven  
The Campus Praying Room: Celestijnenlaan 200 L, B-3001 Leuven (room 00.10)  
Tel. 049 75 32 682  
www.imsal.be • admin@imsal.be

### ◆ Al Fath Mosque

The mosque belongs to the resident Muslim community of Leuven. Here the five daily prayers are held as well as Friday and Feasts prayers. The Khutbas (sermons) of Friday and Eid prayers are delivered only in Arabic.

Penitentienestraat 33 • B-3000 Leuven  
Contact person:  
Mr. Bachiri • Tel. 016 20 87 02

### ◆ Al Ihsan Mosque

The mosque is located close to the Leuven train station and was built by self-help to serve the Muslim community in Leuven. There is a spacious parking yard that belongs to the mosque. More important the mosque includes a school attached to it to teach Muslim children, from five to 13 years old, Arabic language during weekends.

Al Ihsaan Mosque  
Kolonel Begautlaan 45 • 3012 Leuven



## 9.15. Tourism

### Places to visit

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**In Leuven:** Great Market Square (Town Hall, Saint-Peter's Church with the Dirk Bouts 'last supper'-panel), Great Beguinage with Saint John the Baptist's Church, Saint Gertrude's Church and Abbey (Halfmaartstraat), Saint Michael's Church (Naamsestraat), Botanical Garden (Kapucijnenvoer), University Library (Mgr. Ladeuzeplein), M from Museum Leuven

**Around Leuven:** Park Abbey (along Gelde-naaksebaan, Heverlee), Vlierbeek Abbey (Abdijlaan, Kessel-Lo), Arenberg Castle and Park

(Kardinaal Mercierlaan, Heverlee), Provincial Recreation Park (Kessel-Lo), Heverlee and Meerdael Forest (south of Leuven).

**In the Province of Flemish Brabant:** Horst Castle (St- Pieters-Rode), visit the little towns of Hoegaarden, Diest, Tienen, Zoutleeuw, Scherpenheuvel.

**The surroundings of Brussels:** Museum for Central Africa and Parks (Tervuren).

Tourism Leuven • Naamsestraat 1  
[www.visitleuven.be](http://www.visitleuven.be)  
Tourism Flemish Brabant:  
<http://toerisme.vlaamsbrabant.be>





## 9.16. Police and Safety

**Leuven Police Headquarters** The police department is in charge of maintaining law and order. Leuven students can expect a visit from a police officer if their party is making too much noise and the neighbours get annoyed and complain. Police are also on the lookout for people riding their bicycle without any lights, or cyclists who ignore the traffic regulations. Students are encouraged to report incidents to the police (e.g. if your bicycle is stolen, if you are involved in a traffic accident, etc.). Police officers are there for your security whenever you need them.

Philipssite 4 • B-3001 Heverlee  
Tel. 016 21 07 40 • Fax 016 21 07 39  
politie@leuven.be

Open

Weekdays from 8:00 am to 12:00 noon  
and from 12:30 pm to 4:00 pm (or by  
appointment)

For emergencies (24 hours a day) please  
contact:

Interventieafdeling Algemene Politiezorg  
Philipssite 4 • B-3001 Heverlee  
Tel. 016 21 06 10 • Fax 016 21 06 09

### Safety and Security Service

K.U.Leuven

#### ◆ Bewaking K.U.Leuven

In cases of emergency or accident within the university, it is necessary to call or mail the 24-hour K.U.Leuven emergency number or e-mailaddress for a quick and efficient aid of the right auxiliary services. Moreover the

K.U.Leuven guards will offer their support to the emergency services.

Emergency Number K.U.Leuven (24-hour)  
Willem de Croylaan 40 • B-3001 Heverlee  
Tel. 2222 • 016 32 22 22  
noodnummer@kuleuven.be

Likewise, if you are robbed within one of the K.U.Leuven residences or the university buildings, you can use the same number. We then help you to make a report for the Police Office. It is important that you register the identification numbers of your valuables like PC, Laptop, mobile phone (IMEI code). To avoid theft, please read the precautions on the following webpages: [www.kuleuven.be/admin/td/niv2/bb-k00.htm](http://www.kuleuven.be/admin/td/niv2/bb-k00.htm).

Security Service K.U.Leuven  
Willem de Croylaan 40 • B-3001 Heverlee  
Tel. 016 32 21 64 • Fax 016 32 29 83  
bewaking.kuleuven@tech.kuleuven.be

#### Student Police Officer

The Student Officer's task is to facilitate contact between students and the police department. The students may contact him to report problems, and to request information about organising parties and other events. He can also play a role in your registration at the Foreigner's Office (see Chapter 3 "Formalities upon arrival"; p.20). Please note that students are expected to notify this office, or the student officer, when they leave Belgium for home. Before leaving the country you need to return your residence permit. To safeguard the livability of Leuven, the City, the University and the other Institutions of Higher Education work together to minimise social inconvenience. The collaboration between

the Social Services of the K.U.Leuven, LOKO, ACCO, ALMA, the City of Leuven and the Police, resulted in a Student Code against inconvenience. You can find the code on [www.kuleuven.be/studentencode](http://www.kuleuven.be/studentencode). 'Stef, the owl' is the symbol for the fact that students may have their parties, but always with respect for the permanent inhabitants.

Nick Vanden Bussche  
Philipssite 4 • B-3001 Leuven  
Tel. 016 21 06 10 • Mob. 0499 25 85 75  
[politieantenne@kuleuven.be](mailto:politieantenne@kuleuven.be)  
[politieantenne@groept.be](mailto:politieantenne@groept.be)  
facebook studenteninspecteur Leuven  
Politieantenne Leuven  
Grote Markt 8 • B-3000 Leuven  
Tel. 016 21 09 00  
Open

Monday, Tuesday and Wednesday from  
6:00 pm to 8:00 pm (or by appointment)

De Moete,  
Celestijnenlaan 200 P • B-3001 Heverlee  
Open  
Monday, Tuesday and Wednesday from  
12:00 pm to 2:00 pm (or by appointment)

## Robbery in your room

### ◆ some useful advice

Do not put valuables where passersby can easily see them. Take valuable goods home with you when you leave for the weekend or put them away in a safe place. Give your room a lived-in appearance while away. Never leave doors or windows open, even if you're only away for a short while. Do not hide your keys in those typical "public secret" places such as: under a doormat, in a flower pot, ... Marking of valuable goods makes it much

easier to identify stolen goods afterward. It is recommended to keep an inventory of serial numbers of appliances, IMEI number of your cell phone and MAC code of your lap top computer. For that purpose you may use the registration card to be found on the web site of the Leuven police. If, in spite of all precautions, you become the victim of robbery in your room, file a declaration with the police as soon as possible!

## Project "Kotfuiven"

House parties are and should remain possible, but only with the proper respect for your fellow housemates and neighbours.

### ◆ Some useful tips

Keep the volume of your stereo down. Keep your doors and windows closed. Limit the number of participants in line with the available space. Appoint someone as the party steward. Warn housemates and next door neighbours beforehand with a polite note.

## Student Code

As temporary inhabitants of Leuven, we, the students, together with Leuven inhabitants, want to work towards a safe, pleasant and livable town. When we go out and have parties, we do it with respect for the night's rest of those who want to sleep. We refrain from vandalism, unhygienic practices (vomiting, pissing in public, kicking rubbish, ...) and we respect the properties of others. In our dealings with others, we take into account their personal integrity and we refrain from verbal and physical violence, bullying and threats. We respect our co-tenants and neighbours and we keep our own place quiet and neat. We voluntarily commit ourselves to these

values in order to make Leuven a pleasant and safe town with room for working, studying, living and going out.

Local Anti-Discrimination Centre  
(see p. 56)

#### ◆ Crime prevention and safety services

Preventiedienst  
Philipssite 4 • B-3001 Heverlee  
Tel. 016 21 07 00 • Fax 016 21 06 99  
Open Weekdays from 8:00 am to 4:30 pm and by appointment  
Visit the Preventionshop: for all information and display of the best bicycle locks.  
[www.leuven.be/preventie](http://www.leuven.be/preventie)  
[preventiedienst@leuven.be](mailto:preventiedienst@leuven.be)

This office looks after security matters: traffic safety, burglary, anti-social behaviour, drug abuse, personal safety, etc. The prevention service is committed to the creation of a safe and welcoming city both for the inhabitants of Leuven and for its many visitors.

#### Some tips for your personal safety

Generally speaking, it is safe to walk on the streets in Leuven, although you should avoid walking alone at night and use your common sense wherever you are:

- Take special care of your passport, travel documents and tickets and keep them in a safe place. Photocopy of all these documents.
- We strongly advise against carrying large amounts of cash with you.
- When you go out or when you are in crowded places, look after your purse, mobile phone, coats and your keys.
- Lock all outside doors and deadlock windows when you're not at home.
- Don't leave the front door open for friends who will arrive later.
- Make sure your television, electrical equipment, notebook and other valuables can't be seen through a window and never leave cash or credit cards lying around.
- Always lock your bicycle by its frame and wheel to a fixed object (more information about bicycles on page 93)
- If you have a car, always lock the doors and don't leave any valuables in it.
- Leuven is famous for its beers, but don't forget that you can get a fine for public drunkenness.

If you have any safety problems, you can inform one of the city guards (you can recognise them by their purple jacket with the print 'STADSWACHT') or a police officer.

## 9.17. Births, Marriages and Deaths

### Registry Office Burgerlijke Stand

Professor Van Overstraetenplein 1  
B-3000 Leuven  
Tel. 016 27 20 00 • Fax 016 27 29 55  
[www.leuven.be](http://www.leuven.be)

#### Births

You are required to inform the Registry Office of the birth of your baby within 15 days of the birth. Forms concerning insurance

companies' birth premiums and state child allowances can be obtained from the Social Service for International Students or the Human Resources Department (for researchers and visiting professors).

### Civil Marriages

The municipal authorities in Belgium only recognise civil weddings, not church weddings. If you plan to have both a civil and a religious marriage ceremony, the civil ceremony must take place first. You do not need to have both on the same day. All information concerning marriage and the documents required, can be obtained at the Registry Office.

### Deaths

The Registry Office must be informed of all deaths. If death occurs in a hospital, this formality will be normally done by the undertaker, but has to be paid. You can do this yourself, but you then need to inquire at the Registry Office. If death occurs outside a hospital, a doctor must be called first to certify the death and to determine the cause of death. After that, the registry office must be informed. It is advisable to ask for several copies of the death certificate, since they may be needed for insurance, banks, embassies, etc.



## 9.18. SOS /Emergency

### Services and Numbers

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In cases of emergency, always give your address and telephone number. Speak slowly. It would be useful for you to learn a few words or expressions related to such cases in Dutch or French.

100	Ambulance and Fire Department
101	Police Emergency Number
112	International Emergency Number
105	Red Cross Flanders Ambulance Service
106	Teleonthaal (suicide prevention)
070 25 70 25	Doctor on call
016 32 22 22	K.U.Leuven University Emergency
016 32 44 20	Medical Centre for Students Doctor on call
070 25 40 40	Dentist on call
0900 10 500	Pharmacies on duty (after hours and on weekends)
070 24 52 45	Poison Antidote Centre
070 34 43 44	Card Stop for Bank and Credit Cards
02 649 95 55	Suicide Prevention Centre

## 9.19. Hospitals

### University Hospitals

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[www.uzleuven.be](http://www.uzleuven.be)  
For all University Hospitals  
tel. 016 33 22 11

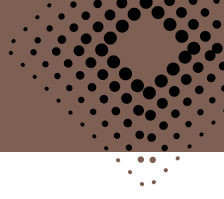
Gasthuisberg • Herestraat 49 • B-3000 Leuven

Sint-Pieter • Brusselsestraat 69 • B-3000 Leuven

Sint-Rafaël • Kapucijnenvoer 33 • B-3000 Leuven

Pellenberg • Weligerveld 1 • B-3041 Pellenberg

Heilig-Hartziekenhuis • (non-university hospital)  
Naamsestraat 105 • B-3000 Leuven • Tel. 016 20 92 11





# Notes

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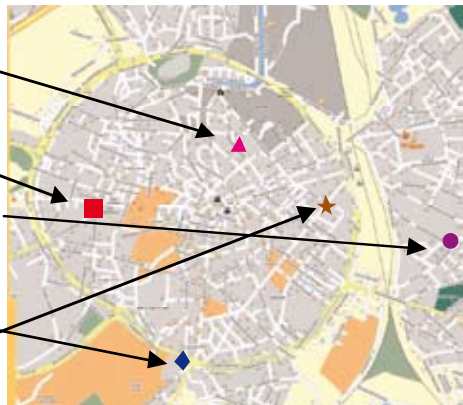


# Laundrettes



**Open 7 out of 7, from 7 to 22 o'clock**  
Washing - drying - ironing

- ▲ Sint-Maartenstraat 25  
Leuven
- Tervuursestraat 7  
Leuven
- Koning Albert II-laan 133  
Kessel – lo
- ◆ Naamsesteenweg 20  
Heverlee
- ★ Hoek Maria-Theresiastraat  
en Jozef II-straat



**Handy, cheap en closeby!**



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**600**  
**FREE MINUTES!**  
WITH EACH TOP-UP\*

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\* The free minutes are only valid for calls from Belgium to Belgian, Dutch and German Ortel Mobile numbers • The free minutes remain available for 30 days after the first reload  
 • The free minutes are not transferable \*\*Rates per 15.01.2010 • Call set-up fee 0,15 per call • Rates include VAT • Rates per minute • For all rates, visit [www.ortelmobile.be](http://www.ortelmobile.be)